



## HUMAN SERVICES COMMITTEE

### Agenda

Wednesday, February 22, 2012  
12:00 pm

Madison Avenue Meeting Room  
500 SW Madison

- |                                    |  |
|------------------------------------|--|
| Discussion/ <b>Possible Action</b> | I. Willamette Water Trail Partnership Memorandum of Understanding (Attachment) |
| Discussion/ <b>Possible Action</b> | II. Social Services Semi-Annual Report (Attachment)                            |
| Information                        | III. Other Business  |

### **Next Scheduled Meeting**

Tuesday, March 6, 2012 at 12:00 pm  
Madison Avenue Meeting Room, 500 SW Madison Ave

### **Agenda**

The Arts Center Annual Report  
Public Art Selection Commission Annual Report

# MEMORANDUM



**To:** Human Services Committee  
**From:** David L. Phillips, Park Operations Supervisor  
Stephen McGettigan, Park Operations Specialist  
**Date:** February 7, 2012  
**Subject:** Willamette River Water Trails Memo of Understanding

## **Issue:**

The Willamette River Water Trails Memorandum of Understanding (MOU) is for review before Human Services Committee.

## **Background:**

The MOU is intended to formalize the cooperative agreement between participating governmental agencies, non-profit organizations, and private entities concerning the Willamette River Water Trails. The agreement is intended to encompass the breadth of activities that parties undertake in promoting stewardship and recreation opportunities along the river.

## **Discussion:**

Over the past year, there have been a number of discussions between the State of Oregon and numerous partners in the governmental and non-profit sectors in regards to what an agreement would address and how this would be configured. The last meeting was in November 2011 and was largely attended by governmental agencies including the Oregon State Marine Board, Oregon State Parks & Recreation (ORPD), along with several counties and municipalities. There is also involvement by several non-profit organizations that have an active stewardship role along the Willamette River.

The MOU sets out several partnership goals and includes definitions and limits itself to the Willamette River. It envisions several benefits from the program, including creation of an ongoing volunteer effort on handling cleanup and invasive species removal along the water trail, as well as making agencies' grant applications become more attractive by highlighting collaborative efforts. The memo is an agreement for collaboration; no cash or resources are committed, apart from staff time. A modification clause exists for groups to withdraw, if they wish.

The proposed MOU was a subject of discussion at the Parks, Natural Areas, and Recreation Advisory Board meeting on December 15, 2011. Several questions were raised to clarify specifics in the verbiage. To that end, it was mentioned that the discussion amongst all agencies about encouraging "greener" uses has been general in nature and that discouraging motorized use of the Willamette Water Trail is not regarded as a viable topic. The ORPD is also seeking additional partners – on the governmental, private, and non-profit levels – for the MOU. Possible regional

candidates include the Benton Soils and Water Conservation District along with the Greenbelt Land Trust.

Participating non-profit organizations in the discussions include Willamette Riverkeepers and the McKenzie River Trust. Participating government agencies include Oregon State Marine Board, Oregon State Parks and Recreation, Lane County, Metro, Portland Parks & Recreation, Marion County, and Clackamas County. Participating municipalities include the cities of Wilsonville, Kaiser, West Kaiser, Corvallis, Dayton and Willamalane Parks and Recreation District.

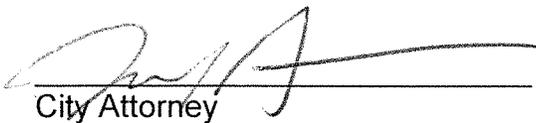
**Recommendation:**

Staff recommends HSC recommends to City Council to accept the proposed Willamette River Water Trails Memo of Understanding.

**Review and Concur:**

  
\_\_\_\_\_  
James A. Patterson, City Manager  
\_\_\_\_\_  
Nancy Brewer, Finance Director

Approved as to Form:

  
\_\_\_\_\_  
City Attorney

Attachment: Memorandum of Understanding

## **Memorandum of Understanding For the Willamette Water Trail Partnership**

**Parties to the agreement are:**

The Willamette Water Trail Partnership, referenced hereinafter as the “Partnership”  
(Includes public and private organization)  
The Parties listed on attached signature page.

**Purpose:**

This agreement formalizes the relationship between the Parties and allows the Parties to speak with one voice for the mutually agreed-upon goal set forth below.

**Water Trail Definition:** A Water Trail is a stretch of river, or other waterway, that has been mapped, and contains facilities that enable access, campsites, and informational resources. The intent of a Water Trail is to create educational, scenic, and environmentally rewarding opportunities for canoeists and kayakers traveling on the waterway.

**History of Partnership**

In 1998, the Willamette River was designated as one of only fourteen American Heritage Rivers by U.S. President Bill Clinton. As a result, a federal “River Navigator” position was established to assist local communities in reestablishing their connections to the Willamette. That same year, Governor John Kitzhaber signed executive order 98-18 establishing the Willamette Restoration Initiative (WRI) to promote, integrate and coordinate efforts to protect and restore the Willamette watershed. In 2001, the Executive Director of the WRI and the River Navigator joined together with the Bureau of Land Management, Oregon State Parks, Willamette Riverkeeper, the National Park Service, and stakeholders such as the cities of Salem, Independence and Keizer, and Marion County to explore and collaborate on efforts to increase Willamette River awareness, recreation and stewardship opportunities. The group was called the Mid-Willamette River Connections (MWRC) workgroup. After extensive public outreach, the MWRC began the process of establishing the Willamette River Water Trail. In 2003, the municipal partners of the MWRC entered into the “Willamette Concord” wherein they agreed to work together to identify and improve recreation and stewardship opportunities on and along the river consistent with private property rights and to support the water trail effort.

After being elected in 2003, Governor Ted Kulongoski provided support for the water trail under his Willamette River Legacy Plan, which was created to “repair, restore, and recreate” on the Willamette. Congresswoman Darlene Hooley also provided considerable assistance to the water trail effort. The first leg of the water trail for the greater Salem/Keizer area was opened in 2005 by the MWRC with guides, inventories, maps, signage and internet support for the water trail. The Oregon Parks and Recreation Department (OPRD) assumed the role of primary facilitator for the partnership and the second trail leg was opened from Eugene to Salem in 2006. The final leg of the Willamette River Water Trail was opened in 2007. This completed the Willamette Water Trail from the headwaters south of Eugene to the confluence with the Columbia River, a distance of about 200 river miles. The Secretary of the Interior recognized the Willamette Water Trail Partnership as one of only 21 partnerships nationwide who best “achieved excellence in conservation through collaboration and partnerships” by awarding the Willamette River Water

Trail with the Cooperative Conservation Award in a ceremony in Washington D.C. in 2008. Since then the Water Trail Partnership and its members have continued to work together to promote and improve the Willamette River Water Trail.

**Mission Statement:**

The Mission of the Partnership is to promote improvements and public use of the water trail as a valuable resource for non-motorized recreation, education, stewardship, and tourism.

**Partnership Goal**

Our goal is to use the collective and cooperative energy of the Parties to support projects that further our mission. The Parties are committed to the following partnership objectives, to the best of each party's ability, dependent upon policies, budgets, and agency procedures.

- Support the ongoing usefulness and availability of the Willamette Water Trail guides for public use, the creation of which were a major past accomplishment of the Parties.
- Coordinate and cooperate between groups to further the mission.
- Offer mutual support and advice on specific on-going projects.
- Investigate avenues for increasing funding of conservation, restoration and non-motorized recreation projects for the Parties.
- Increase community awareness of the recreational and environmental value of a healthy river.
- Request and encourage the inclusion of manual-powered design considerations at new facilities and at facilities that are slated for significant improvements or renovations.
- Promote the public's ability to float the main stem of the Willamette River.
- Promote the Willamette River water trail system as a valuable resource for non-motorized recreation, education, stewardship and tourism.
- While the focus on the partnership is to promote non-motorized recreation, the intent of this MOU is not to impede motorized use, or advocate for excluding motorized use on any portion of the Willamette River.

**Benefits**

The Parties agree that the ability to achieve common and related goals can be enhanced significantly by working collaboratively to support projects that further our mission.

The Partnership agrees that each individual project that fits within the mission of this partnership benefits all the communities along the river.

**Responsibilities**

All Parties agree to:

- Work together to respect and honor private property along the Water Trail.
- Cooperate in the education of Water Trail users regarding the responsible use and respect of private properties, public lands and all Willamette Water Trail facilities.
- Cooperate to develop and distribute outreach, interpretive, and educational materials, tools and programs that enhance, enrich and or promote the Willamette Water Trail.
- Appoint a minimum of one representative to act as liaison to the party and attend each meeting, averaging two meetings per year. Meetings may be attended in person, or can be attended by telephone or by any telecommunication method available to the parties.

**Decision Making Process**

Actions in support of specific projects will be made during regularly scheduled meetings.

The Partnership will strive to make all decisions at meetings by consensus of the Parties at the meeting. If a consensus can not be achieved, then the Parties attending the meeting may decide to vote on the action by majority vote. A quorum of more than 50% percent of voting members is required for any decision of the Partnership. Each Party is encouraged to have multiple representatives attend the meetings; however, each Party only has one vote.

**Modification, Termination and other conditions**

This MOU is neither a fiscal nor funds obligation document. Any endeavor involving funds between the Parties will be made in accordance with applicable laws, regulations and procedures. Such endeavors, if any, will be outlined in separate agreements.

Parties will be notified in writing of any proposed changes to the MOU at least 30 days prior to the vote. This MOU may be modified through the decision making process for this MOU. In such case, all agreeing parties will re-sign the MOU.

Any party may terminate its involvement at any time by providing written notice to the facilitator of the water trail group. Any additional members may be approved by utilizing the decision making process in the MOU. New members may be added without the then-current Parties re-signing the MOU. The full list of Parties to the MOU will be kept by Water Trail Group facilitator, currently OPRD.

This MOU becomes effective when signed by the signatory Parties and remains in effect until modified or terminated.

Willamette River Water Trail Partnership Signature Page

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Printed Name

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Signature

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Jurisdiction/Agency/Organization

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Date

## MEMORANDUM

DATE: February 10, 2012  
TO: Human Services Committee  
FROM: Ken Gibb, Community Development Director   
SUBJECT: Social Service Semi-Annual Report for Period Ending December 31, 2011

### **I. Issue**

Under the terms of the Social Service Funding Agreement between the City of Corvallis and United Way, review and approval of semi-annual reports is required.

### **II. Discussion**

United Way is the City's designated administrator for Social Service funding for FY 11-12. In September 2009, the City Council authorized the City Manager to enter into a three-year agreement with United Way, with an annual option to extend the agreement for two additional years. An agreement for administration services was entered into with United Way on July 1, 2010. For FY 11-12, due to the need for budget reductions, the City Council reduced the Social Service Allocation to \$250,000, with an additional \$102,870 from the passage of the levy, for a total of \$352,870. Of this amount, \$335,225 is to be distributed to agencies and \$17,644 is the service fee paid to United Way for administration of the program. A payment of \$24,906 is made monthly.

For this first semi-annual report for FY 11-12, United Way has included a six-month report, (Attachment A) reports from all of the agencies receiving Social Service funding from the City which include a narrative of their activities, outputs and outcomes, and a year-to-date budget sheet to United Way (Attachment B), and agency testimonials (Attachment C).

United Way has been provided with a copy of this staff report, notified of the upcoming Committee meeting and invited to attend.

### **III. Action Recommended**

That the Human Services Committee consider this report and recommend the City Council approve acceptance of the Social Service first semi-annual report for FY 11-12.

Review and Concur:



Nancy Brewer  
Finance Director

Review and Concur:



James A. Patterson  
City Manager

United Way of  
Benton & Lincoln Counties

PO Box 2499 (97339)  
2330 NW Professional Dr, Ste 101  
Corvallis, OR 97330  
Phone: (541) 757-7717  
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Email: [office@unitedwayblc.org](mailto:office@unitedwayblc.org) | [www.unitedwayblc.org](http://www.unitedwayblc.org)

914 SW Coast Hwy Suite 104  
Newport, OR 97365  
Phone: (541) 265-5812



## Memo

DATE: February 1, 2012  
TO: Ken Gibb, City of Corvallis  
FROM: Jennifer Moore, United Way

A handwritten signature in blue ink, appearing to be "JM", is written over the name "Jennifer Moore" in the "FROM:" line.

### City Social Service Fund—Six-month report for 11-12 cycle

There are two items of note in the 11-12 six-month report packet:

#### Boys & Girls Club of Corvallis:

In late November, the Boys & Girls Club of Corvallis requested an amendment to the use of remaining awarded funds. The original award was to support funding for a volunteer coordinator for the Johnson Dental Clinic. The club is struggling to meet demand for hygiene services and proposed the remaining award would be better spent in support of a hygienist in the clinic. Given the Club's explanation and adjusted projection of the number of children to be served, we agreed. After consulting with City staff, we granted the amendment. Attached is a copy of the request. The Club's interim report for the Dental Clinic reflects the amendment.

#### Corvallis Homeless Shelter Coalition:

In early January, the Corvallis Homeless Shelter Coalition (CHSC) made us aware they have been unable to hire the Outreach Worker position awarded funds were meant to support. The memo from CHSC in the report packet provides a narrative of the challenges in filling the position. The agency has received 6 months of payment for services as per the contract. To date, CHSC has not spent any of the awarded funds, and have requested a six-month extension on the spending period. After consulting with City staff, we recommend the following:

- We grant extension of the spending period to 2/28/2013
- CHSC continue recruiting process to hire the position at the proposed .50 FTE
- We suspend payment of the remaining award (\$7,500) until a satisfactory six-month report is received in August—United Way will manage this suspension and restart release of monthly payments beginning 9/1/2012.

At the end of January we learned the Board elected to end its relationship with the Executive Director; Aleita Hass-Holcombe will serve as the interim Director while the Board conducts a search to replace the position. A Board committee is currently reviewing applications for the Outreach Worker position, and expects to have a candidate hired before month-end.

Our initial recommendation to extend the spending period remains; however, we will monitor the situation closely. Should the circumstances change, we may revise that recommendation.

Attachments: Boys & Girls Club of Corvallis letter

GREAT FUTURES START HERE.



**BOYS & GIRLS CLUB**  
OF CORVALLIS

December 6, 2011

Jennifer Moore  
Executive Director  
United Way of Benton & Lincoln Counties  
PO Box 2499  
Corvallis, OR 97330

1112 NW Circle Blvd  
Corvallis, OR 97330  
Tel 541-757-1909  
Fax 541-757-7874  
[www.bgccorvallis.org](http://www.bgccorvallis.org)

Tax ID #23-7153987

Dear Jennifer,

The Boys & Girls Club of Corvallis is submitting this letter as a request for an amendment to the 2011-12 City of Corvallis Social Service Fund grant award in the amount of \$16,426 to support our Johnson Dental Clinic.

We are proposing a change in the allocation of funds from our original grant request. In our proposal, we requested funding for a volunteer coordinator, supplies, and maintenance of equipment. As time has progressed since the submission of the proposal, we have found that the clinic is struggling with the demand for more hygiene services because volunteer coverage has declined. We would like to redirect the funds to provide a hygienist in the clinic. If we can use these funds to pay for a hygienist 8 hours a day for 4 days per month at \$30/hour, we could better meet the needs of the youth who are receiving dental services in the Johnson Dental Clinic.

**Officers**

Scott Jackson  
President

Stephanie Maxon  
Past President

Steve Zander  
Treasurer

**Board of Directors**

Kevin Bogatin  
Rosco Huebner  
Carol Kronstad  
Bill Mercer  
Karen Misfeldt  
Chris Nordyke  
Steve Redman  
Brian Robertson  
Mike Sheets, DMD MS PC  
Todd Simmons  
Ryan Sparks, DMD  
Barte Starker  
Dick Thompson  
Rachel Todd  
Todd Washington

**Executive Director**  
Helen Z. Higgins

**Honorary Members**  
Tom Ahlers  
Patrice O'Brien

*Description of unit of service:* 1 unit of service at the dental clinic = 1 comprehensive exam (including x-rays and cleaning)

*The unit cost (what it costs to deliver this service per client):* 1 child's dental exam costs \$215.

*Projection of children to be served:* 1,200

Our Club truly appreciates the support of the City of Corvallis Social Service Fund as we work together toward promoting dental health in our community and ensuring that all children, regardless of economic status receive the dental health care they need.

Sincerely,

Helen Higgins  
CEO

RECEIVED  
DEC 09 2011

ATTACHMENT A



# City of Corvallis

## Social Service Grants

### 11-12 Six- Month Reports

As per our administrative contract, United Way has recently compiled funded program six-month reports for the 11-12 City of Corvallis Social Service funding cycle.

This document contains the following components:

#### 1. Program Reports

- Narrative: describe how the grant award has been spent, how many people have been helped, what progress against goals has been tracked, and benefits (or changes) seen for program participants
- Financial update: Budget worksheet; the financial data requested for reporting purposes has been simplified in an ongoing effort to be conscientious of the agency's time as a resource, while still receiving enough information to make informed decisions.

#### 2. Testimonials

## Agency Requests/Recommendations

Agency	Program	Request	Final Rec
ABC House	Child Abuse Assessment	\$36,810	<b>\$32,766</b>
Boys & Girls Club of Corvallis	ABCs to PhDs	\$20,000	<b>\$3,883</b>
	Dental Clinic	\$35,000	<b>\$16,426</b>
Center Against Rape & Domestic Violence -- CARDV	Shelter/Advocacy Services	\$50,000	<b>\$22,766</b>
CASA-Voices for Children	Court Advocacy Training	\$12,000	<b>\$11,553</b>
Community Outreach, Inc	Emergency Services	\$54,000	<b>\$25,000</b>
	Food	\$19,000	<b>\$3,106</b>
	Health Care Services	\$44,500	<b>\$37,766</b>
	Integrated Housing	\$60,000	<b>\$10,000</b>
	Permanent Supportive Housing	\$36,000	<b>\$7,766</b>
CSC-Emergency Housing	Emergency Housing	\$15,016	<b>\$8,550</b>
CSC-Linn Benton Food Share	Linn Benton Food Share	\$36,000	<b>\$35,106</b>
CSC-Linn-Benton Volunteers	SHIBA	\$5,000	<b>\$1,747</b>
Corvallis Community Children's Center	Tuition Scholarship	\$36,000	<b>\$10,213</b>
Corvallis Daytime Drop-in Center	Counseling Services	\$10,000	<b>\$8,883</b>
Corvallis Environmental Center	SAGE	\$18,000	<b>\$3,943</b>
Corvallis Homeless Shelter Coalition	Outreach Worker	\$15,000	<b>\$15,000</b>
Furniture Share	BEDS for KIDS	\$10,000	<b>\$3,883</b>
	Furniture for Individuals in Crisis	\$10,000	<b>\$1,942</b>
Jackson Street Youth Shelter	Emergency Shelter	\$25,000	<b>\$25,000</b>
	Transitional Housing	\$8,000	<b>\$8,000</b>
Old Mill Center	Child Safe Sex Abuse Treatment	\$27,500	<b>\$13,500</b>
Parent Enhancement Program	Parent Enhancement Program	\$25,000	<b>\$17,766</b>
Vina Moses Center	Clothing & Household	\$6,000	<b>\$5,330</b>
	FISH	\$6,000	<b>\$5,330</b>
<b>Subtotal</b>		<b>\$876,702</b>	<b>\$335,225</b>

United Way (contract fee )Total     **\$17,644**

**Total distribution     \$352,870**



# City of Corvallis

## 11-12 Social Service Funding Interim Report

Period: July – Dec. 2011

Please answer the following (outline or bullet list preferred):

<p><b>Linn County Child Victim Assessment Center (dba: ABC House)</b></p>	<p>Agency _____</p>	<p>Program <u>Assessments</u></p>
		<p>Award <u>\$ 32,766</u></p>

### Narrative

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What has the grant award been spent on?

Grant funding has been used to support the assessment services ABC House provides to children from the City of Corvallis. Assessment services include medical exams, forensic interviews of children and advocacy services for all family members or medical consultations for physical abuse, drug endangered children or other medical issues due to threat of harm.

How many people (unduplicated count) have been helped by this program? What activities happened?

- 53 children received services from ABC House.
- 10 children received medical exams,
- 35 received on site forensic interviews,
- 40 of the children received advocacy services
- 9 medical consultations were provided to children.

What progress have you tracked, compared against targets identified in the original proposal?

- 3% increase in the number of children referred over 2010
- 30% contact rate for follow up surveys
- No negative feedback about services
- 100% of children referred for services received them

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

The benefit for all children referred to ABC House is they are able to have their situation assessed by professionals trained in child abuse. This lessens the risk that a critical issue will be overlooked and place them in a high risk situation.

There have been children who were tested for drugs that would not have been if they had not been seen by the Medical Director. Several children were referred for follow up medical testing due to abuse concerns.

In addition, there were children and families who received referrals for counseling who would not have had the appropriate information if their case were not staffed at by the team. All eligible victims had Crime Victim's Compensation applications submitted on their behalf which enables them access to funding to help with medical needs due to the abuse and counseling funding until they reach age 21.

How have you promoted the program? Are the community/potential participants aware this program is available? How are outcomes used in your marketing?

ABC House is part of the Benton County Multi-disciplinary team which meets weekly and enables other community partners to be in close contact with the agency when dealing with child abuse issues.

ABC House has a community education program in the local middle and high schools of Benton County and specifically Corvallis High, and Crescent Valley High School.

ABC House has also had displays at various events to raise awareness of child abuse and the services we provide.

**Agency:** Linn County Child Victim Assessment Center ter (DBA: ABCHouse)

**Program Name:** Assessment Program

**Funding Request \$** \$ 36,810.00

Percent of request awarded: **89%**

**Grant Award \$** \$ 32,766.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
<b>REVENUE</b>		<b>1</b>	<b>2</b>	<b>3</b>
A	Contributions / fundraising income	\$ 62,250	\$ 41,326	66%
B	United Way Grant funding (current year award)		\$ 9,735	#DIV/0!
C	United Way donor-directed designations	\$ 83	\$ 108	131%
D	City of Corvallis SSF award		\$ 10,922	#DIV/0!
E	Grants from other government agencies	\$ 266,212	\$ 116,734	44%
F	Foundation grants	\$ 99,028	\$ 96,250	97%
G	Program service fees	\$ 80,124	\$ 42,210	53%
H	Fundraising Events		\$ 65,423	#DIV/0!
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 507,697</b>	<b>\$ 382,708</b>	<b>75%</b>

**\*\* Use line "D" to report City Social Service Fund award**

**EXPENSES**

J	Salaries	\$ 340,229	\$ 191,077	\$ 1
K	Payroll taxes and employee benefits	\$ 68,125	\$ 42,119	\$ 1
L	Professional fees and contracted services	\$ 20,800	\$ 9,076	\$ 0
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 35,492	\$ 22,382	\$ 1
N	Materials and supplies	\$ 4,538	\$ 2,165	\$ 0
O	Travel	\$ 1,056	\$ 1,449	\$ 1
P	Staff and volunteer development / training costs	\$ 350		\$ -
Q	Conferences, conventions, meetings	\$ 21,154	\$ 128	\$ 0
R	Fundraising		\$ 15,848	#DIV/0!
S	Insurance, Liability, Worker's Comp. Mal-practice	\$ 13,740	\$ 5,632	\$ 0
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 505,484</b>	<b>\$ 289,876</b>	<b>57%</b>
<b>Balance</b>		<b>\$ 2,213</b>	<b>\$ 92,832</b>	

**ABC House**  
**Profit & Loss**  
 July through December 2011  
Jul - Dec 11

Ordinary Income/Expense

Income

<b>1400 - Medical Services</b>	
1400A - Photo Consult	1,360.66
1400b - Training Service	750.00
1400c - Karly Law receipts	422.40
1400 - Medical Services - Other	37,472.49
<b>Total 1400 - Medical Services</b>	<u>40,005.55</u>

**1401 - Court Appearance**

1401A - Linn County Court	1,280.77
1401B - Benton County Courts	495.00
1401D - Dept. of Human Services	165.00
1401e - Court Appearance- Other	263.25

<b>Total 1401 - Court Appearance</b>	<u>2,204.02</u>
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1402 - VOCA - Advocacy Grant	9,283.00
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1403 - Mental Health Services	3,838.43
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1405 - Other Grant Revenue	116,907.00
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1406 - Linn Co. CAMI	67,444.36
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1412 - Benton Co. CAMI	35,006.57
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1414 - NCA	5,000.00
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**1416 - Donations**

1416A - Appeal Letter	865.00
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1416 - Donations - Other	39,730.75
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<b>Total 1416 - Donations</b>	<u>40,595.75</u>
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1455 - Fundraising/ Shooter's Match	729.50
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**1459 - Other Fundraisers**

1459A - Celebrate Hope	4,900.50
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1459b - Third Party Events	4,960.00
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1459c - Half Marathon	55,562.35
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<b>Total 1459 - Other Fundraisers</b>	<u>65,422.85</u>
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<b>Total Income</b>	386,437.03
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Expense

1601 - Accountant	8,845.00
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1602 - Advertising	50.00
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1605 - Court Appearance Reimbursement	0.00
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1606 - Community Education	673.22
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**1607 - Computer Supplies**

1607a - Computer Software	99.00
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<b>Total 1607 - Computer Supplies</b>	<u>99.00</u>
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**ABC House**  
**Profit & Loss**  
 July through December 2011  
Jul - Dec 11

<b>1608 · Contract Labor</b>	
1608a · Medical	0.00
1608c · Contract Labor - Other	231.00
1608d · Mental Health Therapist	18,398.75
<b>Total 1608 · Contract Labor</b>	<u>18,629.75</u>
<b>1609 · Custodial Services</b>	3,337.50
<b>1610 · Dues and Subscriptions</b>	
1610a · Medical	525.00
1610b · Development	125.00
1610c · Administration	250.00
1610 · Dues and Subscriptions - Other	3,050.00
<b>Total 1610 · Dues and Subscriptions</b>	<u>3,950.00</u>
<b>1611 · Development Expense</b>	
1611B · Supplies	168.00
1611c · Food Expense	185.00
<b>Total 1611 · Development Expense</b>	<u>353.00</u>
<b>1613 · Fees and Registration</b>	
1613A · Bank Service Charge	70.63
1613d · Development	-100.00
1613 · Fees and Registration - Other	280.00
<b>Total 1613 · Fees and Registration</b>	<u>250.63</u>
<b>1615 · Fish</b>	577.50
<b>1616 · Fundraising Expense</b>	
1616a · Annual Event	43.57
1616B · Shooters Match	12.77
1616e · 1/2 Marathon	15,775.73
1616 · Fundraising Expense - Other	15.99
<b>Total 1616 · Fundraising Expense</b>	<u>15,848.06</u>
<b>1625 · Groundskeeping</b>	840.00
<b>1633 · Insurance</b>	
1633a · Medical Insurance	22,044.74
1633b · Dental Insurance	1,116.35
1633c · Vision Insurance	327.92
<b>Total 1633 · Insurance</b>	<u>23,489.01</u>
<b>1637 · Insurance-Liability</b>	2,106.00
<b>1640 · Insurance-Workers Comp.</b>	-221.00
<b>1643 · Interviewer Expense</b>	
1643a · Court Expenses	0.00

**ABC House**  
**Profit & Loss**  
July through December 2011

	Jul - Dec 11
1643 · Interviewer Expense - Other	10.50
<b>Total 1643 · Interviewer Expense</b>	<b>10.50</b>
1644 · Maintenance	
1644a · Computer Tech maintenance	975.25
1644b · Building	580.53
<b>Total 1644 · Maintenance</b>	<b>1,555.78</b>
1645 · Medical Service Expense	
1645c · Medical Equipment Repair	124.00
1645d · Medical Supplies	553.10
1645f · Medical Printing	330.13
<b>Total 1645 · Medical Service Expense</b>	<b>1,007.23</b>
1651 · Medical Malpractice Insurance	3,747.38
1655 · Mental Health Expense	-514.21
1656 · Mileage	
1656a · Staff Mileage	504.33
1656b · Community Education Mileage	155.20
1656c · Interviewer Mileage	97.60
1656d · Development Mileage	801.60
<b>Total 1656 · Mileage</b>	<b>1,558.73</b>
1662 · Office Supplies	
1662a · Development	
1662a1 · Newsletter	70.44
1662a · Development - Other	36.78
<b>Total 1662a · Development</b>	<b>107.22</b>
1662 · Office Supplies - Other	478.05
<b>Total 1662 · Office Supplies</b>	<b>585.27</b>
1665 · Office Systems-Fire Alarm	78.50
1667 · Operating Supplies	17.79
1668 · Payroll Taxes	19,269.63
1670 · Photocopy	
1670A · Administration	54.05
1670B · Medical	124.35
1670C · Advocacy	63.23
1670D · Education	40.61
1670E · Counseling	13.46
1670F · Development	87.66
1670F1 · Newsletter	321.26
1670G · Interviewing	51.13
<b>1670 · Photocopy - Other</b>	<b>406.13</b>

**ABC House**  
**Profit & Loss**  
 July through December 2011

	Jul - Dec 11
<b>Total 1670 · Photocopy</b>	1,161.88
<b>1672 · Postage</b>	
1672a · Medical	108.38
1672b · Adminiistrative	71.41
1672c · Interviewing	35.94
1672d · Community Ed.	17.46
1672e · Advocacy	27.89
1672f · counseling	8.97
1672g · Development	
1672g1 · Newsletter	484.00
1672g · Development - Other	48.92
<b>Total 1672g · Development</b>	532.92
1672g3 · Fundraising	51.40
1672g4 · Other	-8.00
1672 · Postage - Other	92.70
<b>Total 1672 · Postage</b>	939.07
1674 · Printing	159.99
1676 · Property Tax	250.31
1678 · Public Relations-Meals/Misc	
1678a · Administration	99.45
1678b · Board	14.99
1678 · Public Relations-Meals/Misc - Other	46.00
<b>Total 1678 · Public Relations-Meals/Misc</b>	160.44
1680 · Records Check	43.00
1682 · Rent	
1682A · Storage	294.00
1682B · Post Office Box	100.00
<b>Total 1682 · Rent</b>	394.00
1684 · Repairs	
1684a · Building	494.17
<b>Total 1684 · Repairs</b>	494.17
1685 · Resource Material	100.00
1686 · Salaries and Wages	
1686a · Executive Director	29,748.22
1686b · Advocacy	19,759.54
1686c · CMA/Intake	19,801.96
1686d · Office Support Spec.	15,818.40
1686e · Community Educator	8,552.63
1686l · Physician	58,200.00

**ABC House**  
**Profit & Loss**  
July through December 2011

	<u>Jul - Dec 11</u>
1686J - Interviewer	11,495.27
1686K - Development Director	25,609.08
1686L - Adm. Assistant	9,877.63
1686m - Medical Support	767.13
<b>Total 1686 - Salaries and Wages</b>	<b>199,629.86</b>
1688 - Security Expense	376.00
1690 - Supplies	
1690a - Food	6.40
1690b - Drinks	121.18
1690c - Cleaning Supplies	242.08
1690e - Other	86.89
<b>Total 1690 - Supplies</b>	<b>456.55</b>
1694 - Telephone	1,240.74
1695 - Technology	3,150.00
1696 - Training	
1696a - ABC Director	948.21
1696c - Medical	1,500.00
1696d - MDT	-1,000.00
1696e - Education	20.15
1696f - Counseling	159.98
1696g - Interviewer	7.58
1696i - Development Training	112.00
<b>Total 1696 - Training</b>	<b>1,747.92</b>
1697 - Transportation	
1697D - Program Travel	45.00
<b>Total 1697 - Transportation</b>	<b>45.00</b>
1698 - Utilities	
1698a - Pacific Power	1,972.91
1698b - Water	215.10
1698c - Gas	585.32
1698d - Sanitation	149.50
1698e - Sewer	102.75
<b>Total 1698 - Utilities</b>	<b>3,025.58</b>
1699 - Website	100.50
<b>Total Expense</b>	<b>319,619.28</b>
<b>Net Ordinary Income</b>	<b>66,817.75</b>
<b>Net Income</b>	<b>66,817.75</b>

**ABC House**  
**Balance Sheet**  
As of December 31, 2011  
Dec 31, 11

**ASSETS**

**Current Assets**

**Checking/Savings**

1109 - Citizens Bank - Checking 123,694.87

**Total Checking/Savings** 123,694.87

**Total Current Assets** 123,694.87

**Fixed Assets**

1210 - Prepaid Insurance 2,154.00

1240 - Accounts Receivable 35,899.47

1271 - Land 58,000.00

1272 - Building 430,324.79

1273 - Eqiopment 119,246.40

1275 - Furniture 943.00

1276 - Office Equipment 29,178.63

1277 - Office Furniture 15,020.09

1280 - Program Equipment 1,140.00

1289 - Accumulated Depreciation -187,090.00

**Total Fixed Assets** 504,816.38

**Other Assets**

1103 - Edward Jones 74,171.18

1110 - Investment-OCF 265,211.29

1120 - Investment Edward Jones 386,720.20

1222 - Unrealized app/depr. of inv. -28,424.61

1714 - Realized Gain/loss on investmen 9,674.39

**Total Other Assets** 707,352.45

**TOTAL ASSETS** 1,335,863.70

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

1310 - FICA/FWT Payable -11,135.41

1315 - SWT Payable 6,879.38

1317 - WBE/SVI Payable 1,294.10

1318 - Salary & Wages Payable -22,261.72

1325 - Edward Jones 503(B) Payable 36,000.00

**Total Other Current Liabilities** 10,776.35

**Total Current Liabilities** 10,776.35

**ABC House**  
**Balance Sheet**  
As of December 31, 2011  
Dec 31, 11

<b>Total Liabilities</b>	10,776.35
<b>Equity</b>	
<b>1390 - Unrestricted fund balance</b>	1,208,269.60
<b>1391 - Permanently Restricted Fund Bal</b>	50,000.00
<b>Net Income</b>	66,817.75
<b>Total Equity</b>	<u>1,325,087.35</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,335,863.70</u></u>



# City of Corvallis

## 11-12 Social Service Funding Interim Report December 31, 2011

Period: July 1, 2011 –

Please answer the following (outline or bullet list preferred):

Agency Boys & Girls Club of Corvallis Program ABCs to PhDs  
Award \$ 3,883

### Narrative

What has the grant award been spent on?

- Salaries

How many people (unduplicated count) have been helped by this program? What activities happened?

- 79 registered students at the end of December 2012.
- September/October: Launched the ABCs to PhDs pilot project, "We're going to college!"
- October: Students produced a family assembly introducing the "Six Pillars of Good Character" behavior system and shared monthly activities.
- November: Students studied Oregon children's authors/writing genres, created peer advice columns, focused on self image and friendships, and completed writing assessments.
- December: Friday lab sciences were implemented with experiments in chemistry, physics, biology and the exploration of diverse families.

What progress have you tracked, compared against targets identified in the original proposal?

Students participating in Lion's Den and the ABCs to PhDs are receiving programming with a greater emphasis on academics in the context for college readiness. The Yes We Can! Club begins in January and runs through March to begin preparation for the OAKS exams. It is through this program that we are able to collect measureable outcomes. The overall program effectiveness of the Lion's Den programming will be reflected in the increase of the student's test scores on the OAKS exams. Each year, students have shown marked improvement, and last year test scores increased by an astounding 16-22% across subgroups.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

All students who participate in LLD are also enrolled in the ABCs to PhDs program. This year, we are forging a new partnership with Oregon State University (OSU) in order to support the ABCs to PhDs program to increase graduation rates. We realize that goal-setting is a tool that will give students the additional support they need to break the cycle of poverty. The OSU AEP students will provide journaling mentoring for our students participating in the ABCs to PhDs program. This fall, OSU freshmen business students began the process of goal-setting and utilizing day planners; in the winter and spring term, under the supervision of their OSU teacher assistants and professor, they will teach it to our students/mentees and be matched with a LLD student to foster a pen-pal correspondence of bi-weekly journaling. AEP students will read and respond to participants' journal entries to generate enthusiasm, inspirations, and accountability with goal-setting. Additionally, our LLD students will visit OSU campus winter term to get them excited about attending college.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?

The program is promoted through advertising, media, and Lincoln Elementary School teachers who refer students to the program. This year, the education program manager for LLD set up a registration booth at Lincoln Elementary School's main entrance before and after school for three weeks before the program started to educate parents about the opportunity to enroll their children. Our outcomes are used to leverage additional funding based on the highly successful results of the OAKS test scores.

**Agency:** Boys & Girls Club of Corvallis

**Program Name:** ABCs to PhDs (Lincoln Lion's Den)

**Funding Request \$** 20,000.00

Percent of request awarded: **19%**

**Grant Award \$** 3,883.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
<b>REVENUE</b>		<b>1</b>	<b>2</b>	<b>3</b>
A	Contributions / fundraising income	\$ 24,500	\$ 5,330	#REF!
B	United Way Grant funding (current year award)			#REF!
C	United Way donor-directed designations			#REF!
D	City of Corvallis SSF award	\$ 3,883	\$ 3,883	#REF!
E	Grants from other government agencies			#REF!
F	Foundation grants	\$ 39,200	\$ 23,000	#REF!
G	Program service fees	\$ 31,513	\$ 11,220	#REF!
H	Other income		\$ 2,635	#REF!
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 99,096</b>	<b>\$ 46,068</b>	<b>#REF!</b>

\*\* Use line "D" to report City Social Servcie Fund award

**EXPENSES**

J	Salaries	\$ 105,788	\$ 39,164	\$ 0
K	Payroll taxes and employee benefits	\$ 10,098	\$ 4,268	\$ 0
L	Professional fees and contracted services			#DIV/0!
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 1,574	\$ 583	\$ 0
N	Materials and supplies	\$ 2,495	\$ 948	\$ 0
O	Travel	\$ 154	\$ 35	\$ 0
P	Staff and volunteer development / training costs	\$ 433	\$ 21	\$ 0
Q	Conferences, conventions, meetings	\$ 60		\$ -
R	Direct assistance to individuals (Scholarships)			#DIV/0!
S	Miscellaneous expenses	\$ 219	\$ 19	\$ 0
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 120,821</b>	<b>\$ 45,038</b>	<b>37%</b>

**Balance \$ (21,725) \$ 1,030**

**Boys & Girls Club of Corvallis**  
**Lincoln Profit & Loss**  
 July through December 2011

	<u>Jul - Dec 11</u>
<b>Income</b>	
<b>4000 · Fundraising</b>	
4120 · General Donations	4,965.00
4150 · Direct Mail Campaign	300.00
4180 · Donated Scholarships	65.00
<b>Total 4000 · Fundraising</b>	<u>5,330.00</u>
4185 · Grants - Planned Ops	26,883.00
4450 · Contract Revenue	2,360.00
<b>4500 · Other Revenue</b>	
4502 · Other Revenue	275.00
<b>Total 4500 · Other Revenue</b>	<u>275.00</u>
4804 · Lincoln (South Corvallis)	
4805 · Fees	20,414.77
4806 · Memberships	1,600.00
<b>Total 4804 · Lincoln (South Corvallis)</b>	<u>22,014.77</u>
<b>Total Income</b>	<u>56,862.77</u>
<b>Gross Profit</b>	56,862.77
<b>Expense</b>	
6300 · Bank Fees/Interest	5.00
<b>6400 · OE - Occupancy Expenses</b>	
6404 · Telephone	125.00
6499 · Occupancy-Allocated	457.70
<b>Total 6400 · OE - Occupancy Expenses</b>	<u>582.70</u>
<b>6500 · Payroll Expenses</b>	
6501 · Gross Wages	
5101.1 · Salary/Wages	26,047.29
<b>Total 6501 · Gross Wages</b>	<u>26,047.29</u>
6502 · Taxes	
6502.1 · Medicare	377.69
6502.2 · Social Security	1,614.93
6502.3 · OR WC Assessment	35.68
6502.4 · SUTA - NW Agency Trust	1,921.00
6502.5 · SAIF	318.72
<b>Total 6502 · Taxes</b>	<u>4,268.02</u>
<b>Total 6500 · Payroll Expenses</b>	30,315.31
6505 · Accrued Payroll Expense	3,256.44
6506 · Mile / Travel Expense	34.83
6508 · Per Diems	21.20
6598 · Direct Allocated Payroll	4,344.12
6599 · Indirect Allocated	5,516.58
6700 · PE - Program Expenses	

**Boys & Girls Club of Corvallis**  
**Lincoln Profit & Loss**  
July through December 2011

	<u>Jul - Dec 11</u>
6701 · Advertising	25.50
6707 · Copying/Printing	81.58
6716 · Office Supplies	429.19
6718 · Background Checks	216.00
6719 · Postage	15.15
6721 · Scholarships	10,795.00
6722 · Supplies	180.66
6726 · Other Expenses	<u>18.91</u>
<b>Total 6700 · PE - Program Expenses</b>	<b><u>11,761.99</u></b>
<b>Total Expense</b>	<b><u>55,838.17</u></b>
<b>Net Income</b>	<b><u><u>1,024.60</u></u></b>



# City of Corvallis

## 11-12 Social Service Funding Interim Report December 31, 2012

Period: July 1, 2011-

Please answer the following (outline or bullet list preferred):

Agency Boys & Girls Club of Corvallis

Program Johnson Dental Clinic

Award \$ 16,426

### Narrative

What has the grant award been spent on?

- Dental Supplies
- Dental Hygienist Services
- Scholarships (for youth who cannot afford the \$25 annual Club membership)

How many people (unduplicated count) have been helped by this program? What activities happened?

Activities and numbers served:

- |         |                             |  |
|---------|-----------------------------|--|
| • 78    | Clinics Held                | \$310,000 - Volunteer Monies Donated (in-kind) |
| • 624   | Patients (children) treated | \$224,000 - Value of Dental Treatment Donated  |
| • 3,600 | Children screened           | \$375 - Scholarships Donated                   |
| • 1,240 | Volunteer Hours Donated     | \$534,000 - Total Donated Services             |

What progress have you tracked, compared against targets identified in the original proposal?

- Increased dental services to youth without access
- Increased awareness of dental clinic services
- Increased preventative education
- Increased dental hygiene services delivered

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

When we first opened our doors, nearly half the children treated at the dental clinic were in dental crisis, which frequently required extraction of teeth. Having surpassed the dental crisis of alleviating dental pain, we are now implementing early childhood preventive oral health care. Since the submission of the proposal, volunteer hygiene coverage has declined, which has resulted in the clinic struggling to meet the demand for more hygiene services. After receiving permission from the City Social Service Fund in December 2011, we reallocated funding from the volunteer coordinator to provide a dental hygienist in the clinic. This allows us to better meet the needs of the youth served in the dental clinic as they require less emergency care and more preventative care and education.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?

The dental clinic is promoted through media, advertising, and referrals from the Corvallis School District. Promotion is particularly successful at the school level through onsite dental screenings where all students are recipients of a free oral screening. Our Club site provides an ideal place to promote oral health care to our members, as it is in the hub of the open clubhouse that serves 350-400 youth daily. Additionally, students participating in the Lincoln Lion's Den program at Lincoln Elementary School are also introduced to the services that Johnson Dental Clinic offers.





**Boys & Girls Club of Corvallis  
Dental Clinic  
Unaudited Profit & Loss**

July through December 2011

**Income**

4000 · Fundraising	
4120 · General Donations	1,800.00
4150 · Direct Mail Campaign	500.00
<b>Total 4000 · Fundraising</b>	<u>2,300.00</u>
4185 · Grants - Planned Ops	56,062.00
4500 · Other Revenue	
4502 · Other Revenue	6,692.15
<b>Total 4500 · Other Revenue</b>	<u>6,692.15</u>
4900 · Dental Clinic Revenue	14,087.89
<b>Total Income</b>	<u>79,142.04</u>

**Gross Profit** 79,142.04

**Expense**

6400 · OE - Occupancy Expenses	
6401 · IT Services	123.46
6403 · Janitorial	157.46
6499 · Occupancy-Allocated	10,028.08
<b>Total 6400 · OE - Occupancy Expenses</b>	<u>10,309.00</u>

**6500 · Payroll Expenses**

6501 · Gross Wages	
5101.1 · Salary/Wages	6,723.50
5101.2 · Holiday Pay	408.00
5101.3 · Sick Pay	102.00
<b>Total 6501 · Gross Wages</b>	<u>7,233.50</u>

**6502 · Taxes**

6502.1 · Medicare	104.89
6502.2 · Social Security	448.48
6502.3 · OR WC Assessment	11.73
<b>Total 6502 · Taxes</b>	<u>565.10</u>

**Total 6500 · Payroll Expenses** 7,798.60

6505 · Accrued Payroll Expense	879.76
6598 · Direct Allocated Payroll	10,662.99
6599 · Indirect Allocated	6,965.70

**6700 · PE - Program Expenses**

6706 · Contract Labor/Work Study	800.00
6707 · Copying/Printing	153.95
6710 · Equip Purch/Maint	2,068.93
6715 · License Fees	224.00
6716 · Office Supplies	88.99
6718 · Background Checks	18.00
6721 · Scholarships	375.00
6722 · Supplies	4,740.54
6724 · Donor Nurturing	274.75
<b>Total 6700 · PE - Program Expenses</b>	<u>8,744.16</u>

**Total Expense** 45,360.21

**Net Income**

Page 19 of 33  
33,781.83



# City of Corvallis

## 11-12 Social Service Funding Interim Report

Period: 7/01/11-12/31/11

Please answer the following (outline or bullet list preferred):

Agency Center Against Rape and Domestic Violence Program Shelter & Advocacy Services  
 Award \$ 22,766

### Narrative

What has the grant award been spent on?

- Personnel Expense
- Telephone
- Utilities
- Maintenance
- Client assistance
- Travel

How many people (unduplicated count) have been helped by this program? What activities happened?

44 adults and 39 children provided shelter for 1,165 nights	23 individuals received Hospital Response
2,301 hotline calls responded to	61 individuals received Transportation
384 individuals received Legal advocacy	21 individuals attended Support Groups
187 individuals received Crisis Response	<b>Total: 3,060 individuals receiving services</b>

What progress have you tracked, compared against targets identified in the original proposal?

3,060 individuals receiving services in first six months. Original proposal projected a total of 6,102 for the year. Expect to meet target.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application. 19 surveys distributed, 17 returned. 100% of returned surveys rated agree or strongly agree to the following outcomes:

- Immediate safety for adults and children through the crisis line and/or crisis intervention
- Increased understanding of the dynamics and impact of domestic violence
- Increased understanding of and access to legal and community resources

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?

The majority of program recipients learn about CARDV's services through a referral from a community partner such as law enforcement or the hospitals. CARDV participates on a number of community boards and committees to maintain effective partnerships with these partners.

Brochures are widely distributed in the community, presentations, newsletters, website, and social media

Yes, the community is aware this program is available

Outcomes are used in marketing through our website, newsletters and presentations

United Way is acknowledged during community presentations as a support of CARDV; UW logo is included on brochures and stationary.

**Agency:** Center Against Rape and Domestic Violence

**Program Name:** Shelter & Advocacy Services

**Funding Request \$** 50,000.00

Percent of request awarded: 46%

**Grant Award \$** 22,766.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)
2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
<b>REVENUE</b>				
A	Contributions / fundraising income	\$ 43,017	\$ 21,509	50%
B	United Way Grant funding (current year award)	\$ 12,350	\$ 6,175	50%
C	United Way donor-directed designations	\$ 4,560	\$ 2,280	50%
D	City of Corvallis SSF award	\$ 22,766	\$ 11,383	50%
E	Grants from other government agencies	\$ 242,110	\$ 121,055	50%
F	Foundation grants	\$ 4,000	\$ 2,000	50%
G	Program service fees	\$ 160	\$ 80	50%
H	Other income	\$ 1,020	\$ 510	50%
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 329,983</b>	<b>\$ 164,992</b>	<b>50%</b>

\*\* Use line "D" to report City Social Servcie Fund award

**EXPENSES**

J	Salaries	\$ 214,132	\$ 107,066	50%
K	Payroll taxes and employee benefits	\$ 55,612	\$ 27,806	50%
L	Professional fees and contracted services	\$ 7,040	\$ 3,520	50%
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 33,999	\$ 17,000	50%
N	Materials and supplies	\$ 4,000	\$ 2,000	50%
O	Travel	\$ 1,600	\$ 800	50%
P	Staff and volunteer development / training costs	\$ 1,200	\$ 600	50%
Q	Conferences, conventions, meetings	\$ 600	\$ 300	50%
R	Direct assistance to individuals	\$ 11,800	\$ 5,900	50%
S	Miscellaneous expenses		\$ -	
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 329,983</b>	<b>\$ 164,992</b>	<b>50%</b>

Balance \$ - \$ -

**COMMENTS:**

Please explain any special circumstances

5% overall increase in shelter expenses from original projection

Government (federal, state, and local) were awarded at less than original budget

Shelter services allocated a greater percentage of donations to cover expenses

**Center Against Rape and Domestic Violence  
Profit & Loss**

July through December 2011

CITY OF CORVALLIS SSF P&L JULY - DEC 2011      Jul - Dec 11

Ordinary Income/Expense

Income

**RESTRICTED INCOME**

Foundations/Grants/Contracts	
Other Restricted Foundation	10,000.00
<b>Total Foundations/Grants/Contracts</b>	<u>10,000.00</u>

**GRANTS**

Federal

CSC ESG	0.00
FEMA BC	2,318.00
FEMA LC	7,050.00
OVW Arrest LC DA	15,244.75
OVW CR LC	17,043.47
SOSCF FVPSA	30,069.00
VAWA	5,447.17
VOCA Project	<u>11,446.08</u>
<b>Total Federal</b>	88,618.47

State

IPVP Grant	12,982.08
ODSVS DV	0.00
ODSVS SA	0.00
SOSCF CFAA DV	34,104.00
SOSCF CFAA SA	6,678.00
SOSCF MLT	<u>13,416.00</u>
<b>Total State</b>	67,180.08

City	11,383.02
UW Benton	6,175.00
UW Linn	<u>10,000.02</u>

**Total GRANTS**      183,356.59

**Restricted Donations**

Other Misc Restricted	1,550.00
Restricted Donations - Other	0.00
<b>Total Restricted Donations</b>	<u>1,550.00</u>

**Total RESTRICTED INCOME**      194,906.59

**UNRESTRICTED INCOME**

Cardv FR events

Ask Event	8,870.00
Fun Run	480.00
Holiday Letter	11,863.00
Linn Co. Event	250.00
Monthly Donations	6,043.20
Newsletter Response	6,680.00
Safe Family Event 2009	1,440.00
Safe Family Event 2010	6,005.00
Safe Family Event 2011	20,938.00

**Center Against Rape and Domestic Violence  
 Profit & Loss**

July through December 2011

CITY OF CORVALLIS SSF P&L JULY - DEC 2011	<u>Jul - Dec 11</u>
CARDV F/R - Other	567.30
<b>Total Cardv FR events</b>	<u>63,136.50</u>
<b>Community FR events</b>	
Kappa Kappa Gamma	2,150.00
Comm FR - Other	2,528.60
<b>Total Community FR events</b>	<u>4,678.60</u>
<b>Unrestricted Foundations</b>	
Other Unrestricted Fnd & Trusts	4,411.20
Van Olst Charitable Trust	2,500.00
<b>Total Unrestricted Foundations</b>	<u>6,911.20</u>
<b>Fees/Services/Sales</b>	2,608.52
<b>General Donations</b>	18,129.53
<b>Investment Income</b>	431.88
<b>Refunds &amp; Rebates</b>	1,784.98
<b>Workplace</b>	
Hewlett Packard	2,309.04
Other Workplace	1,219.59
UW Benton designations	2,606.54
UW Linn designations	3,216.80
Workplace - Other	1,307.03
<b>Total Workplace</b>	<u>10,659.00</u>
<b>Tax Check-off - OCADSV</b>	1,816.77
<b>In-kind donations</b>	1,500.00
<b>Total UNRESTRICTED INCOME</b>	<u>111,656.98</u>

**Total Income** 306,563.57

**Expense**

<b>Personnel</b>	
Wages	267,874.85
Payroll taxes	20,674.38
Unemployment Insurance	4,578.33
Workers Comp Ins	2,152.59
401(k)	8,969.60
401k Management Fee	1,325.00
Dental Insurance	2,301.96
Health Ins.	20,403.47
Life and AD&D Insurance	2,255.31
Insur adjustments	-44.00
<b>Total Personnel</b>	<u>330,491.49</u>
<b>Occupancy</b>	
Move & Storage	546.00
Repairs/maint/Landscaping	4,139.75
Security Alarm	1,457.00
Utilities	5,444.06

Center Against Rape and Domestic Violence

**Profit & Loss**

July through December 2011

CITY OF CORVALLIS SSF P&L JULY - DEC 2011	<u>Jul - Dec 11</u>
Total Occupancy	11,586.81
<b>Materials &amp; Services</b>	
Advertising/Promotion	1,586.12
Bank charges	984.67
Client Assistance	
Client Assistance - Gift Cards	-394.25
Client Assist Mileage	4,626.33
Client Assist Motel	2,965.34
Client Assist Other	4,455.79
Total Client Assistance	<u>11,653.21</u>
Conferences/Training	912.31
Computer Software & Hardware	554.97
Computer Support	1,063.00
Dues & subscriptions	1,009.85
Equipment Rent, Lease, Maint.	1,393.21
Insurance	
D&O	236.66
Accident Insur	749.98
ERISA Bond 401k	245.00
Professional Liability	874.02
Property	2,154.00
Total Insurance	<u>4,259.66</u>
Internet Service	779.70
Intra Agency Mtg & Trn	1,414.52
Licenses/Fees	
Licences/Fees - Other	1,074.00
Fundraising Fees	5,222.14
Total Licenses/Fees	<u>6,296.14</u>
Mileage	1,892.11
Miscellaneous	625.00
Postage & shipping	1,290.16
Printing/Publications	6,302.00
Professional Fees	
Accounting	2,112.30
Other Prof Fees	3,400.00
Total Professional Fees	<u>5,512.30</u>
Supplies and small equip	4,735.11
Telephone	8,139.05
Materials & Services - Other	294.92
Total Materials & Services	<u>60,698.01</u>
Total Expense	<u>402,776.31</u>
Net Ordinary Income	-96,212.74
Other Income/Expense	

# Center Against Rape and Domestic Violence

## Profit & Loss

July through December 2011

CITY OF CORVALLIS SSF P&L JULY - DEC 2011	<u>Jul - Dec 11</u>
<b>Other Income</b>	
Capital Campaign Income	316,964.81
<b>Total Other Income</b>	<u>316,964.81</u>
<b>Other Expense</b>	
Advocacy Center & PSH	
Architecture & Planning	20,926.12
Advocacy Center & PSH - Other	89,991.39
<b>Total Advocacy Center &amp; PSH</b>	<u>110,917.51</u>
<b>Capital Campaign Expenses</b>	
Capital Campaign - Other	100.00
Printing & Mailing	29.00
<b>Total Capital Campaign Expenses</b>	<u>129.00</u>
<b>Total Other Expense</b>	<u>111,046.51</u>
<b>Net Other Income</b>	<u>205,918.30</u>
<b>Net Income</b>	<u><u>109,705.56</u></u>



# City of Corvallis

## 11-12 Social Service Funding Interim Report

Period: 7/1/11 -12/31/11

Please answer the following (outline or bullet list preferred):

Agency CASA – Voices for Children

Program Court Advocacy Training Program

Award \$ 11, 553

### Narrative

What has the grant award been spent on?

- CASA completed its 2011 Advocacy Academy recruitment and training program
- Printed training manuals, brochures and provided technical support to all new trainees
- CASA add 14 new advocates to speak in court for abused and neglected children.
- Training in the following areas: child trauma, court protocol, child welfare policy, court reporting, academic advocacy, mental health and teen homelessness.

How many people (unduplicated count) have been helped by this program? What activities happened?

CASA continued to offer unduplicated, evidence-based and unique services one-on-one to each child! We are one of only two counties in the state with CASA Programs (29 existing in Oregon) that serve **100%** of all children in need. Each CASA advocate: Continues to investigate facilitate, monitor, and advocate for each child, visits the child at school & with foster parents to ensure they are receiving all services they require/need. Each CASA is present at every court hearing and makes recommendations to the circuit court judge as it relates to each child’s best interest.

What progress have you tracked, compared against targets identified in the original proposal? We track each child’s progress in the following areas: education, medical, mental health and the length of time in foster care, including services needed/received for each child, court order compliance & progress required by the child’s parent(s). Our data base (COMET) also captures the following data: Number of trained advocates, children served, court hearings, and closed cases.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application. CASA, with City of Corvallis Social Service funding has met 100% of its goals as outlined in our application: We have served 100% of all children that came into care, decreased their likelihood of being re-abused, decreased their time in foster care, and increased their services in all areas.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing? CASA has had to increase its knowledge of social media, marketing, and fundraising strategies during these tough economic times. We have begun the ‘**I am for the Child**’ campaign, improved our website, moved to a visible location, developed the email donor list, and recruited several new board members. The director promoted CASA by building alliances with several social service agencies as a community trainer/speaker in multi-agency cross-training on the topic of culturally responsive services as a professional. CASA met with the Juvenile Department, Community Outreach, Strengthening Rural Families, and Old Mill & Jackson Youth Shelter during the grant period. In addition, Leadership Corvallis has begun a CASA project which is to create a CASA portfolio that is to be used during a 2012 fundraising campaign.

**Agency:** CASA-VOICES FOR CHILDREN

**Program Name:** CASA - VOICES FOR CHILDREN

**Funding Request \$** \$ 12,000.00

Percent of request awarded: **96%**

**Grant Award \$** \$ 11,553.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 64,000	\$ 67,000	105%
B	United Way Grant funding (current year award)	\$ 12,000	\$ 8,169	68%
C	United Way donor-directed designations	\$ 300	\$ 226	75%
D	City of Corvallis SSF award	\$ 12,000	\$ 11,553	96%
E	Grants from other government agencies	\$ 45,000	\$ 26,000	58%
F	Foundation grants	\$ 25,000	\$ 20,000	80%
G	Program service fees	\$ 10,000	\$ 12,000	120%
H	Other income			#DIV/0!
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 168,300</b>	<b>\$ 144,948</b>	<b>86%</b>

\*\* Use line "D" to report City Social Servcie Fund award

**EXPENSES**

J	Salaries	\$ 95,000	\$ 65,000	\$ 1
K	Payroll taxes and employee benefits	\$ 12,000	\$ 19,600	\$ 2
L	Professional fees and contracted services	\$ 6,000	\$ 2,000	\$ 0
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 24,000	\$ 32,000	\$ 1
N	Materials and supplies	\$ 3,500	\$ 3,000	\$ 1
O	Travel	\$ 400	\$ 25	\$ 0
P	Staff and volunteer development / training costs	\$ 15,000	\$ 18,000	\$ 1
Q	Conferences, conventions, meetings	\$ 300	\$ 150	\$ 1
R	Direct assistance to individuals	\$ 100	\$ 100	\$ 1
S	Miscellaneous expenses	\$ -	\$ -	#DIV/0!
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 156,300</b>	<b>\$ 139,875</b>	<b>89%</b>

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Balance	\$	12,000	\$	5,073
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**COMMENTS:**

Please explain any special circumstances

CASA case load has increased by 50% while the two support staff have been reduced to .5 FTE. This is not a sustainable work load. We continue to serve 100% of all children, however, we may reach a point where we may have to chose which age group goes unserved if we are unable to fund 3 staff at full time this year.

**CASA-Voices for Children**  
**Balance Sheet**  
As of December 31, 2010

	<u>Dec 31, 10</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Citizens Bank-Reg. Ck.	16,721.38
1003 · Citizens Bank - MM	17,327.59
1099 · Petty Cash	100.00
<b>Total Checking/Savings</b>	<u>34,148.97</u>
<b>Total Current Assets</b>	34,148.97
<b>Fixed Assets</b>	
1551 · Equipment	1,381.85
1590 · Accumulated Depreciation	-276.37
<b>Total Fixed Assets</b>	<u>1,105.48</u>
<b>TOTAL ASSETS</b>	<b><u>35,254.45</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
3900 · Net Assets	29,786.40
Net Income	5,468.05
<b>Total Equity</b>	<u>35,254.45</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>35,254.45</u></b>

9:16 PM  
01/24/12  
Cash Basis

**CASA-Voices for Children**  
**Income by Customer Summary**  
July through December 2011

	<u>Jul - Dec 11</u>
Citizens Bank	0.00
Commission on Children and Families	9,465.00
Corvallis Lions Club	200.00
Debra Griesmeyer	200.00
First Congregational Church	1,445.00
Gibson-Straube Charitable Group	131.48
gladstone	200.00
Haines Trust	100.00
Helpenstell	1,800.00
Hewlett Packard	751.00
Irene's	140.00
JOhn & Phil's Toyota	1,500.00
Letetia Wilson	70.00
Munson Family Foundation	6,000.00
native grounds nursery	50.00
Network for good	25.00
NW Gas	-281.26
OSU Credit Union	50.00
Remax Integrity	1,500.00
Ringo, Stuber, Enso	350.00
Samaritan Health Services	500.00
Sara Gelser	340.00
Schult, R	50.00
Simple Actions Family Foundation	10,000.00
Summers, Lloyd	9,000.00
United States Treasury	-7,969.63
Van Olst	2,500.00
Village Builder	250.00
Whitie, Erin	25.00
Winters Trust	120.00
<b>TOTAL</b>	<b><u>38,511.59</u></b>

# City of Corvallis

## 11-12 Social Service Funding Interim Report      Period: July – Dec 2011

Please answer the following (outline or bullet list preferred):

Agency Community Outreach

Program Emergency Services

Award \$ 25,000

### Narrative

#### What has the grant award been spent on?

This grant has provided integrated Emergency Services to homeless and low-income individuals in our community, including: Homeless Emergency Services; and Crisis, Intervention, Information, and Referral Services (all described below). Funding has been used to meet program operating costs, consisting primarily of staff salaries and ongoing facilities expenses (maintenance, utilities, depreciation, etc.)

#### How many people (unduplicated count) have been helped by this program? What activities happened?

- 2,357 visits providing a shower or use of the community kitchen/food pantry (213 individuals)
- 4,327 anonymous contacts providing crisis intervention, information, and/or referral services
- 330 bus tickets distributed providing transportation throughout Corvallis and Albany
- 194 individuals received 999 mail services

#### What progress have you tracked, compared against targets identified in the original proposal?

- Homeless Emergency Services – We served an estimated 363 unduplicated individuals during the reporting period – for a total of over 3,686 HES units of service - with food and community kitchen access (thereby reducing hunger among homeless individuals); shower (i.e. improved hygiene for clients); bus tickets; and mail, message, telephone service, and document storage (outcome: providing those who live on the street resources that may benefit them in acquiring housing, public services, and employment). Approximately 100 unduplicated clients (half of the original estimate in our proposal of 200 individuals) during the reporting period received requested information on services in the community so that they may be connected with the resources to improve their circumstances.
- Crisis Intervention, Information & Referral – We responded to 4,327 calls or visits requesting information or crisis intervention. This is well over half of the total 8,000 calls or visits each year that we estimated in our proposal.

#### Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Our Homeless Emergency Services have helped to ensure that all homeless adults have access to basic services.

Our Crisis Intervention, Information & Referral program provided crisis intervention, community service information and referral services to community members in need so that they could access the resources they need to achieve stability.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?

Information about Community Outreach and its twelve (12) integrated programs is made available through other social service agencies, area non-profits, and direct referrals. We work diligently to ensure that the most up-to-date information is made available through print media, the organization website, and Facebook. The development staff at Community Outreach uses our outcome models to design and implement the information distributed to potential clients. Community Outreach recognizes that the City of Corvallis is a valued partner in our commitment to helping the homeless and working poor and we continue to thank them in our marketing material when appropriate.

**Agency:** Community Outreach, Inc.

**Program Name:** Day Services (Emergency Services)

Funding Request \$ 54,000.00

Percent of request awarded: 46%

Grant Award \$ 25,000.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 1,508	\$ 1,936	128%
B	United Way Grant funding (current year award)			
C	United Way donor-directed designations			
D	City of Corvallis SSF award	\$ 25,000	\$ 12,500	50%
E	Grants from other government agencies			
F	Foundation grants	\$ 46,750	\$ 10,000	21%
G	Program service fees			
H	Other income	\$ 92,194	\$ 31,599	34%
I	<b>TOTAL REVENUE</b>	<b>\$ 165,452</b>	<b>\$ 56,035</b>	<b>34%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries	\$ 111,963	\$ 63,365	57%
K	Payroll taxes and employee benefits	\$ 15,340	\$ 9,055	59%
L	Professional fees and contracted services	\$ 1,198	\$ 167	14%
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 35,045	\$ 14,657	42%
N	Materials and supplies	\$ 1,082	\$ 202	19%
O	Travel			
P	Staff and volunteer development / training costs	\$ 726	\$ 96	13%
Q	Conferences, conventions, meetings			
R	Direct assistance to individuals			
S	Miscellaneous expenses	\$ 98	\$ 59	60%
T	<b>TOTAL EXPENSES</b>	<b>\$ 165,452</b>	<b>\$ 87,600</b>	<b>53%</b>
		<b>Balance \$</b>	<b>- \$</b>	<b>(31,565)</b>

**COMMENTS:**

Please explain any special circumstances

Line A - contributions:  
Represents donations restricted by the donor to this program.

Line G-Other Income:  
The Organization records unrestricted contributions, grants and other revenue to the Development cost center. The accounting records do not allocate the net Development department net income to specific programs. For the purposes of this report an amount has been shown is the proportional share of unrestricted income based on ratio of each programs expenses to total expenses.



# City of Corvallis

## 11-12 Social Service Funding Interim Report      Period: July – Dec 2011

Please answer the following (outline or bullet list preferred):

Agency Community Outreach      Program Food  
Award \$ 3,106

### **Narrative**

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What has the grant award been spent on?

This grant has provided food boxes—with a three-day supply of meals—every 30 days to individuals and families within the community. Funding has been used to meet program operating costs, consisting primarily of staff salaries, food purchases, and ongoing facilities expenses (maintenance, utilities, depreciation, etc.)

How many people (unduplicated count) have been helped by this program? What activities happened?

613 food boxes distributed, feeding 1,994 people

What progress have you tracked, compared against targets identified in the original proposal?

All eligible individuals and families who required food assistance and sought out our services received needed food. The program helped to reduce the food insecurity and hunger of these clients. From July to December of 2011, Community Outreach provided enough food to feed 1,994 people through our community food pantry, 1,096 meals to our Day Services clients, 22,926 meals served in our housing programs, and 53 unduplicated individuals in our Permanent Supportive Housing.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Our Community Food Pantry reduced hunger and food insecurity in the community by providing emergency food supplies for homeless and low-income individuals and families.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?

Information about Community Outreach and its twelve (12) integrated programs is made available through other social service agencies, area non-profits, and direct referrals. We work diligently to ensure that the most up-to-date information is made available through print media, the organization website, and Facebook. The development staff at Community Outreach uses our outcome models to design and implement the information distributed to potential clients. Community Outreach recognizes that the United Way is a valued partner in our commitment to helping the homeless and working poor and we continue to thank them in our marketing material when appropriate.

**Agency:** \_\_\_\_\_

**Program Name:** Food

Funding Request \$

Percent of request awarded:

Grant Award \$

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
<b>REVENUE</b>				
A	Contributions / fundraising income	\$ 850	\$ 850	100%
B	United Way Grant funding (current year award)	\$ 8,550	\$ 4,275	50%
C	United Way donor-directed designations			#DIV/0!
D	City of Corvallis SSF award	\$ 3,106	\$ 1,553	50%
E	Grants from other government agencies	\$ 4,000	\$ 4,000	100%
F	Foundation grants			#DIV/0!
G	Program service fees			#DIV/0!
H	Other income	\$ 9,456		0%
I	<b>TOTAL REVENUE</b>	<b>\$ 25,962</b>	<b>\$ 10,678</b>	<b>41%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries	\$ 15,324	\$ 7,662	50%
K	Payroll taxes and employee benefits	\$ 2,638	\$ 1,319	50%
L	Professional fees and contracted services			
M	Operations (rent, utilities, equipment, maintenance, etc.)			
N	Materials and supplies	\$ 8,000	\$ 4,025	50%
O	Travel			
P	Staff and volunteer development / training costs			
Q	Conferences, conventions, meetings			
R	Direct assistance to individuals			
S	Miscellaneous expenses			
T	<b>TOTAL EXPENSES</b>	<b>\$ 25,962</b>	<b>\$ 13,006</b>	<b>50%</b>

Balance \$ - \$ (2,328)

**COMMENTS:**

Please explain any special circumstances

**Line A - contributions:**

Represents donations restricted by the donor to this program.

**Line G-Other Income:**

The Organization records unrestricted contributions, grants and other revenue to the Development cost center. The accounting records do not allocate the net Development department net income to specific programs. For the purposes of this report an amount has been shown is the proportional share of unrestricted income based on ratio of each programs expenses to total expenses.

# City of Corvallis

## 11-12 Social Service Funding Interim Report      Period: July – Dec 2011

Please answer the following (outline or bullet list preferred):

Agency Community Outreach

Program Health Care Services

Award \$ 37,766

### **Narrative**

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#### What has the grant award been spent on?

This grant has provided low-cost medical and dental clinics and behavioral health treatment services for the uninsured, low-income clients, providing outpatient clinical medicine, diabetes education, physical therapy, limited psychiatric care, referrals to specialists, gynecological services, mental health counseling, and alcohol and drug addiction treatment. Funding has been used to meet program operating costs, consisting primarily of staff salaries, liability insurance, and ongoing facilities expenses (maintenance, utilities, depreciation, etc.).

#### How many people (unduplicated count) have been helped by this program? What activities happened?

- 1,474 medical visits to approximately 487 unduplicated clients
- 245 hours of mental health counseling for 33 clients
- 1,031 hours of alcohol and drug abuse treatment for 57 clients

#### What progress have you tracked, compared against targets identified in the original proposal?

The following goals were met for alcohol and drug treatment:

- 60% of the clients who enrolled in the A&D Program successfully completed treatment
- 75% of clients completed a relapse prevention plan
- 100% of the staffing was attended by members of the multi-disciplinary treatment team
- 75% of clients participated in all scheduled individual sessions
- 100% of the clients' level of care was reviewed quarterly
- Counselors attempted to consult with clients' other treatment providers 100% of the time
- 100% of the clients were offered referrals to other treatment providers when therapeutically indicated
- 100% of the open charts were reviewed at least once by our quality assurance team

The following indicators are used to evaluate mental health treatment:

- 80% of clients demonstrated an increased understanding of their psychiatric symptoms (e.g., identified 3 symptoms of depression)
- 80% of clients identified 1-3 techniques they can utilize to decrease symptoms and/or 80% of clients identified 1-3 supportive systems they can utilize for assistance when symptoms increase (e.g., family, friends, agencies)
- 80% of clients self-reported and/or counselor observed decreased psychiatric symptoms within a 6 month period
- 100% of clients were able to identify appropriate community resources and name two
- 100% of clients were able to identify 2-3 personal strengths
- 100% of domestic violence clients received treatment addressing DV specific needs
- 100% of domestic violence clients were offered a safety plan

- 75% of domestic violence clients demonstrated knowledge about the cycle of abuse and developed a safety plan when needed
- 100% of charts were reviewed

The following indicators will be used to evaluate general medical clinics and services:

- 95% of eligible patients were seen the same day
- 100% of clients requesting physical therapy or diabetes education received services
- 75% of requested specialty referrals (requested by physician) were arranged at no cost to client
- 80% of requested radiology, lab tests, and prescription medications were arranged at no cost to client
- Approximately 60% of patients asked to return to clinic for follow-up returned

The following indicators will be used to evaluate dental care:

- 100% of clients needing teeth cleaning had their teeth cleaned
- 100% of clients requesting dental services received preventative education
- 100% of clients needing fillings received appropriate treatment
- 100% of clients needing a tooth extraction received an extraction
- 20% of clients who received referrals were given appropriate additional services

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Our Health Services program promoted physical and mental health and well-being for all Benton County residents in order to create a safe community and provide uninsured, low-income community members with access to medical and dental care.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?

Information about Community Outreach and its twelve (12) integrated programs is made available through other social service agencies, area non-profits, and direct referrals. We work diligently to ensure that the most up-to-date information is made available through print media, the organization website, and Facebook. The development staff at Community Outreach uses our outcome models to design and implement the information distributed to potential clients. Community Outreach recognizes that the United Way is a valued partner in our commitment to helping the homeless and working poor and we continue to thank them in our marketing material when appropriate.

**Agency:** Community Outreach, Inc.

**Program Name:** Behavioral Health and Medical/Dental Services

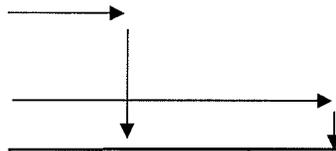
Funding Request \$ 44,500.00

Percent of request awarded: 85%

Grant Award \$ 37,766.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?



REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 13,293	\$ 5,429	41%
B	United Way Grant funding (current year award)	\$ 25,950	\$ 12,975	50%
C	United Way donor-directed designations			
D	City of Corvallis SSF award	\$ 37,766	\$ 18,883	50%
E	Grants from other government agencies	\$ 7,180	\$ 3,500	49%
F	Foundation grants	\$ 118,875	\$ 25,000	21%
G	Program service fees	\$ 100,653	\$ 44,016	44%
H	Other income	\$ 55,715	\$ 58,206	104%
I	<b>TOTAL REVENUE</b>	<b>\$ 359,432</b>	<b>\$ 168,009</b>	<b>47%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries	\$ 233,419	\$ 121,110	52%
K	Payroll taxes and employee benefits	\$ 33,284	\$ 14,088	42%
L	Professional fees and contracted services	\$ 10,343	\$ 3,397	33%
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 65,109	\$ 29,993	46%
N	Materials and supplies	\$ 10,049	\$ 1,827	18%
O	Travel	\$ 1,233	\$ 581	47%
P	Staff and volunteer development / training costs	\$ 1,434	\$ 248	17%
Q	Conferences, conventions, meetings			
R	Direct assistance to individuals	\$ 300		0%
S	Miscellaneous expenses	\$ 4,261	\$ 1,632	38%
T	<b>TOTAL EXPENSES</b>	<b>\$ 359,432</b>	<b>\$ 172,876</b>	<b>48%</b>
		<b>Balance \$</b>	<b>- \$</b>	<b>(4,867)</b>

**COMMENTS:**

Please explain any special circumstances

**Line A - contributions:**

Represents donations restricted by the donor to this program.

**Line G-Other Income:**

The Organization records unrestricted contributions, grants and other revenue to the Development cost center. The accounting records do not allocate the net Development department net income to specific programs. For the purposes of this report an amount has been shown is the proportional share of unrestricted income based on ratio of each programs expenses to total expenses.

# City of Corvallis

## 11-12 Social Service Funding Interim Report      Period: July – Dec 2011

Please answer the following (outline or bullet list preferred):

Agency Community Outreach

Program Integrated Housing

Award \$ 10,000

### **Narrative**

---

#### What has the grant award been spent on?

This grant has provided shelter, life skills classes, access to other integrated services, and individualized case management services to men, women, and families with children. Funding for this program has been used to meet program operating costs, consisting primarily of staff salaries and ongoing facilities expenses (maintenance, utilities, depreciation, etc.).

#### How many people (unduplicated count) have been helped by this program? What activities happened?

During the reporting period, all individual and family clients who entered our transitional housing program began in our emergency shelter program. Below are the unduplicated numbers within the individual divisions:

- 100 men received 1,225 nights of emergency shelter and 2,461 nights of transitional housing
- 49 women received 491 nights of emergency shelter and 1,388 nights of transitional housing
- 29 families received 423 nights of emergency shelter and 622 nights of transitional housing
- 50 children received 902 nights of emergency shelter and 1,112 nights of transitional housing

#### What progress have you tracked, compared against targets identified in the original proposal?

Individuals and families showed the following progress during the reporting period:

- 60% of clients obtained some sort of income
- 50% of clients secured permanent housing
- 80% of clients were able to name 2-3 community resources
- 90% of clients attended weekly life skills and other classes
- 100% of uninsured clients were given the opportunity to see a doctor at one of medical clinics
- 80% of clients received needed substance abuse or mental health treatment through Community Outreach, or were referred to another treatment provider

#### Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Housing clients received the following benefits:

- Increased skills to help them secure employment and permanent housing
- Increased knowledge of community resources they can access for needed assistance
- Increased life skills to help them lead healthy, productive lives
- Increased access to integrated services addressing root causes of homelessness and poverty

Our Emergency Shelter—when accessed by homeless individuals and families in need of temporary emergency shelter but not requiring our Transitional Housing services—provided homeless community members with access to emergency housing, food, hygiene supplies, and emergency assistance. Our Transitional Shelter services assisted homeless men, women, and families in becoming self-sufficient and productive community members.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?

Information about Community Outreach and its twelve (12) integrated programs is made available through other social service agencies, area non-profits, and direct referrals. We work diligently to ensure that the most up-to-date information is made available through print media, the organization website, and Facebook. The development staff at Community Outreach uses our outcome models to design and implement the information distributed to potential clients. Community Outreach recognizes that the City of Corvallis is a valued partner in our commitment to helping the homeless and working poor and we continue to thank them in our marketing material when appropriate.

**Agency:** Community Outreach, Inc.

**Program Name:** Integrated Housing

Funding Request \$ 60,000.00

Percent of request awarded: 17%

Grant Award \$ 10,000.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
<b>REVENUE</b>				
A	Contributions / fundraising income	\$ 4,582	\$ 2,913	64%
B	United Way Grant funding (current year award)	\$ 19,500	\$ 9,750	50%
C	United Way donor-directed designations			
D	City of Corvallis SSF award	\$ 10,000	\$ 5,000	50%
E	Grants from other government agencies	\$ 116,739	\$ 34,080	29%
F	Foundation grants	\$ 68,000	\$ 15,510	23%
G	Program service fees	\$ 8,176	\$ 3,342	41%
H	Other income	\$ 82,350	\$ 45,905	56%
I	<b>TOTAL REVENUE</b>	<b>\$ 309,347</b>	<b>\$ 116,500</b>	<b>38%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries	\$ 168,096	\$ 70,810	42%
K	Payroll taxes and employee benefits	\$ 20,551	\$ 10,496	51%
L	Professional fees and contracted services	\$ 1,607	\$ 266	17%
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 98,705	\$ 40,759	41%
N	Materials and supplies	\$ 16,039	\$ 5,633	35%
O	Travel	\$ 1,771	\$ 502	28%
P	Staff and volunteer development / training costs	\$ 1,032	\$ 96	9%
Q	Conferences, conventions, meetings			
R	Direct assistance to individuals	\$ -	\$ 134	
S	Miscellaneous expenses	\$ 1,546	\$ 891	58%
T	<b>TOTAL EXPENSES</b>	<b>\$ 309,347</b>	<b>\$ 129,586</b>	<b>42%</b>

Balance \$ - \$ (13,086)

**COMMENTS:**

Please explain any special circumstances

Line A - contributions:  
Represents donations restricted by the donor to this program.

Line G-Other Income:  
The Organization records unrestricted contributions, grants and other revenue to the Development cost center. The accounting records do not allocate the net Development department net income to specific programs. For the purposes of this report an amount has been shown is the proportional share of unrestricted income based on ratio of each programs expenes to total expenses.



# City of Corvallis

## 11-12 Social Service Funding Interim Report

Period: July – Dec 2011

Please answer the following (outline or bullet list preferred):

Agency Community Outreach Program Permanent Supportive Housing  
Award \$ 7,766

### Narrative

---

#### What has the grant award been spent on?

This grant has provided residents of the Benton Plaza, the Julian Hotel, and other area low-income housing, who have serious and persistent mental illnesses or other disabling conditions, with case management services to help them continue to live independently and reduce their involvement with emergency responders and law enforcement. Funding has been used to meet program expenses, consisting primarily of staff salaries, office rent, insurance, and client transportation mileage reimbursement.

#### How many people (unduplicated count) have been helped by this program? What activities happened?

53 unduplicated individuals received permanent supportive housing services.

Case managers in the Permanent Supportive Housing program provided clients with the following:

- Assistance in securing safe and affordable housing
- Assistance in identifying and accessing community resources and available benefits, including making inquiries, completing required paperwork, and acting as the client's agency liaison
- Assistance with money management (including acting as social security representative payee on behalf of a client)
- Assistance with medication dispensing and communication with a client's health care providers
- Assistance with needed transportation (appointments, errands, etc.)
- Assistance with scheduling and reminders to help the client independently manage his or her life
- Assistance in obtaining personal necessities, such as emergency food, home furnishings, personal hygiene products, home cleaning supplies, etc.
- Life skills counseling and classes (nutrition, diet, exercise, etc.)
- Social and recreational activities

#### What progress have you tracked, compared against targets identified in the original proposal?

Permanent Supportive Housing clients showed the following progress:

- 90% of clients received the case management services they requested
- 90% of clients were rated through case manager and client evaluations as better able to manage their mental illnesses and other disabling conditions
- 90% of clients were able to continue living independently

#### Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Permanent Supportive Housing clients received the following benefits:

- Increased knowledge of and access to community resources they can turn to for assistance
- Increased ability to manage their mental illnesses and other disabling conditions
- Increased ability to live independently with reduced emergency responder and law enforcement involvement

How have you promoted the program? Is the community/potential participants aware this program is available?  
How are outcomes used in your marketing?

Information about Community Outreach and its twelve (12) integrated programs is made available through other social service agencies, area non-profits, and direct referrals. We work diligently to ensure that the most up-to-date information is made available through print media, the organization website, and Facebook. The development staff at Community Outreach uses our outcome models to design and implement the information distributed to potential clients. Community Outreach recognizes that the City of Corvallis is a valued partner in our commitment to helping the homeless and working poor and we continue to thank them in our marketing material when appropriate.

**Agency:** Community Outreach, Inc.

**Program Name:** Permanent Supportive Housing

Funding Request \$

Percent of request awarded:

Grant Award \$

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 3,441	\$ 2,195	64%
B	United Way Grant funding (current year award)			
C	United Way donor-directed designations	\$ 326	\$ 326	100%
D	City of Corvallis SSF award	\$ 7,766	\$ 3,883	50%
E	Grants from other government agencies	\$ 20,000	\$ 10,000	50%
F	Foundation grants	\$ 14,500		0%
G	Program service fees	\$ 7,008	\$ 2,640	38%
H	Other income	\$ 44,043	\$ 16,041	36%
I	<b>TOTAL REVENUE</b>	<b>\$ 97,084</b>	<b>\$ 35,085</b>	<b>36%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries	\$ 69,865	\$ 35,937	51%
K	Payroll taxes and employee benefits	\$ 11,588	\$ 6,745	58%
L	Professional fees and contracted services	\$ 1,004	\$ 139	14%
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 8,712	\$ 3,315	38%
N	Materials and supplies	\$ 3,176	\$ 535	17%
O	Travel	\$ 2,257	\$ 859	38%
P	Staff and volunteer development / training costs	\$ 90	\$ 110	122%
Q	Conferences, conventions, meetings			
R	Direct assistance to individuals			
S	Miscellaneous expenses	\$ 392	\$ 2	
T	<b>TOTAL EXPENSES</b>	<b>\$ 97,084</b>	<b>\$ 47,642</b>	<b>49%</b>
<b>Balance</b>		<b>\$ -</b>	<b>\$ (12,557)</b>	

**COMMENTS:**

Please explain any special circumstances

**Line A - contributions:**

Represents donations restricted by the donor to this program.

**Line G-Other Income:**

The Organization records unrestricted contributions, grants and other revenue to the Development cost center. The accounting records do not allocate the net Development department net income to specific programs. For the purposes of this report an amount has been shown is the proportional share of unrestricted income based on ratio of each programs expenses to total expenses.

**COMMUNITY OUTREACH, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**As of December 31, 2011**

**ASSETS**

**CURRENT ASSETS:**

**CASH ON HAND**

Petty Cash	\$ 175.00
Petty Cash-Mari's Place	400.00
OSU FCU Checking	76,302.11
OSU FCU Money Market	5,120.16
OSU FCU Basic Savings	3,008.76
OSU FCU MM Temp Restricted	<u>(2,900.00)</u>
<b>TOTAL CASH ON HAND</b>	<b>82,106.03</b>

**RECEIVABLES**

Accounts Receivable	10,660.19
Grants Receivable	12,993.55
Pledges Receivable	<u>14,800.00</u>
<b>TOTAL RECEIVABLES</b>	<b>38,453.74</b>

**OTHER CURRENT ASSETS**

Unemployment Trust Account	12,027.85
Prepaid Agency Insurance	693.33
Prepaid Insurance - SAIF	816.40
Prepaid Expenses - Other	2,010.21
Security Deposit	<u>125.00</u>
<b>TOTAL OTHER CURRENT ASSETS</b>	<b>15,672.79</b>

<b>TOTAL CURRENT ASSETS</b>	<b>136,232.56</b>
-----------------------------	-------------------

**RESTRICTED ASSETS**

Endowment Investment-Vanguard	625,462.48
Endwmt Inv-Vangd-Unreal Gn/Ls	<u>(38,201.19)</u>
<b>TOTAL RESTRICTED ASSETS</b>	<b>587,261.29</b>

**FIXED ASSETS:**

Furniture & Fixtures	264,880.73
Automobiles	9,284.36
Land-863-865 NW Reiman	170,179.96
Land Improvements	1,642.50
Building-863 & 865 NW Reiman	2,698,058.49
Accumulated Depreciation	<u>(872,825.92)</u>
<b>TOTAL PROPERTY &amp; EQUIPMENT</b>	<b>2,271,220.12</b>

**OTHER ASSETS:**

LT Pledge	85,524.66
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**COMMUNITY OUTREACH, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**As of December 31, 2011**

Discount-Pledges Receivable	(10,911.20)
Restricted cash	<u>2,900.00</u>
<b>TOTAL OTHER ASSETS</b>	<u><b>77,513.46</b></u>
 <b>TOTAL ASSETS</b>	 <u><u><b>\$ 3,072,227.43</b></u></u>

**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES:**

**PAYABLES**

Accounts Payable	\$ 15,220.05
Accrued Expenses	1,165.23
Payroll Payable	9,563.70
United Way Payable Linn	5.00
Accrued Earned Leave	<u>30,941.92</u>
<b>TOTAL PAYABLES</b>	<b>56,895.90</b>

**OTHER CURRENT LIABILITIES**

Deferred Revenue	73.27
Notes Payable-OSUFCU LOC	<u>90,000.00</u>
<b>TOTAL CURRENT LIABILITIES</b>	<b>146,969.17</b>

**LONG TERM LIABILITIES**

Notes Payable-Leaf Fin.-copier	11,236.33
OSU FCU Loan-Reiman Building	<u>216,192.18</u>
<b>TOTAL LONG TERM LIABILITIES</b>	<b>227,428.51</b>

**NET ASSETS:**

**FUND BALANCES**

Unrestricted Net Assets	2,145,801.97
Temporarily Restricted	2,900.00
Permanently Restricted	678,833.00
Excess of Exp over Rev-Current	<u>(129,705.22)</u>
<b>TOTAL NET ASSETS</b>	<u><b>2,697,829.75</b></u>

<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<u><u><b>\$ 3,072,227.43</b></u></u>
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**COMMUNITY OUTREACH, INC.**  
**STATEMENT OF REVENUE AND FUNCTIONAL EXPENSES - BUDGET AND ACTUAL**  
**For the Six Months Ending December 31, 2011**

	<u>12 Month</u>				<u>YTD Variance</u>
	<u>Budget</u>	<u>YTD Budget</u>	<u>Month Revenue</u>	<u>YTD Revenue</u>	<u>Favorable/ (Unfavorable)</u>
<b>REVENUE</b>					
Contributions-Individuals	63,708	31,353	5,766	14,955	(16,398)
Contributions-non-cash	0	0	40	126	126
Contributions-Businesses	41,650	20,825	27,706	33,125	12,300
Gifts of Caring	52,864	40,639	24,294	24,874	(15,765)
Major Donors	197,200	83,600	79,784	125,842	42,242
Board Donations	44,205	29,205	1,880	22,449	(6,756)
Bequests	0	0	0	0	0
Annual Report/Appeals	26,830	26,830	1,283	24,660	(2,170)
Churches	10,240	5,160	1,154	3,049	(2,111)
Fundraising Events	42,156	0	0	0	0
Childcare Scholarship Fees	0	0	3,868	23,684	23,684
Fees for Service	152,233	76,116	9,657	68,884	(7,232)
City - CDBG	17,000	8,500	1,416	8,500	0
City of Corvallis Soc. Svc. Fu	83,638	41,820	6,969	41,819	(1)
CSC - HUD Continuum of Care	26,739	13,368	1,672	11,408	(1,960)
Benton County	10,000	5,000	0	5,000	0
EFSP Benton County	4,000	2,000	0	4,000	2,000
VA Grant Per Diem Program	90,180	45,090	4,350	22,672	(22,418)
Oregon Community Foundation	30,000	30,000	0	30,000	0
Samaritan Health Services	100,000	50,000	8,333	50,000	0
Samaritan Health Serv-Respite	7,800	3,900	650	3,900	0
Other Grant Revenue	246,125	122,067	5,000	8,332	(113,735)
United Way of Benton Cty	38,000	19,000	0	20,235	1,235
United Way of Linn County	16,000	8,000	1,333	8,000	0
Donated Professional Services	0	0	0	0	0
Gain (Loss) on Sale of Assets	0	0	0	0	0
Interest/Dividend Income	9,000	4,500	3,187	7,530	3,030
Other Misc. Income	3,896	1,949	0	8,366	6,417
<b>TOTAL REVENUE</b>	<b>1,313,464</b>	<b>668,925</b>	<b>188,342</b>	<b>571,410</b>	<b>(97,515)</b>

	<u>12 Month</u>				<u>YTD Variance</u>
	<u>Budget</u>	<u>YTD Budget</u>	<u>Month Expense</u>	<u>YTD Expense</u>	<u>Favorable/ (Unfavorable)</u>
<b>PAYROLL EXPENSE:</b>					
Wages and Salaries	864,306	432,154	76,389	429,381	(2,773)
Overtime	14,212	7,110	326	4,793	(2,317)
Leave Pay Out	5,614	2,809	0	480	(2,329)
Payroll Taxes	64,321	32,165	5,600	32,995	830
Health Insurance	55,429	27,717	4,863	27,127	(590)
Other Emp. Exp	4,186	2,093	100	743	(1,350)
<b>TOTAL PAYROLL EXPENSE</b>	<b>1,008,068</b>	<b>504,048</b>	<b>87,278</b>	<b>495,519</b>	<b>(8,529)</b>

<b>DIRECT EXPENSE:</b>					
Recruitment Expense	0	0	0	0	0
Prof. Fees-Clinical Consulting	7,836	3,918	455	3,222	(696)
Prof. Fees-Technology	9,000	4,502	320	1,502	(3,000)
Donated Prof. Med. Svs Exp	0	0	0	0	0
Gifts of Caring Expenses	9,040	9,040	0	623	(8,417)
Annual Report/Appeals Exp	5,130	5,130	0	5,000	(130)
Other Dev/Pub Relations	3,522	1,761	113	1,277	(484)
Direct Assistance Exp	300	150	0	134	(16)
Childcare Scholarship Expense	0	0	3,868	23,684	23,684
Client Transportation Expense	1,500	750	35	502	(248)

**COMMUNITY OUTREACH, INC.**  
**STATEMENT OF REVENUE AND FUNCTIONAL EXPENSES - BUDGET AND ACTUAL**  
**For the Six Months Ending December 31, 2011**

	<u>12 Month</u>		<u>Month Expense</u>	<u>YTD Expense</u>	<u>YTD Variance</u>
	<u>Budget</u>	<u>YTD Budget</u>			<u>(Favorable)/</u> <u>Unfavorable</u>
Fundraising Expense	8,500	0	0	342	342
Dues/Memberships/Subscriptions	430	230	151	1,157	927
Food Expense	11,160	5,581	1,498	5,890	309
SAIF Insurance	9,000	4,499	293	3,994	(505)
Agency Insurance Expense	33,370	16,687	2,100	15,479	(1,208)
Interest Expense	14,221	7,113	1,479	7,587	474
Licenses and Fees	502	(1)	1	256	257
Postage and Shipping	5,765	2,682	1,072	2,200	(482)
Printing & Copying	4,000	2,002	3,572	5,011	3,009
Screening Results	3,314	1,658	193	1,670	12
Program Supplies	24,001	12,001	75	6,958	(5,043)
Office Supplies	7,998	4,001	311	2,298	(1,703)
Technology Supplies	6,350	3,177	0	70	(3,107)
Telephone/Internet Expense	9,271	4,638	689	4,135	(503)
Utilities Expense	42,376	21,189	4,513	21,495	306
Rent Expense - Benton Plaza	1,896	948	158	790	(158)
LBCC Dental Clinic/Mobile Van	2,220	1,110	80	700	(410)
Vehicle Expense	3,834	1,916	209	1,440	(476)
Maintenance and Repairs	30,000	15,001	490	7,709	(7,292)
Staff Training/Conf Expense	3,214	1,607	0	883	(724)
Staff Travel Expense	128	64	0	8	(56)
Board & Volunteer Expense	1,750	876	0	401	(475)
Miscellaneous Expense	0	0	0	120	120
Gain/Loss Asset Sale	0	0	0	0	0
Bad Debt Exp	0	0	0	225	225
<b>TOTAL DIRECT EXPENSE</b>	<b>259,628</b>	<b>132,230</b>	<b>21,675</b>	<b>126,762</b>	<b>(5,468)</b>
<b><u>INDIRECT EXPENSE:</u></b>					
Auditor Fees	9,250	9,250	0	7,500	(1,750)
Legal Expense	328	0	0	0	0
Payroll Fees	2,539	1,269	782	1,593	324
Broker's Fees	0	0	0	0	0
Background Check Fees	1,337	668	136	513	(155)
Storage Fees	696	348	118	350	2
Bank Fees and Charges	2,020	1,009	257	381	(628)
Unemployment Expenses	25,000	12,496	0	5,001	(7,495)
Accounting Consultant	19,200	9,600	1,520	13,010	3,410
<b>TOTAL INDIRECT EXPENSE</b>	<b>60,370</b>	<b>34,640</b>	<b>2,813</b>	<b>28,348</b>	<b>(6,292)</b>
<b>TOTAL ALL EXPENSES</b>	<b>1,328,066</b>	<b>670,918</b>	<b>111,766</b>	<b>650,629</b>	<b>(20,289)</b>
<b>NET BEFORE DEPRECIATION &amp; UNREALIZED G/L</b>	<b>(14,602)</b>	<b>(1,993)</b>	<b>76,576</b>	<b>(79,219)</b>	<b>(77,226)</b>
Unrealized (Gain)Loss on Inves	0	0	(2,229)	10,968	10,968
Depreciation Expense	75,000	37,504	6,586	39,518	2,014
<b>EXCESS OF EXPENSES OVER REVENUES</b>	<b>(89,602)</b>	<b>(39,497)</b>	<b>72,219</b>	<b>(129,705)</b>	<b>(90,208)</b>



# City of Corvallis

11-12 Social Service Funding Interim

Report Period: 7/1/2011 to 12/31/2011

Please answer the following (outline or bullet list preferred):

Agency Community Services Consortium

Program Emergency Housing

Award \$ 8,550

## Narrative

---

What has the grant award been spent on?

- Emergency housing assistance
- Staffing

How many people (unduplicated count) have been helped by this program? What activities happened?

- Total Assisted: Assisted 38 households by providing a total of 4,737 nights of shelter.
- Corvallis Funds only: Assisted 4 households by providing a total of 648 nights of shelter.

What progress have you tracked, compared against targets identified in the original proposal?

Based on \$8,550 actual funds awarded by the City of Corvallis:

- CSC has provided 648 of the 1,384 targeted nights of shelter. WE are at 47% completed.
- \$2,102 has been leveraged in matching funds.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Too early for follow up at this time.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?

The Emergency Housing Programs actively seek referrals from the Department of Human Services (DHS) and other agencies serving households with a minor in the household. Information is provided to partner agencies, Head Start, information and referral agencies, 2-1-1 systems where operable, and others. The program is also discussed in agency brochures, and featured in external agency newsletters or blogs.

Program announcements are made at interagency meetings. We work closely with local homeless and domestic violence shelters to assure that as many clients are notified as possible.

United Way is not included in our marketing. Services provided in Corvallis are included.

**Agency:** Community Services Consortium

**Program Name:** Emergency Housing Program

Funding Request \$ 15,016.00

Percent of request awarded: 57%

Grant Award \$ 8,550.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
<b>REVENUE</b>				
A	Contributions / fundraising income	\$ 500	\$ 125	25%
B	United Way Grant funding (current year award)			#DIV/0!
C	United Way donor-directed designations			#DIV/0!
D	City of Corvallis SSF award	\$ 8,550	\$ 4,275	50%
E	Grants from other government agencies	\$ 103,615	\$ 41,856	40%
F	Foundation grants			#DIV/0!
G	Program service fees			#DIV/0!
H	Other income			#DIV/0!
I	<b>TOTAL REVENUE</b>	<b>\$ 112,665</b>	<b>\$ 46,256</b>	<b>41%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries	\$ 39,766	\$ 17,894	\$ 0
K	Payroll taxes and employee benefits	\$ 18,129	\$ 8,158	\$ 0
L	Professional fees and contracted services			#DIV/0!
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 9,479	\$ 4,266	\$ 0
N	Materials and supplies	\$ 215	\$ 107	\$ 0
O	Travel			#DIV/0!
P	Staff and volunteer development / training costs			#DIV/0!
Q	Conferences, conventions, meetings			#DIV/0!
R	Direct assistance to individuals	\$ 45,076	\$ 15,831	\$ 0
S	Miscellaneous expenses			#DIV/0!
T	<b>TOTAL EXPENSES</b>	<b>\$ 112,665</b>	<b>\$ 46,256</b>	<b>41%</b>

Balance \$ - \$ -

COMMUNITY SERVICES CONSORTIUM  
REVENUE AND EXPENDITURES W/ FUND BAL DETAIL - Unposted Transactions Included In Report  
From 7/1/2011 Through 12/31/2011

06 - EMERGENCY SERVICES  
6550 - CORVALLIS - Match for HSP

		Current Period	YTD Actual
		<u>Actual</u>	<u>YTD Actual</u>
REVENUE			
CORVALLIS OFFICE	20		
CONTRACT AWARD - CITY	4040	2,850.00	2,850.00
CONTRACT AWARD - FED	4060	<u>712.50</u>	<u>712.50</u>
PASSTHRU			
Total REVENUE		<u>3,562.50</u>	<u>3,562.50</u>
EXPENDITURES			
PERSONAL SERVICES			
CORVALLIS OFFICE	20		
SALARY	5010	1,155.33	1,155.33
PERS	5320	128.00	128.00
WORKERS COMP	5330	1.29	1.29
SAIF INSURANCE	5335	6.34	6.34
UNEMPLOYMENT	5340	2.96	2.96
HEALTH INSURANCE	5350	164.97	164.97
DENTAL INSURANCE	5360	27.08	27.08
LIFE INSURANCE	5370	8.95	8.95
OSGP MATCH - NEW	5382	6.87	6.87
FICA	5390	<u>88.21</u>	<u>88.21</u>
Total PERSONAL SERVICES		1,590.00	1,590.00
MATERIALS & SERVICES			
CORVALLIS OFFICE	20		
CLIENT ASSISTANCE	6880	<u>2,103.00</u>	<u>2,103.00</u>
Total MATERIALS & SERVICES		<u>2,103.00</u>	<u>2,103.00</u>
Total EXPENDITURES		<u>3,693.00</u>	<u>3,693.00</u>
NET REVENUE / EXPENDITURES		<u>(130.50)</u>	<u>(130.50)</u>
ENDING FUND BALANCE		<u>(130.50)</u>	<u>(130.50)</u>



# City of Corvallis

## 11-12 Social Service Funding Interim Report

Period: July 1, 20011-Dec. 31,2011

Agency Community Services Consortium

Program Linn Benton Food Share

Award \$ 35,106

### **Narrative**

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#### **What has the grant award been spent on?**

- Linn Benton Food Share used the grant to solicit, transport, store, allocate distribute and deliver 515,896 pounds of food to 18 non-profit agencies in Corvallis.
- Our Corvallis member agencies distributed 5,147 food boxes to 17,790 persons.
- Soup kitchens and shelters served 49,036 meals in the first six months of the year.

#### **How many people (unduplicated count) have been helped by this program? What activities happened?**

Approximately 5,600 persons were fed through the efforts of Linn Benton Food Share. This food was distributed through our 18 member agencies in Corvallis.

#### **What progress have you tracked, compared against targets identified in the original proposal?**

Our original proposal stated we would distribute 815,000 of food to our Corvallis member agencies over the course of the year. LBFS has distributed 515,896 pounds in the first six months. The value of the food is approximately \$871,864.

#### **Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.**

- Hungry families and individuals had access to adequate amounts of healthy food.
- The children who received this food have benefited by having better overall health and increased ability to resist illness.
- Elderly persons, who were food secure by having access to our services, have better health and nutritional status than those who are food insecure.

Our agencies have no turn out of food and were able to serve all those who sought help in feeding themselves and their families.

#### **How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?**

The Food Share program and our member agency's services are promoted through distribution of our Resource Directories (English and Spanish) and the Compass newspaper, which is printed three times per year—six thousand copies each time. Services are also featured on our website.

Our member agencies have 501c3 status, and also all promote their services. Information is widely available throughout the community.

**Agency:** CSC

**Program Name:** Linn Benton Food Share

Funding Request \$ 36,000.00

Percent of request awarded: 98%

Grant Award \$ 35,106.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
REVENUE		1	2	3
A	Contributions / fundraising income	\$ 432,000	\$ 352,947	82%
B	United Way Grant funding (current year award)			#DIV/0!
C	United Way donor-directed designations	\$ 6,000	\$ 1,863	31%
D	City of Corvallis SSF award	\$ 35,106	\$ 17,553	50%
E	Grants from other government agencies	\$ 177,999	\$ 86,467	49%
F	Foundation grants	\$ 48,000	\$ 67,780	141%
G	Program service fees	\$ 243,726	\$ 150,164	62%
H	Other income--Food Recovery Fund/Restricted	\$ 78,262	\$ 39,126	50%
I	<b>TOTAL REVENUE</b>	<b>\$ 1,021,093</b>	<b>\$ 715,900</b>	<b>70%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries	\$ 270,901	\$ 138,322	\$ 1
K	Payroll taxes and employee benefits	\$ 116,203	\$ 63,959	\$ 1
L	Professional fees and contracted services	\$ 4,975	\$ 57	\$ 0
M	Operations (rent, utilities, equipment, maintenance, )	\$ 180,464	\$ 75,632	\$ 0
N	Materials and supplies			\$ -
O	Travel	\$ 1,000	\$ 572	\$ 1
P	Staff and volunteer development / training costs	\$ 875	\$ 656	\$ 1
Q	Conferences, conventions, meetings	\$ 875	\$ 656	\$ 1
R	Direct assistance to individuals/Food	\$ 445,800	\$ 243,831	#REF!
S	Miscellaneous expenses			#REF!
T	<b>TOTAL EXPENSES</b>	<b>\$ 1,021,093</b>	<b>\$ 523,685</b>	<b>51%</b>

Balance \$ - \$ 192,215

COMMUNITY SERVICES CONSORTIUM  
 REVENUE AND EXPENDITURES  
 From 07/01/11 Through 12/31/11

**02 - FOODSHARE**  
**1660 - CITY OF CORVALLIS**

**July 1 - December 31,**  
**2011**

REVENUE			
CONTRACT AWARD - CITY	4040	\$	17,553.00
Total REVENUE		\$	<u>17,553.00</u>
EXPENDITURES			
PERSONAL SERVICES			
SALARY	5010	\$	10,301.69
PERS	5320		1,235.05
WORKERS COMP	5330		5.89
SAIF INSURANCE	5335		169.01
UNEMPLOYMENT	5340		61.93
HEALTH INSURANCE	5350		1,998.61
DENTAL INSURANCE	5360		255.31
LIFE INSURANCE	5370		85.27
FLEXIBLE SPENDING COSTS	5375		3.04
OSGP MATCH - NEW	5382		125.08
NON TAXABLE FRINGE	5386		14.72
FICA	5390		762.06
Total PERSONAL SERVICES		\$	<u>15,017.66</u>
MATERIALS & SERVICES			
INDIRECT	6620	\$	<u>2,535.34</u>
Total EXPENDITURES		\$	<u>17,553.00</u>
NET REVENUE / EXPENDITURES		\$	<u>-</u>

COMMUNITY SERVICES CONSORTIUM  
BALANCE SHEET SUMMARY  
As of 12/31/11

**02 - FOODSHARE**  
**1660 - CITY OF CORVALLIS**

December 31, 2011

ASSETS

CURRENT ASSETS

CASH

\$ 5,385.85

ACCOUNTS RECEIVABLE - CITY OF CORVALLIS

2,925.50

TOTAL ASSETS

\$ 8,311.35

LIABILITIES

PAYROLL PAYABLES

\$ 8,311.35

Total LIABILITIES

\$ 8,311.35

FUND BALANCES

BEGINNING FUND BALANCE

\$ -

NET INCOME - YTD

0.00

Total FUND BALANCES

\$ -

TOTAL LIABILITIES AND FUND BALANCE

\$ 8,311.35

*Debbie Jackson, CPA  
CSC Finance Director*

*pa 1/12*



# City of Corvallis

## 11-12 Social Service Funding Interim Report

Period: 7/1/11-12/31/11

Please answer the following (outline or bullet list preferred):

Agency <u>Community Services Consortium</u>	Program <u>Senior Health Insurance Benefits Assistance (SHIBA)</u>
	Award <u>\$ 1,747</u>

### Narrative

---

What has the grant award been spent on?

- Staff salaries/benefits
- Volunteer insurance

How many people (unduplicated count) have been helped by this program? What activities happened?

- 289 client contacts – 235 unique count
- 14 outreach events reaching 2,500 people
- Open enrollment (Oct. 15-Dec.7) saw a 56% annual increase of clients in 2011.
- 13 volunteers; 1,040 volunteer hours

What progress have you tracked, compared against targets identified in the original proposal?

- All goals noted in grant are being tracked, including client satisfaction, feedback forms at workshops and presentations.
- Partnering with L BCC, Senior Center, Library for free workshops offered alternate months in Corvallis to educate public about Medicare benefits.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

The surveys completed by program participants indicate a high level of satisfaction with advice received. Several of the clients note a financial savings, though the program doesn't track that information due to time constraints with each client (appointments are one hour)

Eight individuals have been signed up for the Limited Income Subsidy – giving them access to free or reduced cost medication.

How have you promoted the program? Is the community/potential participants aware of this program? How are outcomes used in your marketing?

Program promotion: Brochures, weekly psa notices in Gazette-Times, presentations, partner/gatekeeper education, table fairs, Generations/Volunteer/Senior Center newsletters, OSU HR department

The community is becoming more aware of the program every year. Both staff and volunteers work together to promote awareness of SHIBA. The state office is working on increasing awareness with a radio campaign of public service announcements. Increased partnerships are helping to build clientele.

Outcomes are used to help develop funding to allow the program to grow and potentially add much-needed supplemental programs, such as prescription assistance counseling and Medicare Fraud Patrol.

**Agency:** Community Services Consortium

**Program Name:** Senior Health Insurance Benefits Assistance (SHIBA)

**Funding Request \$** \$ 5,000.00

Percent of request awarded: **35%**

**Grant Award \$** \$ 1,747.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
<b>REVENUE</b>				
A	Contributions / fundraising income	\$ 200	\$ 200	100%
B	United Way Grant funding (current year award)	\$ -	\$ -	0%
C	United Way donor-directed designations	\$ 200	\$ 50	25%
D	City of Corvallis SSF award	\$ 1,747	\$ 874	50%
E	Grants from other government agencies	\$ 15,715	\$ 7,858	50%
F	Foundation grants	\$ 2,500	\$ -	0%
G	Program service fees	\$ -		0%
H	Other income	\$ -		0%
I	<b>TOTAL REVENUE</b>	<b>\$ 20,362</b>	<b>\$ 8,781</b>	<b>43%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries	\$ 13,040	\$ 7,263	56%
K	Payroll taxes and employee benefits	\$ 4,042	\$ 2,252	56%
L	Professional fees and contracted services	\$ -	\$ -	0%
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 1,000	\$ 703	70%
N	Materials and supplies, inc. printing/postage	\$ 500	\$ 273	55%
O	Travel (Staff and volunteer)	\$ 230	\$ 172	75%
P	Staff and volunteer development / training costs	\$ 500	\$ 233	47%
Q	Conferences, conventions, meetings	\$ 150	\$ 25	17%
R	Direct assistance to individuals	\$ -		0%
S	Misc expenses (IT, volunteer insurance/crim checks)	\$ 900	\$ 570	63%
T	<b>TOTAL EXPENSES</b>	<b>\$ 20,362</b>	<b>\$ 11,491</b>	<b>56%</b>

**Balance \$ (0) \$ (2,710)**

**COMMENTS:**

Please explain any special circumstances

Grants have been submitted to Spirit Mountain Community Fund and Siletz Tribal Fund for Medicare-related programs. If funded, would total \$3,200 for Corvallis program. Since funding has been difficult to find for elder-related programs, I am hoping for \$2,500.

**COMMUNITY SERVICES CONSORTIUM**  
**REVENUE AND EXPENDITURES W/ FUND BAL DETAIL**  
**BETH - RSVP**  
From 7/1/2011 Through 11/30/2011

		Current Period Actual	YTD Actual	YTD Budget - Original	YTD Budget Variance - Original	Percent Total Budget Remaining - Original
<b>REVENUE</b>						
CONTRACT AWARD - MISCELLANEOUS	4010	2,854.74	2,854.74	0.00	2,854.74	(64.76)%
CONTRACT AWARD - STATE	4020	1,467.00	1,467.00	0.00	1,467.00	(84.84)%
CONTRACT AWARD - FEDERAL	4050	31,131.00	31,131.00	0.00	31,131.00	(71.36)%
CONTRACT AWARD - FED PASSTHRU	4060	0.00	0.00	0.00	0.00	(100.00)%
DONATION - INDIVIDUALS	4210	1,585.22	1,585.22	0.00	1,585.22	(27.94)%
DONATION - CORPORATION	4220	1,493.35	1,493.35	0.00	1,493.35	(95.06)%
DONATIONS - OTHER	4225	5,852.90	5,852.90	0.00	5,852.90	(73.93)%
GRANT AWARD - FOUNDATION	4230	1,200.00	1,200.00	0.00	1,200.00	(96.51)%
MISCELLANEOUS REVENUE	4500	2,080.00	2,080.00	0.00	2,080.00	0.00%
<b>Total REVENUE</b>		<u>47,664.21</u>	<u>47,664.21</u>	<u>0.00</u>	<u>47,664.21</u>	<u>(79.32)%</u>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
SALARY	5010	32,209.66	32,209.66	0.00	(32,209.66)	80.25%
PERS	5320	3,000.74	3,000.74	0.00	(3,000.74)	0.00%
WORKERS COMP	5330	20.46	20.46	0.00	(20.46)	0.00%
SAIF INSURANCE	5335	146.22	146.22	0.00	(146.22)	0.00%
UNEMPLOYMENT	5340	193.29	193.29	0.00	(193.29)	0.00%
HEALTH INSURANCE	5350	4,682.69	4,682.69	0.00	(4,682.69)	0.00%
DENTAL INSURANCE	5360	584.85	584.85	0.00	(584.85)	0.00%
LIFE INSURANCE	5370	188.49	188.49	0.00	(188.49)	0.00%
FLEXIBLE SPENDING COSTS	5375	27.04	27.04	0.00	(27.04)	0.00%
OSGP MATCH - NEW	5382	284.28	284.28	0.00	(284.28)	0.00%
FICA	5390	2,323.43	2,323.43	0.00	(2,323.43)	0.00%
<b>Total PERSONAL SERVICES</b>		<u>43,661.15</u>	<u>43,661.15</u>	<u>0.00</u>	<u>(43,661.15)</u>	<u>73.23%</u>
<b>MATERIALS &amp; SERVICES</b>						
AUDIT/ACCOUNTING	5510	0.00	0.00	0.00	0.00	100.00%
DATA	5520	41.94	41.94	0.00	(41.94)	30.10%
SERVICES/CONNECTION						
OTHER PURCHASED SERVICES	5540	460.00	460.00	0.00	(460.00)	91.61%
EDUCATIONAL CONFERENCES/TRAINING	5610	369.97	369.97	0.00	(369.97)	82.55%
MEETINGS	5620	0.00	0.00	0.00	0.00	100.00%
DUES	5630	250.00	250.00	0.00	(250.00)	80.90%
MILEAGE	5710	437.51	437.51	0.00	(437.51)	82.24%
AGENCY VEHICLE - INSURANCE	5730	117.00	117.00	0.00	(117.00)	27.78%
OTHER TRAVEL, TRANSPORTATION	5740	653.84	653.84	0.00	(653.84)	78.74%
RENT	5910	1,811.31	1,811.31	0.00	(1,811.31)	64.93%
TELEPHONE	5930	262.90	262.90	0.00	(262.90)	73.79%
MAINTENANCE, REPAIR, JANITORIAL	5940	94.27	94.27	0.00	(94.27)	47.63%
GENERAL INSURANCE	5950	402.27	402.27	0.00	(402.27)	68.15%
SPACE RENTAL	5970	0.00	0.00	0.00	0.00	100.00%
OFFICE SUPPLIES	6110	78.18	78.18	0.00	(78.18)	52.90%
POSTAGE AND SHIPPING	6120	34.64	34.64	0.00	(34.64)	95.07%

**COMMUNITY SERVICES CONSORTIUM**  
**REVENUE AND EXPENDITURES W/ FUND BAL DETAIL**  
**BETH - RSVP**  
From 7/1/2011 Through 11/30/2011

		Current Period Actual	YTD Actual	YTD Budget - Original	YTD Budget Variance - Original	Percent Total Budget Remaining - Original
PHOTOCOPY	6130	206.63	206.63	0.00	(206.63)	(3.31)%
PRINTING	6140	66.25	66.25	0.00	(66.25)	93.40%
SOFTWARE	6145	300.00	300.00	0.00	(300.00)	0.00%
ADVERTISING/RECRUIT...	6150	0.00	0.00	0.00	0.00	100.00%
PROGRAM SUPPLIES	6160	188.69	188.69	0.00	(188.69)	96.63%
EQUIPMENT EXPENDABLE	6340	35.00	35.00	0.00	(35.00)	98.22%
BOOKS AND SUBSCRIPTIONS	6410	19.95	19.95	0.00	(19.95)	0.00%
MISCELLANEOUS ADMIN	6470	45.00	45.00	0.00	(45.00)	0.00%
INDIRECT	6620	6,345.61	6,345.61	0.00	(6,345.61)	67.72%
INFRASTRUCTURE	6630	1,539.00	1,539.00	0.00	(1,539.00)	77.18%
COMMUNICATION SERVICES	6650	242.63	242.63	0.00	(242.63)	87.30%
MEALS	6780	22.69	22.69	0.00	(22.69)	54.62%
TRAINING SUPPLIES	6810	184.75	184.75	0.00	(184.75)	85.05%
MISCELLANEOUS	6870	2,246.23	2,246.23	0.00	(2,246.23)	49.60%
Total MATERIALS & SERVICES		<u>16,456.26</u>	<u>16,456.26</u>	<u>0.00</u>	<u>(16,456.26)</u>	<u>75.58%</u>
Total EXPENDITURES		<u>60,117.41</u>	<u>60,117.41</u>	<u>0.00</u>	<u>(60,117.41)</u>	<u>73.91%</u>
NET REVENUE / EXPENDITURES		<u>(12,453.20)</u>	<u>(12,453.20)</u>	<u>0.00</u>	<u>(12,453.20)</u>	<u>0.00%</u>
ENDING FUND BALANCE		<u>(12,453.20)</u>	<u>(12,453.20)</u>	<u>0.00</u>	<u>(12,453.20)</u>	<u>0.00%</u>



# City of Corvallis

## 11-12 Social Services Funding Interim Report

Period: July 1-December 31, 2011

Please answer the following (outline or bullet list preferred):

Agency Corvallis Community Children's Centers Program Tuition Scholarship  
Award \$ 10,800

### Narrative

---

What has the grant award been spent on?

Tuition Scholarship Grants for children whose parents are enrolled in a community college, university or educational program.

How many people (unduplicated count) have been helped by this program? What activities happened?

- CCCC has been able to provide scholarships for 25 families.
- Parents enrolled in a qualifying program were able to apply for assistance. Those student families have received \$50-\$200/month to assist with childcare tuition fees. The large number of families/unique families is due to families graduating in August and new families starting in September.

What progress have you tracked, compared against targets identified in the original proposal?

-Parents have been able to maintain enrollment vs. leaving and enrolling child in an in-home, family assistance and/or cheaper care.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

- Parents have been relieved to keep children in care.
- Childcare Tuition fees increased in July and parents were worried, the tuition scholarship has allowed CCCC to offer assistance so families don't have to look for alternative care.

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?

Notify parents via email, enrollment packages, word of mouth, OSU.

We include testimonials in the enrollment package.

**Agency:** Corvallis Community Children's Centers

**Program Name:** Childcare Tuition Scholarship Funds

**Funding Request \$**

Percent of request awarded:

**Grant Award \$**

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
<b>REVENUE</b>		<b>1</b>	<b>2</b>	<b>3</b>
A	Contributions / fundraising income			#DIV/0!
B	United Way Grant funding (current year award)			#DIV/0!
C	United Way donor-directed designations			#DIV/0!
D	City of Corvallis SSF award	\$ 5,202	\$ 5,996	115%
E	Grants from other government agencies			#DIV/0!
F	Foundation grants			#DIV/0!
G	Program service fees			#DIV/0!
H	Other income			#DIV/0!
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 5,202</b>	<b>\$ 5,996</b>	<b>115%</b>

\*\* Use line "D" to report City Social Servcie Fund award

**EXPENSES**

J	Salaries	\$ -		#DIV/0!
K	Payroll taxes and employee benefits	\$ -		#DIV/0!
L	Professional fees and contracted services	\$ -		#DIV/0!
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ -		#DIV/0!
N	Materials and supplies	\$ -		#DIV/0!
O	Travel	\$ -		#DIV/0!
P	Staff and volunteer development / training costs	\$ -		#DIV/0!
Q	Conferences, conventions, meetings	\$ -		#DIV/0!
R	Direct assistance to individuals	\$ 5,996		\$ -
S	Miscellaneous expenses	\$ -		#DIV/0!
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 5,996</b>	<b>\$ -</b>	<b>0%</b>

Balance \$ (794) \$ 5,996

**COMMENTS:**

Please explain any special circumstances

\*\*Due to a family with three children in care who needed assistance in October and November we granted the family funding to assist them. The family graduated in December, parents are now working full-time in the Corvallis/Albany area and the the children remain in care but no longer receive UW Scholarship as January 1.

## CORVALLIS COMMUNITY CHILDRENS CENTERS

**Balance Sheet**

As of December 31, 2011

Dec 31, 11**ASSETS**

## Current Assets

## Checking/Savings

1012 · 98-Debit Card	497.26
1010 · 99-Checking	22,167.48
1011 · 00-Fundraising/Savings Account	8,434.98
1017 · 01-Reserve Account	2,654.55
1098 · Petty Cash	
1098-2 · Petty Cash - Growing Oaks (Petty Cash - Growing Oaks)	200.00
1098-3 · Petty Cash - Lancaster (Petty Cash - Lancaster)	200.00
Total 1098 · Petty Cash	<u>400.00</u>

## Total Checking/Savings

34,154.27

## Accounts Receivable

1112 · Growing Oaks Parents A/R	-9,874.72
1122 · Monroe Parents A/R	-76.28
1132 · Lancaster Parents A/R	-3,839.83

## Total Accounts Receivable

-13,790.83

## Other Current Assets

1210 · Prepaid insurance	
1210D · Commercial Umbrella	221.00
1210C · D&O	295.30
1210B · Workers Comp	-2,678.79
1210A · Commercial Package Policy	1,738.00

## Total 1210 · Prepaid insurance

-424.49

## Total Other Current Assets

-424.49

## Total Current Assets

19,938.95

## Fixed Assets

1510 · Equipment & Building	767,149.74
1530 · Lancaster Remodel (Update & Remodeling of Lancaster Center)	64,329.00
1590 · Accumulated Depreciation	-202,781.06

## Total Fixed Assets

628,697.68

## Other Assets

1630 · Allowance For Uncollectable AR	-500.00
---------------------------------------	---------

## Total Other Assets

-500.00**TOTAL ASSETS**648,136.63**LIABILITIES & EQUITY**

## Liabilities

## Current Liabilities

## Accounts Payable

2000 · Accounts Payable	9,793.94
-------------------------	----------

## Total Accounts Payable

9,793.94

## Other Current Liabilities

	<u>Dec 31, 11</u>
2405 · Accruals	
2400 · Vacation Accrual	14,052.49
2401 · Sick Accrual	10,698.83
Total 2405 · Accruals	<u>24,751.32</u>
2100 · Payroll Liabilities	
2110 · Net Payroll Payable	51,445.95
2115 · FICA & FWT	10,102.39
2120 · State Withhold.	2,562.90
2125 · SUTA Payable	1,567.04
2140 · Payroll Advance	-1,357.52
2145 · w/c assessment	659.20
2155 · Xmas Bonus	-170.00
2165 · to balance net p/r	62.08
Total 2100 · Payroll Liabilities	<u>64,872.04</u>
2350 · State Charitable Div. Fee pay	400.00
Total Other Current Liabilities	<u>90,023.36</u>
Total Current Liabilities	<u>99,817.30</u>
Total Liabilities	99,817.30
Equity	
3100 · Fund Balance	
3110 · Unrestricted Fund Balance	-63,104.18
3130 · Perm. Res. Fund Balance	673,614.00
Total 3100 · Fund Balance	<u>610,509.82</u>
3900 · Retained Earnings	-54,921.48
Net Income	-7,269.01
Total Equity	<u>548,319.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>648,136.63</u></u>

## CORVALLIS COMMUNITY CHILDRE

1:00 PM

## Profit &amp; Loss

01/30/2012

July through December 2011

Accrual Basis

Jul - Dec 11

Ordinary Income/Expense	
Income	
4000 · Tuition	462,927.40
4300 · Food Program	9,653.48
4400 · Fund Raisers	6,908.12
4550 · Donations	2,610.26
4600 · Interest Income	4.08
4800 · Other Income	1,076.69
4900 · Restricted Income	1,308.07
Total Income	<u>484,488.10</u>
Gross Profit	484,488.10
Expense	
5000 · Payroll Expenses	410,916.76
6000 · Administration	18,922.75
6150 · Bad Debt Exp.	100.70
6200 · Child Care Program	8,640.01
6300 · Food Program Expense	28,940.19
6400 · Fundraising Expenses	17.22
6550 · Miscellaneous	71.46
6600 · Occupancy expenses	23,884.46
6700 · Travel	263.56
Total Expense	<u>491,757.11</u>
Net Ordinary Income	<u>-7,269.01</u>
Net Income	<u><u>-7,269.01</u></u>



# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: 2011-12

Please answer the following (outline or bullet list preferred):

Agency Corvallis Daytime Drop-In Center

Program Counseling

Award \$ 8883

### **Narrative**

---

#### What has the grant award been spent on?

A licensed clinical social worker has been hired for 10-12 hours a week. This provides a counseling presence offering community members an opportunity to familiarize, socialize and accept professional counseling services in an environment where they have established trust and support.

#### How many people (unduplicated count) have been helped by this program? What activities happened?

Multiple daily conversations have taken place with members of this community providing outreach opportunities to be listened to and accepted. An accurate count of this category is estimated to be over 100 unduplicated individuals. Specific examples of more one-on-one interactions include the following:

- \* Weekly sessions with a couple attempting to remain together in order to parent their three-year-old child,
- \* Counseling with a 60 year-old recovering drug addict, struggling with a diagnosis of a terminal illness.
- \* Supportive counseling provided for a woman diagnosed with schizophrenia working to minimize need for local emergency services.
- \* Supportive teaching to volunteers at the center to develop healthy boundaries with the homeless community.

#### What progress have you tracked, compared against targets identified in the original proposal?

One goal for this counseling program included decreasing the number of crisis hours that our clients use other emergency services in the community, e.g., hospital, police, courts etc. Objectively measuring these variables would be trying to document events that "might have happened". Subjectively, however we feel that we have definitely averted a significant number of crisis that could have led to the need for emergency services in the community.

Our other target goal was to increase hope, decrease cycles of failure and eliminate repeats of failed personal strategies. Although measuring this target goal is subjective, we can see successes in the faces and conversations of our clients.

#### Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

People with no insurance now have hopefulness to come and get professional help. Most of our clients lack the resources to meet their on-going mental health and drug and alcohol issues. This project has filled some gaps in available community services.

#### How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?

Just by the sheer numbers of CDDC participants, awareness of the program has spread by word of mouth. Services are also listed on the 211 Services Referral Hotline.

**Agency:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

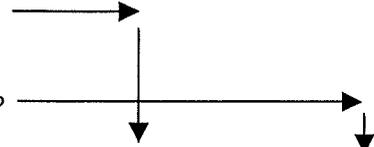
Funding Request \$

Percent of request awarded:

Grant Award \$

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?



<b>REVENUE</b>		<b>ADJUSTED PROGRAM budget</b>	<b>Program ACTUALS period-to-date</b>	<b>% to Date</b>
		<b>1</b>	<b>2</b>	<b>3</b>
A	Contributions / fundraising income			#DIV/0!
B	United Way Grant funding (current year award)			#DIV/0!
C	United Way donor-directed designations			#DIV/0!
D	City of Corvallis SSF award	\$ 8,883	\$ 4,441	50%
E	Grants from other government agencies			#DIV/0!
F	Foundation grants			#DIV/0!
G	Program service fees			#DIV/0!
H	Other income			#DIV/0!
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 8,883</b>	<b>\$ 4,441</b>	<b>50%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries			#DIV/0!
K	Payroll taxes and employee benefits			#DIV/0!
L	Professional fees and contracted services	\$ 8,883	\$ 4,441	\$ 0
M	Operations (rent, utilities, equipment, maintenance, etc.)			#DIV/0!
N	Materials and supplies			#DIV/0!
O	Travel			#DIV/0!
P	Staff and volunteer development / training costs			#DIV/0!
Q	Conferences, conventions, meetings			#DIV/0!
R	Direct assistance to individuals			#DIV/0!
S	Miscellaneous expenses			#DIV/0!
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 8,883</b>	<b>\$ 4,441</b>	<b>50%</b>
		<b>Balance \$</b>	<b>\$</b>	

Corvallis Daytime Drop-In Center  
Balance Sheet  
As of December 31, 2011

	Dec 31, 11
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Citizens Bank Checking	21,437.90
Total Checking/Savings	21,437.90
Other Current Assets	
Accounts Receivable 10	1,906.91
Loan to Clients-City	
Loan to Beard, Amy L.	121.00
Loan to Chavarria/Stewart	420.00
Loan to Clary, Karen	350.00
Loan to Combes, Dale f.	50.00
Loan to Cortney, Dawn	59.50
Loan to Cummings, Corina	157.00
Loan to Edwards, Teena	422.50
Loan to Elgin, Greg	165.00
Loan to Ewing, Presley	275.00
Loan to Freeman, David	260.00
Loan To Johnson, Walter	500.00
Loan to Mihaley, Shawn	250.00
Loan to Mittlean, Leviticus	400.00
Loan to O'Keefe, Evelyn	450.00
Loan to Rodriguez, Ruby	100.00
Loan to Stokes, Jessie	400.00
Loan to Thomas, Jennifer	400.00
Total Loan to Clients-City	4,780.00
Loan to Clients - Reloan (Admin	
Loan to Adcock, Shane	0.83
Loan to Berry, Chris	100.00
Loan to Bracamontes, Felipe A.	45.00
Loan to Cortney, Dawn	240.50
Loan to Haerling, Betty	173.00
Loan to Hiter, Denise	200.00
Loan to Lang, Alex	300.00
Loan to Raleigh, Katee	100.00
Loan to Smith, Toni	200.00
Loan to Spinney, Christina	135.00
Loan to Thomas, Steven	100.00
Loan to Wehrmann, Rudy	200.00
Total Loan to Clients - Reloan (Admin	1,794.33
Undeposited Funds	260.00
Total Other Current Assets	8,741.24
Total Current Assets	30,179.14
Other Assets	
Debit Card	1,208.68
Total Other Assets	1,208.68
<b>TOTAL ASSETS</b>	<b>31,387.82</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Reserve for Loans	6,574.33
Net Income	24,813.49
Total Equity	31,387.82
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>31,387.82</b>

5 AM  
 3/12  
 1 Basis

**Corvallis Daytime Drop-In Center**  
**Profit & Loss**  
 January through December 2011

	Jan - Dec 11
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Donations</b>	
Contributions	41,458.81
Faith-Based	10,147.81
Moving Assistance	100.00
<b>Total Donations</b>	51,706.62
<b>Grants</b>	
City of Corvallis	
Human Service	7,499.96
Social Service - Counselor	4,441.50
<b>Total City of Corvallis</b>	11,941.46
Kiwanis	1,700.00
Samaritan Health Services	9,100.00
United Way	170.52
<b>Total Grants</b>	22,911.98
<b>HELP!</b>	6,647.00
<b>Income Benefits</b>	755.10
<b>Total Income</b>	82,020.70
<b>Expense</b>	
<b>Payroll Expenses</b>	
Drop In Center - Wages	13,171.63
HELP - Program Director Wages	1,663.48
HELP - Wages	5,715.30
<b>Total Payroll Expenses</b>	20,550.41
Advertising	180.00
Copying & Printing	8.28
Food & Supplies	5,481.69
Insurance	2,625.76
Office, Postage, Paper	113.39
<b>Professional Fees</b>	
Accounting	3,920.95
Counselor	4,441.79
<b>Total Professional Fees</b>	8,362.74
Rent	15,183.46
Storage Rent	1,034.00
Supplies	58.40
Taxes & Licenses	75.00
Telephone/Internet	1,332.24
<b>Total Expense</b>	55,005.37
<b>Net Ordinary Income</b>	27,015.33
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Carryover	721.14
<b>Total Other Income</b>	721.14
<b>Other Expense</b>	
<b>Client Assistance</b>	
Clothing/Shoes	29.99
Licenses/Fees/Documents	282.50
Telephone Cards	280.91
Transportation	919.43
Client Assistance - Other	886.50
<b>Total Client Assistance</b>	2,399.33

5 AM  
3/12  
1 Basis

**Corvallis Daytime Drop-In Center**  
**Profit & Loss**  
January through December 2011

	Jan - Dec 11
Client Assistance-Medical Medical Expenses	523.65
<b>Total Client Assistance-Medical</b>	<b>523.65</b>
<b>Total Other Expense</b>	<b>2,922.98</b>
<b>Net Other Income</b>	<b>-2,201.84</b>
<b>Net Income</b>	<b>24,813.49</b>

16 AM  
 9/12  
 h Basis

**Corvallis Daytime Drop-In Center**  
**Profit & Loss by Class**  
 January through December 2011

	Counselor - Social Service (City of Corvallis)	Rent - Human Services (City of Corvallis)	Total City of Corvallis
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Grants</b>			
City of Corvallis			
Human Service	0.00	7,499.96	7,499.96
Social Service - Counselor	4,441.50	0.00	4,441.50
<b>Total City of Corvallis</b>	<u>4,441.50</u>	<u>7,499.96</u>	<u>11,941.46</u>
<b>Total Grants</b>	4,441.50	7,499.96	11,941.46
<b>Total Income</b>	4,441.50	7,499.96	11,941.46
<b>Expense</b>			
Professional Fees			
Counselor	4,441.50	0.00	4,441.50
<b>Total Professional Fees</b>	4,441.50	0.00	4,441.50
Rent	0.00	7,499.96	7,499.96
<b>Total Expense</b>	<u>4,441.50</u>	<u>7,499.96</u>	<u>11,941.46</u>
<b>Net Ordinary Income</b>	0.00	0.00	0.00
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Corvallis Daytime Drop-In Center  
Profit & Loss by Class  
January through December 2011**

	General (Operations...)	HELP! (Operations...)	Project Acti... (Operations...)	Bus Tickets (Operations...)	Medical He... (Operations...)	Good Sama... (Operations...)	United Way... (Operations...)	Total Opera...
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
<b>Donations</b>								
Contributions	39,716.53	666.92	900.36	175.00	0.00	0.00	0.00	41,458.81
Faith-Based	7,264.06	0.00	2,833.75	50.00	0.00	0.00	0.00	10,147.81
Moving Assistance	0.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00
<b>Total Donations</b>	<u>46,980.59</u>	<u>666.92</u>	<u>3,734.11</u>	<u>325.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>51,706.62</u>
<b>Grants</b>								
Kiwanis	1,700.00	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00
Samaritan Health Services	0.00	0.00	0.00	0.00	0.00	9,100.00	0.00	9,100.00
United Way	0.00	0.00	0.00	0.00	0.00	0.00	170.52	170.52
<b>Total Grants</b>	<u>1,700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,100.00</u>	<u>170.52</u>	<u>10,970.52</u>
<b>HELP!</b>	0.00	6,647.00	0.00	0.00	0.00	0.00	0.00	6,647.00
<b>Income Benefits</b>	755.10	0.00	0.00	0.00	0.00	0.00	0.00	755.10
<b>Total Income</b>	<u>49,435.69</u>	<u>7,313.92</u>	<u>3,734.11</u>	<u>325.00</u>	<u>0.00</u>	<u>9,100.00</u>	<u>170.52</u>	<u>70,079.24</u>
<b>Expense</b>								
<b>Payroll Expenses</b>								
Drop In Center - Wages	13,171.63	0.00	0.00	0.00	0.00	0.00	0.00	13,171.63
HELP - Program Director Wages	0.00	1,663.48	0.00	0.00	0.00	0.00	0.00	1,663.48
HELP - Wages	0.00	5,715.30	0.00	0.00	0.00	0.00	0.00	5,715.30
<b>Total Payroll Expenses</b>	<u>13,171.63</u>	<u>7,378.78</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,550.41</u>
<b>Advertising</b>	180.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
<b>Copying &amp; Printing</b>	8.28	0.00	0.00	0.00	0.00	0.00	0.00	8.28
<b>Food &amp; Supplies</b>	5,370.54	0.00	0.00	0.00	0.00	0.00	111.15	5,481.69
<b>Insurance</b>	2,625.76	0.00	0.00	0.00	0.00	0.00	0.00	2,625.76
<b>Office, Postage, Paper</b>	84.21	0.00	29.18	0.00	0.00	0.00	0.00	113.39
<b>Professional Fees</b>								
Accounting	3,920.95	0.00	0.00	0.00	0.00	0.00	0.00	3,920.95
Counselor	0.29	0.00	0.00	0.00	0.00	0.00	0.00	0.29
<b>Total Professional Fees</b>	<u>3,921.24</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,921.24</u>
<b>Rent</b>	7,683.50	0.00	0.00	0.00	0.00	0.00	0.00	7,683.50
<b>Storage Rent</b>	1,034.00	0.00	0.00	0.00	0.00	0.00	0.00	1,034.00
<b>Supplies</b>	0.00	0.00	58.40	0.00	0.00	0.00	0.00	58.40
<b>Taxes &amp; Licenses</b>	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
<b>Telephone/Internet</b>	866.88	465.36	0.00	0.00	0.00	0.00	0.00	1,332.24
<b>Total Expense</b>	<u>35,021.04</u>	<u>7,844.14</u>	<u>87.58</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>111.15</u>	<u>43,063.91</u>
<b>Net Ordinary Income</b>	14,414.65	-530.22	3,646.53	325.00	0.00	9,100.00	59.37	27,015.33

**Corvallis Daytime Drop-In Center**  
**Profit & Loss by Class**  
January through December 2011

	General (Operations...)	HELPI (Operations...)	Project Acti... (Operations...)	Bus Tickets (Operations...)	Medical He... (Operations...)	Good Sama... (Operations...)	United Way... (Operations...)	Total Opera...
Other Income/Expense								
Other Income								
Carryover	-1,129.83	530.22	0.00	-56.40	500.00	877.15	0.00	721.14
Total Other Income	-1,129.83	530.22	0.00	-56.40	500.00	877.15	0.00	721.14
Other Expense								
Client Assistance								
Clothing/Shoes	0.00	0.00	29.99	0.00	0.00	0.00	0.00	29.99
Licenses/Fees/Documents	0.00	0.00	282.50	0.00	0.00	0.00	0.00	282.50
Telephone Cards	0.00	0.00	280.91	0.00	0.00	0.00	0.00	280.91
Transportation	0.00	0.00	650.83	268.60	0.00	0.00	0.00	919.43
Client Assistance - Other	0.00	0.00	827.13	0.00	0.00	0.00	59.37	886.50
Total Client Assistance	0.00	0.00	2,071.36	268.60	0.00	0.00	59.37	2,399.33
Client Assistance-Medical								
Medical Expenses	0.00	0.00	0.00	0.00	0.00	523.65	0.00	523.65
Total Client Assistance-Medical	0.00	0.00	0.00	0.00	0.00	523.65	0.00	523.65
Total Other Expense	0.00	0.00	2,071.36	268.60	0.00	523.65	59.37	2,922.98
Net Other Income	-1,129.83	530.22	-2,071.36	-325.00	500.00	353.50	-59.37	-2,201.84
Net Income	13,284.82	0.00	1,575.17	0.00	500.00	9,453.50	0.00	24,813.49



# City of Corvallis

## 11-12 Social Service Funding Interim Report

Period: July 1-Dec 31 2011

Agency Corvallis Environmental Center

Program SAGE Food for Families

Award \$ 3,943

### Narrative

---

#### What has the grant award been spent on?

Support for part-time garden manager

#### How many people (unduplicated count) have been helped by this program? What activities happened?

##### *People served:*

- 4,540 served at South Corvallis Food Bank
- 6,241 served through Stone Soup
- Additional families (numbers not tracked) were helped by SAGE donations to Old Mill Center for Children & Families, where we stocked a free produce basket 3-4 times a week.
- 317 community volunteers

*Activities:* weeding, watering, harvesting 1-acre garden; delivering produce to emergency food agencies; recruiting and coordinating volunteers.

#### What progress have you tracked, compared against targets identified in the original proposal?

Target 1: increase production by 20%. In this period we harvested approximately 5,255 pounds of food at SAGE that was donated to low-income residents. This is less than we produced in the same period in 2010. The long, wet spring resulted in a late start for planting, and we were unable to increase production as hoped.

Target 2: increase volunteer participation by 20%. Volunteer participation increased by 75% over the same period last year. More people than ever are coming to SAGE-- learning about food insecurity and making a difference!

#### Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

The SAGE Food for Families program continues to meet its goals of providing fresh produce to our community's food insecure residents and providing a meaningful service opportunity for volunteers. The emergency food agencies we serve continue to report on the value of receiving produce from SAGE, and volunteer groups provide feedback that their service at SAGE was meaningful and educational.

#### How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?

- *Promotion:* Our website, Facebook, CECE and other organization's listserves, presentations to groups/organizations/classes, conferences, tabling events, community partnerships and meetings we attend
- *Is the community/participants aware of program:* Yes. We attend a monthly low-income food access meeting, and are very involved with other organizations addressing food security and with organizations promoting volunteerism.
- *Marketing:* Data on pounds of food and hours donated and impact on agencies and volunteers we work with is used in our outreach/marketing materials to attest to the community benefits of the program.

**Agency:** Corvallis Environmental Center

**Program Name:** SAGE Food for Families

**Funding Request \$** 18,000.00

Percent of request awarded: **22%**

**Grant Award \$** 3,943.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
<b>REVENUE</b>				
A	Contributions / fundraising income	\$ 7,000	\$ 4,250	61%
B	United Way Grant funding (current year award)	\$ -	\$ -	#DIV/0!
C	United Way donor-directed designations	\$ -	\$ -	#DIV/0!
D	City of Corvallis SSF award	\$ 3,943	\$ 1,972	50%
E	Grants from other government agencies			#DIV/0!
F	Foundation grants	\$ 30,000	\$ 1,844	#REF!
G	Program service fees	\$ 1,000	\$ 685	69%
H	Other income	\$ 6,100	\$ -	0%
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 48,043</b>	<b>\$ 8,751</b>	<b>18%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries	\$ 30,000	\$ 13,540	45%
K	Payroll taxes and employee benefits	\$ 3,900	\$ 1,760	45%
L	Professional fees and contracted services	\$ 4,400	\$ 732	17%
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 4,500	\$ 2,400	53%
N	Materials and supplies	\$ 2,400	\$ 959	40%
O	Travel	\$ -	\$ -	#DIV/0!
P	Staff and volunteer development / training costs	\$ 100	\$ 50	50%
Q	Conferences, conventions, meetings	\$ -		#DIV/0!
R	Direct assistance to individuals	\$ -		#DIV/0!
S	Miscellaneous expenses	\$ 500	\$ 11	2%
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 45,800</b>	<b>\$ 19,452</b>	<b>42%</b>

**Balance \$ 2,243 \$ (10,701)**

**COMMENTS:**

Please explain any special circumstances

Our fiscal year is Jan 1-Dec 31. There is income from foundation grants to cover expenses for the Food for Families project that does not show up in this period, as it was booked prior to July 1.

10:26 AM  
01/19/12  
Cash Basis

**Corvallis Environmental Center**  
**Profit & Loss**  
July through December 2011

	<u>Jul - Dec 11</u>
<b>Income</b>	
Donations	250.00
Grants	3,815.53
Program Fees	685.00
<b>Total Income</b>	<u>4,750.53</u>
<b>Expense</b>	
Outreach Fees	0.00
Contract Services	357.50
Equipment, Furniture, Inventory	268.45
Fees & Charges	11.00
Payroll Expenses	12,755.50
Postage	2.73
Printing & Reproduction	108.52
Professional Fees	373.95
Supplies	795.12
Training	50.00
<b>Total Expense</b>	<u>14,722.77</u>
<b>Net Income</b>	<u><u>-9,972.24</u></u>

# Corvallis Homeless Shelter Coalition

## Memorandum

---

**To:** Jennifer Moore, Executive Director, United Way;  
Human Service Committee

**From:** Karolle Hughes, Executive Director, Corvallis Homeless Shelter Coalition

**Date:** 1/31/2012

**Re:** CHSC Outreach Worker Position

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The Corvallis Homeless Shelter Coalition (CHSC) was awarded a \$15,000.00 grant from the City of Corvallis' Social Services Fund for an Outreach Worker position in the 2011-2012 cycle. CHSC received the first disbursement of \$1,250.00 in August 2011. I would like to explain to the Human Service Committee the sequence of events that transpired after the initial approval and disbursement of funds.

In August 2011, CHSC transitioned from a grassroots, all volunteer organization to an organization with a more formal structure headed by its first Executive Director. This transition became a time of transferring knowledge and responsibilities from the board to the new executive director. As the ED was building a foundation upon which to make decisions and a plan to move CHSC forward some time must necessarily elapse. During this time period a job description for the outreach worker position was being developed. There was a simple job description already in place regarding assisting individuals with social security applications but a much broader, better defined description was necessary before the position could be posted for applications. The position was posted in mid-October and ran for three weeks to a month. The applications were gathered, read through and sorted for those who would be interviewed. The perfect candidate presented himself during this application process. This candidate was interviewed and subsequently hired. The candidate had already (right before we did the interview) resigned his previous position. The nature of his position required that he give a thirty day notice. His start date was set for December 19<sup>th</sup>, 2011. On December 16<sup>th</sup>, 2011 the new outreach worker contacted this Executive Director and stated that he would be unable to begin the new position because of pressure being placed on him by his previous employer that he remain for another six months until a replacement could be found. It was an unfortunate turn of events that left us without our outreach worker.

I felt that it was necessary to contact United Way as the Social Service Fund contract administrator and explain the unexpected circumstances that has lead the coalition to not have an outreach worker on board yet. It has been suggested that we have enough time left until the end of the grant period to bring a full—time outreach worker on board. It is my hope that the Human Service Committee and the City of Corvallis agree with this solution to a very unusual situation.

Thank you for your time and attention to this very important matter.



# City of Corvallis

## 11-12 Social Service Funding Interim Report

Period: Interim Report

Please answer the following (outline or bullet list preferred):

Agency Furniture Share

Program BEDS for KIDS

Award \$ 3,883.00

### Narrative

#### What has the grant award been spent on?

The grant sustains the Delivery Coordinator position and Jobs Plus employees while raising community awareness to increase furniture and monetary donations and recruit volunteers.

#### How many people (unduplicated count) have been helped by this program? What activities happened?

FS has given 790 beds with 267 of them going to the City of Corvallis residents. FS continues to work with referring agencies serving at risk populations on an emergency basis to reach the ultimate goal of ensuring the safety, health, comfort and *quality of life* by providing beds to children within our community. We have increased our "Community Awareness" activities to include weekly, monthly and quarterly events and meetings that reach local businesses, professionals, and community members including: Chamber of Commerce (participation with coalition,) Greetingers (twice weekly, including speakers meetings & new business generation meetings), Rotary, Kiwanis, civic groups, etc., and Quarterly Fundraisers (Benefit sales, campaigns, clean-ups, furniture drives etc). Volunteer base continues to grow as we work with LBCC & OSU students and groups, High School groups and "volunteer to work" programs through DHS as well as church groups and other businesses volunteering their services. FS community awareness has helped tremendously in this area, helping achieve our mission.

#### What progress have you tracked, compared against targets identified in the original proposal?

The targeted populations are children within the City of Corvallis who are commonly described as the vulnerable population. Our clients are typically living in substandard conditions such as homelessness with disabilities, domestic violence survivors, elderly and or other crisis situations.

#### Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

FS is best fit to deliver these services as there is *no other agencies* within the Benton County who provides reused quality beds, pillows, sheets and blankets at *no cost* to children in need within our communities' vulnerable populations. Without a functional sleeping space, families are unable to stabilize their lives or move forward toward a quality education, self-sufficiency, improved health and independence. The challenge of living in an inadequate environment can adversely affect mental and physical health, and significantly increase the probability of repeat hardship. Our services effectively impact the people we assist by reducing mental stress, hopelessness, and despair; strengthening productivity at work and school; improving physical and mental health; increasing family connections and enhancing relationships; restoring dignity; building inner strength, self-reliance, and stability; and offering an opportunity to create a meaningful life. Additionally, our services save city, county and agency resources as stable homes reduce the risk of repeat crisis, and community members who are healthy, stable, and self-reliant make for a safer and more productive population.

#### How have you promoted the program? Is the community/potential participants aware of this program is available? How are outcomes used in your marketing?

FS promotes programs by networking with groups and businesses, website, presentations, and free advertisement. (Radio PSA, Good Words, In Appreciation, Community Spotlight, My Community, Community Calendar, and FYI.) Free advertisements allow FS to reach the community and promote our programs, saving grant funds to serve more clients in need. FS collaborates with over 65 social service agencies and non-profits including United Way.

**Agency:** Furniture Share

**Program Name:** BEDS for KIDS

**Funding Request \$** \$ 10,000.00

Percent of request awarded: **39%**

**Grant Award \$** \$ 3,883.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
<b>REVENUE</b>		<b>1</b>	<b>2</b>	<b>3</b>
A	Contributions / fundraising income	\$ 11,117	\$ 6,558	59%
B	United Way Grant funding (current year award)	\$ -	\$ -	#DIV/0!
C	United Way donor-directed designations			#DIV/0!
D	City of Corvallis SSF award	\$ 3,883	\$ 1,942	50%
E	Grants from other government agencies	\$ 3,000	\$ 1,500	50%
F	Foundation grants	\$ 6,000	\$ 2,000	33%
G	Program service fees			#DIV/0!
H	Other income			#DIV/0!
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 24,000</b>	<b>\$ 12,000</b>	<b>50%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries	\$ 14,325	\$ 7,163	\$ 1
K	Payroll taxes and employee benefits	\$ 2,050	\$ 1,025	\$ 1
L	Professional fees and contracted services	\$ 600	\$ 300	\$ 1
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 3,600	\$ 1,800	\$ 1
N	Materials and supplies	\$ 800	\$ 400	\$ 1
O	Travel			#DIV/0!
P	Staff and volunteer development / training costs	\$ 600	\$ 300	\$ 1
Q	Conferences, conventions, meetings	\$ 150	\$ 75	\$ 1
R	Direct assistance to individuals			#DIV/0!
S	Miscellaneous expenses	\$ 1,875	\$ 937	\$ 0
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 24,000</b>	<b>\$ 12,000</b>	<b>50%</b>
<b>Balance \$</b>		<b>\$ -</b>	<b>\$ -</b>	<b>(1)</b>



# City of Corvallis

## 11-12 Social Service Funding Interim Report

Period: Interim Report

Please answer the following (outline or bullet list preferred):

Agency Furniture Share

Program Furniture for Individuals in Crisis

Award \$ 1,942.00

### Narrative

What has the grant award been spent on?

The grant sustains the Delivery Coordinator position and Jobs Plus employees while raising community awareness to increase furniture and monetary donations and recruit volunteers.

How many people (unduplicated count) have been helped by this program? What activities happened?

511 individuals have been served within the City of Corvallis, with 367 unduplicated. FS continues to work with referring agencies serving at risk populations on an emergency basis to reach the ultimate goal of self-sustainability for families and individuals we serve. We have increased our "Community Awareness" activities to include weekly, monthly and quarterly events and meetings that reach local businesses, professionals, and community members including:

- Chamber of Commerce (participation with coalition)
- Greeters (twice weekly, including speakers meetings & new business generation meetings)
- Rotary, Kiwanis, civic groups, etc.
- Quarterly Fundraisers (Benefit sales, campaigns, clean-ups, furniture drives etc)

Volunteer base continues to grow as we work with LBCC & OSU students and groups, High School groups and "volunteer to work" programs through DHS as well as church groups and other businesses volunteering their services. FS community awareness has helped tremendously in this area, helping achieve our mission.

What progress have you tracked, compared against targets identified in the original proposal?

The targeted populations are children, families and individuals within the City of Corvallis who are commonly described as the vulnerable population. Our clients are typically living in substandard conditions such as homelessness with disabilities, domestic violence survivors, elderly and or other crisis situations. Tracking data are reported in the following table.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Benefits include *building self-esteem* where children can live and study more comfortably, individuals sleep in beds rather than on the floor, and families escape domestic violence. *Cost savings* averages \$450.00 per household, allowing them to provide other basic needs such as housing and food. *Success is defined and measured* by collecting data on a monthly basis to assess the progress toward each objective. Our services effectively impact the people we assist by reducing mental stress, hopelessness, and despair; strengthening productivity at work and school; improving physical and mental health; increasing family connections and enhancing relationships; restoring dignity; building inner strength, self-reliance, and stability; and offering an opportunity to create a meaningful life. Additionally, our services save city, county and agency resources as stable homes reduce the risk of repeat crisis, and community members who are healthy, stable, and self-reliant make for a safer and more productive population.

How have you promoted the program? Is the community/potential participants aware of this program if it is available? How are outcomes used in your marketing?

FS promotes programs by networking with groups and businesses, website, presentations, and free advertisement. (Radio PSA, Good Words, In A Appreciation, Community Spotlight, My Community, Community Calendar, and FYI.) Free advertisements allow FS to reach the community and promote our programs, saving grant funds to serve more clients in need. FS collaborates with over 65 social service agencies and non-profits including United Way.

**Agency:** Furniture Share

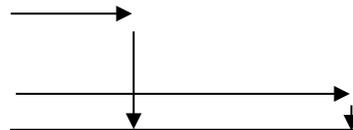
**Program Name:** Furniture for individual in Crisis

**Funding Request \$** \$ 6,000.00

Percent of request awarded: **32%**

**Grant Award \$** \$ 1,942.00

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)
2. What is your actual spending as of this report date by category?



**REVENUE**

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 12,113	\$ 9,056	75%
B	United Way Grant funding (current year award)	\$ 2,945	\$ 1,473	50%
C	United Way donor-directed designations			#DIV/0!
D	City of Corvallis SSF award	\$ 1,942	\$ 971	50%
E	Grants from other government agencies	\$ 3,000	\$ 1,500	50%
F	Foundation grants	\$ 10,000	\$ 2,000	20%
G	Program service fees			#DIV/0!
H	Other income			#DIV/0!
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 30,000</b>	<b>\$ 15,000</b>	<b>50%</b>

\*\* Use line "D" to report City Social Servicie Fund award

**EXPENSES**

J	Salaries	\$ 18,000	\$ 9,000	\$ 1
K	Payroll taxes and employee benefits	\$ 3,575	\$ 1,788	\$ 1
L	Professional fees and contracted services	\$ 800	\$ 400	\$ 1
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 4,000	\$ 2,000	\$ 1
N	Materials and supplies	\$ 1,000	\$ 500	\$ 1
O	Travel			#DIV/0!
P	Staff and volunteer development / training costs	\$ 600	\$ 300	\$ 1
Q	Conferences, conventions, meetings	\$ 150	\$ 75	\$ 1
R	Direct assistance to individuals			#DIV/0!
S	Miscellaneous expenses	\$ 1,875	\$ 937	\$ 0
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 30,000</b>	<b>\$ 15,000</b>	<b>50%</b>

**Balance \$ - \$ (1)**

PM  
3/12  
ual Basis

**Benton Furniture Share**  
**Balance Sheet**  
As of December 31, 2011

	<u>Dec 31, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking	25,194.47
Petty Cash	595.32
<b>Total Checking/Savings</b>	<u>25,789.79</u>
<b>Total Current Assets</b>	<u>25,789.79</u>
<b>TOTAL ASSETS</b>	<u><u>25,789.79</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Net Income	25,789.79
<b>Total Equity</b>	<u>25,789.79</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>25,789.79</u></u>

## Benton Furniture Share Profit & Loss December 2011

	Dec 11	Jul - Dec 11
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
City of Corvallis Grants		
City of Corvallis		
Social Services	485.42	2,912.52
CDBG	750.00	4,500.00
<b>Total City of Corvallis</b>	<u>1,235.42</u>	<u>7,412.52</u>
<b>Total City of Corvallis Grants</b>	1,235.42	7,412.52
<b>Civic</b>		
Sick Town Derby Dames	0.00	240.50
Kiwanis	0.00	700.00
<b>Total Civic</b>	0.00	940.50
<b>Contribution Income</b>	4,675.00	9,086.75
<b>Fund Raising</b>		
Beds for Kids	13,042.65	19,082.65
Benefit Sale	2,174.50	8,409.35
Special Events		
BBQ	0.00	17,428.29
Sponsors	0.00	1,050.00
<b>Total Special Events</b>	<u>0.00</u>	<u>18,478.29</u>
<b>Total Fund Raising</b>	15,217.15	45,970.29
<b>Grant Income</b>		
Sponsorship		
Truck Sponsorship	500.00	2,950.00
<b>Total Sponsorship</b>	500.00	2,950.00
Umpqua Bank Grant	2,000.00	2,000.00
Consumers Power	0.00	1,000.00
Cottonwoods Grant	0.00	1,000.00
Ralph Hull Foundation	0.00	5,000.00
United Way	0.00	2,610.80
<b>Total Grant Income</b>	<u>2,500.00</u>	<u>14,560.80</u>
<b>Total Income</b>	23,627.57	77,970.86
<b>Expense</b>		
Supplies & Fees		
Bank Charge	50.58	505.03
Credit Card Use Fees	0.00	24.82
Supplies	140.01	716.73
Supplies & Fees - Other	0.00	23.77
<b>Total Supplies &amp; Fees</b>	<u>190.59</u>	<u>1,270.35</u>
Wages & Fringe Benefits		
Executive Director	4,083.33	24,166.65
Development Assistant	1,600.00	9,894.50
Administrative Assistance	0.00	0.00
Client/Delivery Assistant	3,229.00	15,870.50
Delivery Driver		
Jobs Plus Reimbursement	0.00	-3,805.52
Delivery Driver - Other	0.00	0.00
<b>Total Delivery Driver</b>	<u>0.00</u>	<u>-3,805.52</u>
Payroll Taxes	1,296.75	6,452.87
Health Insurance	397.00	2,382.00
<b>Total Wages &amp; Fringe Benefits</b>	<u>10,606.08</u>	<u>54,961.00</u>
Occupancy		
Rent	0.00	3,955.00

**Benton Furniture Share**  
**Profit & Loss**  
**December 2011**

	Dec 11	Jul - Dec 11
<b>Utilities</b>		
Telephone	250.65	1,567.79
Garbage Disposal	38.42	268.94
<b>Total Utilities</b>	289.07	1,836.73
<b>Total Occupancy</b>	289.07	5,791.73
<b>Postage</b>	0.00	91.52
<b>Equipment</b>		
Repairs	90.00	891.50
Equipment - Other	0.00	195.00
<b>Total Equipment</b>	90.00	1,086.50
<b>Printing &amp; Photocopy</b>	100.00	160.00
<b>Advertising</b>	0.00	1,543.50
<b>Fundraising</b>		
Chili Cookoff	0.00	212.35
BBQ	0.00	1,771.78
Fundraising - Other	0.00	479.00
<b>Total Fundraising</b>	0.00	2,463.13
<b>Insurance</b>		
Liability Insurance	100.00	1,125.00
<b>Total Insurance</b>	100.00	1,125.00
<b>Dues/Memberships</b>	383.50	1,984.25
<b>Accounting</b>	0.00	1,940.75
<b>Volunteer</b>		
Volunteer Appreciation	79.87	340.58
<b>Total Volunteer</b>	79.87	340.58
<b>Donor Appreciation</b>	150.00	232.47
<b>Auto</b>		
Fuel	232.00	1,942.53
Insurance	0.00	1,415.00
Mileage	0.00	164.00
Service	0.00	197.99
Auto - Other	0.00	3,300.00
<b>Total Auto</b>	232.00	7,019.52
<b>Total Expense</b>	12,221.11	80,010.30
<b>Net Ordinary Income</b>	11,406.46	-2,039.44
<b>Other Income/Expense</b>		
Other Income		
Carryover	0.00	27,829.23
<b>Total Other Income</b>	0.00	27,829.23
<b>Net Other Income</b>	0.00	27,829.23
<b>Net Income</b>	11,406.46	25,789.79

Benton Furniture Share  
For the Month of December 2011

2011/12 Budget

<b>Assets</b>				
Checking/Operating Reserve	\$25,789.79			
<b>Savings</b>				
<b>Total Cash on Hand</b>	<b>\$25,789.79</b>			50.00%
				of Year
				Percent
	This	Year to	2011/12	Budget
	Month	Date	Budget	Rec/Spent
<b>Income</b>				
City of Corvallis - Social Services	485.42	2,912.52	6,000.00	48.54%
City of Corvallis - CBDG	750.00	4,500.00	9,000.00	50.00%
United Way Designated				
United Way		2,610.80	5,000.00	52.22%
Grants	2,000.00	9,000.00	50,000.00	18.00%
Corporate Contributions			6,000.00	0.00%
Contributions	4,675.00	9,086.75	15,000.00	60.58%
Civic Groups		940.50	5,000.00	18.81%
Benefit Sales	2,174.50	8,409.35	25,000.00	33.64%
Special Events		18,478.29	40,000.00	46.20%
Truck Sponsorship	500.00	2,950.00	5,000.00	59.00%
Beds for Kids	13,042.65	19,082.65	15,000.00	127.22%
<b>Total Income</b>	<b>23,627.57</b>	<b>77,970.86</b>	<b>181,000.00</b>	<b>43.08%</b>
<b>Expenses</b>				
<b>Personnel</b>				
Executive Director	4,083.33	24,166.65	49,000.00	49.32%
Client/Delivery Coordinator			20,930.00	0.00%
Development Assistant	1,600.00	9,894.50	7,280.00	135.91%
Client/Delivery Assistant	3,229.00	15,870.50	33,495.00	47.38%
Jobs Plus Reimbursement		-3,805.52		
Payroll Taxes	1,296.75	6,452.87	16,005.00	40.32%
Medical/Dental Benefits	397.00	2,382.00	4,800.00	49.63%
<b>Total Personnel</b>	<b>10,606.08</b>	<b>54,961.00</b>	<b>131,510.00</b>	<b>41.79%</b>
<b>Occupancy</b>				
Rent		3,955.00	17,150.00	23.06%
Telephone/Internet/Garbage Disposal	289.07	1,836.73	3,600.00	51.02%
<b>Total Occupancy</b>	<b>289.07</b>	<b>5,791.73</b>	<b>20,750.00</b>	<b>27.91%</b>
<b>Materials &amp; Services</b>				
Postage		91.52	840.00	10.90%
Supplies/Credit Card Fees	190.59	1,270.35	2,000.00	63.52%
Equipment Repairs	90.00	1,086.50	1,000.00	108.65%
Printing	100.00	160	1,500.00	10.67%
Advertising		1,543.50	2,500.00	61.74%
Fundraising		2,463.13	2,000.00	123.16%
Insurance	100.00	1,125.00	1,600.00	70.31%
Dues/Memberships	383.50	1,984.25	2,000.00	99.21%
Professional Fees/Accounting		1,940.75	2,800.00	69.31%
Volunteer Appreciation	79.87	340.58	1,000.00	34.06%
Donor Appreciation	150.00	232.47	2,500.00	9.30%
Vehicle Maintenance		3,000.00	2,000.00	150.00%
Gas/Mileage	232.00	4,019.52	7,000.00	57.42%
<b>Total Materials &amp; Services</b>	<b>1,325.96</b>	<b>19,257.57</b>	<b>28,740.00</b>	<b>67.01%</b>
<b>Total Expense</b>	<b>12,221.11</b>	<b>80,010.30</b>	<b>181,000.00</b>	<b>44.20%</b>
<b>Net Income/Loss-Emergency Reserves</b>	<b>11,406.46</b>	<b>-2,039.44</b>	<b>0.00</b>	
Carryover		27,829.23		
Balance		25,789.79		



# City of Corvallis

## 11-12 Social Service Funding Interim Report

Period: July 1 to December 31, 2011

Please answer the following (outline or bullet list preferred):

Agency Jackson Street Youth Shelter, Inc.

Program Emergency Shelter

Award \$ 25,000

### Narrative

**What has the grant award been spent on?** Jackson Street Youth Shelter, Inc. is open 24 hours a day and 7 days a week. Due to the shelter hour's staff salaries are our biggest cost, in order to, maintain a safe, stable, and secure environment. The majority of this grant award was spent on personnel to continue to run the emergency shelter program. A small amount of the grant award was used for staff training, facilities overhead, and shelter materials.

**How many people (unduplicated count) have been helped by this program? What activities happened?** Thirty-nine different youth were served in the past 6 months in the JSYSI emergency shelter program. Twenty-one females and eighteen males, all in the range of 10 to 17 years of age were served in emergency shelter this past 6 months. Within the JSYSI emergency shelter program we provide a place to sleep, eat, shower, study, and socialize. We provide activities for implementation of family style meals, tutoring, mentoring, and various exercises.

**What progress have you tracked, compared against targets identified in the original proposal?** Our proposal outcomes and benefits identified that JSYSI will provide a bed, food, clothing, and hygiene items as needed to 100% of youth accessing our emergency shelter program, this was accomplished. It is JSYSI's procedure to work with youth, family, and other service providers once a youth has reached 72 hours of their stay, JSYSI hold formal and informal meetings forming individual case plans with the youth to work towards a more successful future, this was accomplished with 100% of youth entering our emergency shelter program. JSYSI requires youth to be enrolled and attending a state certified education program. We prefer that the youth remains in their original school and work with other providers to set up appropriate transportation. JSYSI has worked with the city homeless liaisons to help youth enroll in school and obtain transportation help. JSYSI provides a structured time for homework help Sunday through Thursday evenings for all youth staying in shelter. For the last 6 months, JSYSI staff have worked hard to mediate conversations between youth and legal guardian to set up supervision plans, house guidelines, and work through various issues. 85% of the youth served in emergency shelter this last 6 months did return home to more stable homes and family cohesiveness.

**Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.** Many community youth view the shelter as a safe place. Often youth will come to shelter to escape stressful situations at home instead of running away. This past 6 months 2 youth did run to shelter to obtain a safer environment (domestic violence in the home). Usually, JSYSI has some youth run from our program due to not being ready to accept change, however, this past 6 months JSYSI did not report any runaways. This past 6 months was a more intensive month for case management and mediation; we had 8 different families engage in formal family mediation and several other families' access informal mediation or guidance services. Our program is designed around the importance of education and independent living skills, these skills are taught daily in shelter. JSYSI does try to provide a positive environment offering new opportunities to youth, in an effort to help them maintain sobriety and make better life choices.

**How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?** JSYSI has a well informed website, Facebook, MySpace, and several program posters around the community. JSYSI staff give presentations to community groups to educate on the services we can provide. Due to usually always being very busy and having several youth in shelter, it would appear the community is extremely aware of our program. We provide our donors with stories regarding youth we serve and various situations we come across.

**Agency:** Jackson Street Youth Shelter, Inc

**Program Name:** Emergency Housing

Funding Request \$ **\$ 25,000.00**

Percent of request awarded: **100%**

Grant Award \$ **\$ 25,000.00**

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
<b>REVENUE</b>		<b>1</b>	<b>2</b>	<b>3</b>
A	Contributions / fundraising income	\$ 45,000	\$ 21,918	49%
B	United Way Grant funding (current year award)	\$ 15,000	\$ 7,125	48%
C	United Way donor-directed designations	\$ 2,000	\$ 1,079	54%
D	City of Corvallis SSF award	\$ 25,000	\$ 12,500	50%
E	Grants from other government agencies	\$ 10,000	\$ 7,509	75%
F	Foundation grants			
G	Program service fees	\$ 18,900	\$ 9,308	49%
H	Other income	\$ 6,500	\$ 4,221	65%
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 122,400</b>	<b>\$ 63,660</b>	<b>52%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries	\$ 88,500	\$ 44,905	51%
K	Payroll taxes and employee benefits	\$ 10,400	\$ 5,389	52%
L	Professional fees and contracted services			
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 12,000	\$ 6,391	53%
N	Materials and supplies (Resident Expense: Food, etc)	\$ 10,000	\$ 6,427	64%
O	Travel			
P	Staff and volunteer development / training costs	\$ 1,500	\$ 714	48%
Q	Conferences, conventions, meetings			
R	Direct assistance to individuals			
S	Miscellaneous expenses			
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 122,400</b>	<b>\$ 63,825</b>	<b>52%</b>

Balance \$ - \$ (164)



# City of Corvallis

## 11-12 Social Service Funding Interim Report

Period: July 1 to December 31, 2011

Please answer the following (outline or bullet list preferred):

Agency Jackson Street Youth Shelter, Inc.

Program Transitional Shelter

Award \$ 8,000

### Narrative

---

**What has the grant award been spent on?** Jackson Street Youth Shelter, Inc. is open 24 hours a day and 7 days a week. Due to the shelter hour's staff salaries are our biggest cost, in order to, maintain a safe, stable, and secure environment. The majority of this grant award was spent on personnel to continue to run the emergency shelter program. A small amount of the grant award was used for staff training, facilities overhead, and shelter materials.

**How many people (unduplicated count) have been helped by this program? What activities happened?** Fourteen different youth were served in the past 6 months in the JSYSI transitional shelter program. Eight females and six males, all in the range of 14-18 years of age were served in transitional shelter this past 6 months. Within the JSYSI transitional shelter program we provide a place to sleep, eat, shower, study, and socialize. JSYSI provides case managers, tutors, mentors, and street outreach workers, planned and implemented family style meals.

**What progress have you tracked, compared against targets identified in the original proposal?** Youth in transitional shelter at JSYSI are youth who have stayed 2 weeks or more. These youth are already enrolled and engaged in education programs, as well as, engaged in our on-site tutoring and educational support. Most youth in transitional living strive to complete secondary education, 100% of youth served in the last 6 months have a case plan. Ten youth completed a job skills course through JSYSI and have been given job outings to obtain employment or volunteer work within the agency. The majority of the youth you complete their secondary education do research further education of college or specialized schooling. JSYSI's activities program provides focus groups regarding health insurance and allows all youth to choose what is best for them. Youth who do not enter our facility with insurance, leave with it and referrals to all necessary services not provided by JSYSI. 98% of youth served in the transitional shelter program transitioned into safe and secure housing. One youth exited to detention and the other returned home to a not yet stabilized situation.

**Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.** JSYSI has decreased runaway and homelessness behavior by making our services available and easy to access. Each youth is provided with an individual plan to work toward independence and having a successful future. JSYSI provides family and peer mediation as well as opportunities for families to visit in a supervised environment and guidance on setting up a safe and stable household. JSYSI's program is built on teaching life skills and we also provide a 12 week independent living skills workshop that all transitional youth within the ages of 16-18 are required to attend. Several youth request one on one job skills help, we have a volunteer base of people ready to help with this. Our program is built on positive youth development, we provide the youth with opportunities to try new things and engage in positive behavior rather than poor behavior crime and drug abuse.

**How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?** JSYSI has a well informed website, Facebook, MySpace, and several program posters around the community. JSYSI staff give presentations to various organizations and community groups to educate on our needs and services/programs. Due to usually being very busy and having several youth in shelter, all referred, it would appear to us that the community is well aware of most of our services. We provide donors, updates on our website, etc. of statistics, success stories, and needs.

**Agency:** Jackson Street Youth Shelter, Inc

**Program Name:** Transitional Housing

**Funding Request \$**

Percent of request awarded:

**Grant Award \$**

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
<b>REVENUE</b>				
A	Contributions / fundraising income	\$ 32,000	\$ 16,181	51%
B	United Way Grant funding (current year award)			
C	United Way donor-directed designations			
D	City of Corvallis SSF award	\$ 8,000	\$ 4,000	50%
E	Grants from other government agencies	\$ 10,000	\$ 5,569	56%
F	Foundation grants	\$ 10,000	\$ 5,000	50%
G	Program service fees			
H	Other income	\$ 4,000	\$ 2,558	64%
I	<b>TOTAL REVENUE</b>	<b>\$ 64,000</b>	<b>\$ 33,308</b>	<b>52%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries	\$ 51,000	\$ 25,468	50%
K	Payroll taxes and employee benefits	\$ 6,000	\$ 3,056	51%
L	Professional fees and contracted services			
M	Operations (rent, utilities, equipment, maintenance, etc.)			
N	Materials and supplies (Resident Expense: Food, etc)	\$ 5,500	\$ 3,837	70%
O	Travel			
P	Staff and volunteer development / training costs	\$ 1,500	\$ 714	48%
Q	Conferences, conventions, meetings			
R	Direct assistance to individuals			
S	Miscellaneous expenses			
T	<b>TOTAL EXPENSES</b>	<b>\$ 64,000</b>	<b>\$ 33,074</b>	<b>52%</b>
		<b>Balance \$</b>	<b>- \$</b>	<b>233</b>



## Jackson Street Youth Shelter, Inc Balance Sheet

As of Dec 31, 2011

### ASSETS

#### Current Assets

##### Checking/Savings

**Citizens Bank Checking (Operating Funds)** 19,312.94

##### Citizens Money Market

Operating Funds 644.48

Capital Improvement Fund 14,174.59

Albany House Startup Fund 4,605.33

Other Restricted Funds 5,058.56

**Total Citizens Money Market** 24,482.96

**OSU Federal Credit Union** 2,915.92

**Petty Cash** 213.25

**Gift Cards** 1,669.22

**Total Checking/Savings** 48,594.29

##### Accounts Receivable

Pledges Receivable 23,570.00

Grants Receivable 19,966.42

**Total Accounts Receivable** 43,536.42

##### Other Current Assets

Inventory 10,610.29

Prepaid Expenses 3,006.40

Undeposited Funds 3,120.00

**Total Other Current Assets** 16,736.69

**Total Current Assets** 108,867.40

#### Fixed Assets

**Land** 104,475.00

##### Buildings

Shelter Building 229,525.00

Accum Depreciation - Shelter -34,831.59

Capital Improvements 45,564.12

Accum Deprec - Improvements -4,692.67

Office Building 34,327.51

Accum Depreciation - Office -4,241.70

**Total Buildings** 265,650.67



## Jackson Street Youth Shelter, Inc Balance Sheet

	<u>As of Dec 31, 2011</u>
<b>Furnishings &amp; Equipment</b>	24,520.30
Accumulated Depreciation	-12,879.26
<b>Total Furnishings &amp; Equipment</b>	<u>11,641.04</u>
<b>Computer Software</b>	823.20
Accum Depreciation - Software	-546.84
<b>Total Computer Software</b>	<u>276.36</u>
<b>Total Fixed Assets</b>	<u>382,043.07</u>
<b>TOTAL ASSETS</b>	<u><b>490,910.47</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	-51.97
<b>Other Current Liabilities</b>	
Deferred Income	20,000.00
Payroll Liabilities	8,386.66
Payroll Payable	4,500.00
<b>Total Other Current Liabilities</b>	<u>32,886.66</u>
<b>Total Current Liabilities</b>	<u>32,834.69</u>
<b>Long Term Liabilities</b>	
Loans	29,400.00
Municipal Rehabilitation Lien	34,915.00
<b>Total Long Term Liabilities</b>	<u>64,315.00</u>
<b>Total Liabilities</b>	<u>97,149.69</u>
<b>Equity</b>	
<b>Retained Earnings</b>	417,181.01
<b>Net Income</b>	-23,420.23
<b>Total Equity</b>	<u>393,760.78</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>490,910.47</b></u>



**Jackson Street Youth Shelter, Inc**

**Income & Expense**

July through December 2011

**Ordinary Income/Expense**

**Income**

**Albany House Campaign** 3,312.55

**Contributions Income**

Restricted 1,695.10

Unrestricted 61,011.25

**Total Contributions Income** 62,706.35

**Donations Pledged** 5,100.00

**Donated Items** 12,790.02

**Fundraisers** 3,712.10

**Grants**

**Government Grants**

**Federal Grants**

Basic Center Program 24,613.26

FEMA/ARRA/EFS Program 4,500.00

**Total Federal Grants** 29,113.26

**State Grants**

JCP/YIF 12,375.00

ORHY 13,664.50

**Total State Grants** 26,039.50

**Local Government Grants**

Soc Services - City 16,500.00

**Total Local Government Grants** 16,500.00

**Total Government Grants** 71,652.76

**Private Grants**

United Way 7,125.00

Private Grants - Other 7,700.00

**Total Private Grants** 14,825.00

**Total Grants** 86,477.76

**Contracts** 9,308.46

**Program Fees** 195.00

**Interest Income** 5.00

**Sales Revenue - Equipment etc** 35.00

**Miscellaneous Income** 1,050.00

**Total Income** 184,692.24



Jackson Street Youth Shelter, Inc

Income & Expense

July through December 2011

**Expense**

**Personnel**

**Payroll**

Payroll Expenses	144,374.34
Taxes	14,350.34

**Total Payroll** 158,724.68

**Staff Expense**

Education & Training	633.48
Travel to Conferences	434.21
Transportation	1,465.38

**Total Staff Expense** 2,533.07

**Health Insurance** 3,958.33

**Insurance, Worker's Comp** 1,265.28

**Total Personnel** 166,481.36

**Facilities**

Household Supplies	2,105.95
Insurance, Property	724.02
Repairs	864.78
Utilities	2,437.40
Depreciation Expense	8,069.45

**Total Facilities** 14,201.60

**Resident Expense**

Activities	1,654.85
Clothing	67.95
Documents	238.00
Food	6,362.63
Gifts	440.00
Personal Supplies	818.00
School & Homework Supplies	207.59
Transportation	97.76

**Total Resident Expense** 9,886.78



Jackson Street Youth Shelter, Inc

Income & Expense

July through December 2011

<b>General Expense</b>	
<b>Advertising</b>	
Fundraising	795.00
Outreach	1,200.00
	1,995.00
<b>Total Advertising</b>	<b>1,995.00</b>
<b>Bank Service Charges</b>	<b>162.12</b>
<b>Dues and Subscriptions</b>	<b>897.54</b>
<b>Insurance</b>	
General Liability Insurance	616.50
Directors & Officers Liability	513.00
Professional Liability	750.99
Other Insurance	191.49
	2,071.98
<b>Total Insurance</b>	<b>2,071.98</b>
<b>Miscellaneous</b>	<b>274.00</b>
<b>Ten-Year Anniversary Celebration</b>	<b>1,737.00</b>
<b>Office Supplies</b>	<b>1,893.21</b>
<b>Postage and Delivery</b>	<b>1,243.22</b>
<b>Printing and Reproduction</b>	<b>4,075.87</b>
<b>Professional Fees</b>	
Consulting	346.50
On-Line Data Services	240.00
	586.50
<b>Total Professional Fees</b>	<b>586.50</b>
<b>Taxes &amp; Licenses</b>	<b>102.00</b>
<b>Telephone</b>	<b>2,504.29</b>
<b>Total General Expense</b>	<b>17,542.73</b>
<b>Total Expense</b>	<b>208,112.47</b>
<b>Net Income</b>	<b>-23,420.23</b>



**Jackson Street Youth Shelter, Inc**

**Statement of Cash Flows**

July - December 2011

<b>OPERATING ACTIVITIES</b>	
Net Income	-23,420.23
<b>Adjustments to reconcile Net Income to net cash provided by operations:</b>	
Accounts Receivable	34,200.00
Donations Receivable:Pledges Receivable	-100.00
Grants Receivable	-5,665.27
Inventory	3,520.00
Prepaid Expenses	-782.79
Accounts Payable	-4,417.24
Deferred Income	20,000.00
Payroll Liabilities	5,998.63
<b>Net cash provided by Operating Activities</b>	<u>29,333.10</u>
<b>INVESTING ACTIVITIES</b>	
Buildings:Accum Depreciation - Shelter	4,147.68
Buildings:Capital Improvements	-2,432.00
Buildings:Accum Deprec - Improvements	970.50
Buildings:Accum Depreciation - Office	739.68
Furnishings & Equipment:Computers & Peripherals	-1,680.90
Furnishings & Equipment:Accumulated Depreciation	2,036.52
Computer Software:Accum Depreciation - Software	101.97
<b>Net cash provided by Investing Activities</b>	<u>3,883.45</u>
<b>FINANCING ACTIVITIES</b>	
Loans	-600.00
<b>Net cash provided by Financing Activities</b>	<u>-600.00</u>
<b>Net cash increase for period</b>	32,616.55
<b>Cash at beginning of period</b>	19,097.74
<b>Cash at end of period</b>	<u><u>51,714.29</u></u>



# City of Corvallis

## 11-12 Social Service Funding Interim Report      Period: \_\_\_\_\_

Please answer the following (outline or bullet list preferred):

Agency	<b>Old Mill Center for Children &amp; Families</b>	Program	ChildSafe
		Award	<b>\$ 13,500</b>

### Narrative

---

What has the grant award been spent on?

This award is spent on the ChildSafe sex abuse treatment program, which provides services to victims of sex abuse and their families through 3 avenues. 1. Child group treatment. 2. Parent support groups and 3. Individual treatment.

How many people (unduplicated count) have been helped by this program? What activities happened?

Total number of parents/guardians/adults served in therapeutic group for this reporting period: 18

Total number of children served in group therapy for this reporting period: 16

Total number of children serviced in individual therapeutic treatment for this reporting period: 4

Total number of children for which we provided childcare to allow families to attend group for this reporting period: 22

What progress have you tracked, compared against targets identified in the original proposal?

- 100% of children/teens and parents have consistently reported 85% satisfaction and improvement by checking **Agree** or **Strongly Agree** on the **Common Outcomes Measures for Programs Serving Child Abuse Victims** completed at the end of each term.
- 90% of children/youth and non-offending parents have completed the Client Behavioral Checklist and have report reduced depression, anxiety, etc...between pre-and post test by at least 3 points. 85% of children/youth have meet 11 of 14 objectives delineated on the ChildSafe report as observed and reported by therapists following each term.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

- **Increased Resiliency:** The ChildSafe program helps participants increase their self esteem, self respect, temperament, and build stronger peer and healthy adult relationships. These along with other tools that the program provides have shown resiliency in participants, some significantly from the first group attended.
- **Decreasing Stress and Anxiety:** Every week during ChildSafe, time was set aside for the adults and children to come together and practice a new relaxation exercise. The group learned and practiced together, using activities such as a breathing exercise, safe space imagery, and mindfulness. Learning these strategies as a large group encouraged families and individuals to use them at home. Parents reported using these strategies themselves and reminding their children about these options when the children became overwhelmed.

How have you promoted the program? Is the community/potential participants aware of this program is available? How are outcomes used in your marketing?

We have promoted the Childsafe program through wrap around services (all of our partnering agencies and referral sources) by informing our partners in the community about the program, its benefits, positive outcomes, group calendar and offerings each term.

We use the outcomes from the program to make targeted marketing decisions. We base some of our decisions on referral sources, participant age and school and the type of victim and offender.

**Agency :** Old Mill Center For Children and Families

**Program Name:** CHILD SAFE SEX ABUSE TREATMENT

**Funding Request \$**

**Fiscal Year-End**

<b>REVENUE</b>		<b>PROGRAM Budget</b>
A	Contributions / fundraising income	\$ 3,500
B	United Way Grant funding (current year request)	
C	United Way donor-directed designations	
D	Grants from government agencies **	\$ 27,500
E	Foundation grants	\$ 5,000
F	Program service fees	
G	Other income VOCA	\$ 20,680
<b>H</b>	<b>TOTAL REVENUE</b>	<b>\$ 56,680</b>

\*\* Use line "D" to report City of Corvallis Social Service Funds

**EXPENSES**

I	Salaries	\$ 41,060
J	Payroll taxes and employee benefits	\$ 5,510
K	Professional fees and contracted services	
L	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 3,760
M	Materials and supplies	\$ 3,400
N	Travel	\$ 1,200
O	Staff and volunteer development / training costs	\$ 560
P	Conferences, conventions, meetings	\$ 500
Q	Direct assistance to individuals	\$ 400
R	Miscellaneous expenses	\$ 290
<b>S</b>	<b>TOTAL EXPENSES</b>	<b>\$ 56,680</b>

**Balance \$ -**

# Old Mill Center for Children and Families

## Balance Sheet

As of December 31, 2011

	<u>Dec 31, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1000 - Cash Accounts	264,221.64
1100 - Temp Restricted Cash Accounts	80,964.73
<b>Total Checking/Savings</b>	<u>345,186.37</u>
Accounts Receivable	
1200 - Accounts Receivable	58,290.74
1280 - Pledges Receivable	56,325.12
1285 - Beneficial Interest in CLAT	218,168.00
<b>Total Accounts Receivable</b>	<u>332,783.86</u>
Other Current Assets	
1300 - Allowance For Doubtful Accounts	-6,732.00
1380 - Pledges AFDA	-4,302.77
<b>Total Other Current Assets</b>	<u>-11,034.77</u>
<b>Total Current Assets</b>	<u>666,935.46</u>
<b>Fixed Assets</b>	
1500 - Property, Plant & Equipment	3,653,516.31
1600 - Accumulated Depreciation	-682,147.02
<b>Total Fixed Assets</b>	<u>2,971,369.29</u>
<b>Other Assets</b>	
1700 - Temporarily Restricted Assets	36,083.26
1800 - Permanently Restricted Assets	191,720.48
<b>Total Other Assets</b>	<u>227,803.74</u>
<b>TOTAL ASSETS</b>	<u><u><b>3,866,108.49</b></u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 - Accounts Payable	12,948.95
<b>Total Accounts Payable</b>	<u>12,948.95</u>
Other Current Liabilities	
2200 - Accrued Wages	24,654.54
2300 - Accrued Payroll Taxes	28,631.70
2400 - Accrued Benefits	1,580.96
<b>Total Other Current Liabilities</b>	<u>54,867.20</u>
<b>Total Current Liabilities</b>	<u>67,816.15</u>
<b>Total Liabilities</b>	67,816.15
<b>Equity</b>	
3100 - Temp. Restricted Net Assets	455,856.98
3200 - Perm. Restricted Net Assets	191,720.48
3300 - Unrestricted Net Assets	3,260,016.07
Net Income	-109,301.19
<b>Total Equity</b>	<u>3,798,292.34</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u><b>3,866,108.49</b></u></u>

**Old Mill Center for Children and Families**  
**Profit & Loss**  
 July through December 2011

	<b>Jul - Dec 11</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4100 - Pre-K Program Fees	32,304.84
4200 - ITS Program Fees	73,434.78
4300 - Outpatient Therapy Program Fees	121,741.70
4400 - Speech & Occupational Therapy	12,455.14
4500 - Early Childhood Contracts	182,167.25
4600 - Outpatient Therapy Contracts	52,925.99
4700 - Donations	212,911.64
4790 - Rebates & Refunds	4,554.31
4795 - EHS-Utilities	160.00
4800 - Fundraising Events	17,442.50
<b>Total Income</b>	<b>710,098.15</b>
<b>Gross Profit</b>	<b>710,098.15</b>
<b>Expense</b>	
5100 - Payroll Wages	435,126.25
5200 - Employee Benefits	99,740.36
5225 - Vision Insurance	-130.88
5300 - Payroll Taxes	55,069.95
6000 - Operating Expenses	40,132.09
6200 - Professional Service Fees	86,643.20
6300 - Occupancy Expense	23,683.27
6400 - Information Technology Expense	3,348.69
6500 - Travel	5,077.49
6600 - Conferences & Meetings	2,757.96
6700 - Donation Expense	2,527.26
6800 - Fundraising Expenses	9,851.26
<b>Total Expense</b>	<b>763,826.90</b>
<b>Net Ordinary Income</b>	<b>-53,728.75</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
7100 - Other Income	420.00
7500 - Interest Income	413.06
<b>Total Other Income</b>	<b>833.06</b>
<b>Other Expense</b>	
8100 - Balance Sheet Transfer Expense	10,905.50
8610 - Depreciation	45,500.00
<b>Total Other Expense</b>	<b>56,405.50</b>
<b>Net Other Income</b>	<b>-55,572.44</b>
<b>Net Income</b>	<b>-109,301.19</b>



# City of Corvallis

## 11-12 Social Service Funding Interim Report

Period: 7/1/11-12/31/11

Please answer the following (outline or bullet list preferred):

Agency Parent Enhancement Program

Program Parent Enhancement Program

Award \$ 17,766

### Narrative

What has the grant award been spent on?

Funds have been spent on general operating costs, including staff wages to provide direct services and coordination of program activities, rent, utilities, and supplies.

How many people (unduplicated count) have been helped by this program? What activities happened?

During the past 6 months, we provided the following activities; 76 parents and 98 children participating in events with transportation, meals/snacks, and a supervised playroom provided:

- 10-week *Live & Learn With Your Baby* parenting series; 18 *Squishtivities* weekly interactive parenting class series; weekly *Giveaways* (i.e. clothing, food, books, toys); 10 community based *Picnics*; 14 *Weekly GED Preparation* classes; 1 *Disaster Kit* workshop, with follow-up during home-visits; 1 *Pumpkin Patch*; 1 *Trick or Read* (Halloween Activity for families); 1 *Thanksgiving Dinner*; and 1 *Holiday Party*.

Additional services provided include:

- 219 home visits conducted, including Latino families; 18 referrals to outside agencies made for 12 families; 20 rides were provided for medical, dental, WIC, grocery, etc. appointments; Child Safety Items distributed to 38 families; all parents had the opportunity to volunteer, and parent newsletters were mailed quarterly to all participants; Staff participated in 41 case management sessions with other agencies, for 17 parents

What progress have you tracked, compared against targets identified in the original proposal?

We track all participant outcomes, statistics for 2011 show (for example):

- 90% of families had no confirmed reports of child abuse or neglect, as of 2010, 2011 statistics pending
- 96% of teenagers did not experience repeat pregnancies
- 72% of parents are attending classes or have completed high school/GED

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Agency activities show that the number accessing services has increased from 247 parents and 353 children in 2010 to 252 parents and 400 children in 2011. During the past 6 months results show (for example):

- 87% of parents pre & post tested improved life skills
- 74% of parents pre & post tested improved parenting skills

How have you promoted the program? Is the community/potential participants aware this program is available? How are outcomes used in your marketing?

We continue to promote our program through presentations to community civic organizations and with attendance and participation in community meetings and forums. We participate in collaborative meetings with Healthy Start, Corvallis High School counselors, WIC, local hospital staff, court system, as well as many other local agencies and social service providers. Additionally, we continue to use store front windows, bulk mailers, and submit articles to the local newspaper to advertise our program.

**Agency:** Parent Enhancement Program

**Program Name:** Parent Enhancement Program

**Funding Request \$**

Percent of request awarded:

**Grant Award \$**

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)

2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
<b>REVENUE</b>		1	2	3
A	Contributions / fundraising income	\$ 70,000	\$ 12,251	18%
B	United Way Grant funding (current year award)	\$ -	\$ -	#DIV/0!
C	United Way donor-directed designations	\$ -	\$ 251	#DIV/0!
D	City of Corvallis SSF award	\$ 17,766	\$ 7,947	45%
E	Grants from other government agencies	\$ 52,234	\$ 34,686	66%
F	Foundation grants	\$ 136,236	\$ 30,000	22%
G	Program service fees	\$ -	\$ -	#DIV/0!
H	Other income	\$ 1,800	\$ 190	11%
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 278,036</b>	<b>\$ 85,324</b>	<b>31%</b>

\*\* Use line "D" to report City Social Servcie Fund award

**EXPENSES**

J	Salaries	\$ 183,596	\$ 68,363	37%
K	Payroll taxes and employee benefits	\$ 35,805	\$ 15,302	43%
L	Professional fees and contracted services	\$ 1,205	\$ 1,058	88%
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 19,496	\$ 6,402	33%
N	Materials and supplies	\$ 10,938	\$ 1,084	10%
O	Travel	\$ 1,725	\$ 695	40%
P	Staff and volunteer development / training costs	\$ 3,200	\$ 75	2%
Q	Conferences, conventions, meetings	\$ 300	\$ 38	13%
R	Direct assistance to individuals	\$ 14,761	\$ 4,965	34%
S	Miscellaneous expenses	\$ 7,010	\$ 135	2%
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 278,036</b>	<b>\$ 98,118</b>	<b>35%</b>

**Balance \$ - \$ (12,794)**

**COMMENTS:**

Please explain any special circumstances

- \* Competition for limited funding.
- \* Continued economic situation affecting agency finances, participating families, volunteers, and local donations.

**BCCPCA/Parent Enhancement Program****Statement of Financial Position**

As of December 31, 2011

**ASSETS****Current Assets****Checking/Savings**

Cash in Checking 39,536.49

Petty Cash 200.00

Cash in Reserves 60,539.23**Total Checking/Savings** 100,275.72**Other Current Assets**Deposits 350.00**Total Other Current Assets** 350.00**Total Current Assets** 100,625.72**Fixed Assets**

Furniture 3,653.13

Equipment 18,780.95

Accumulated Depreciation (17,197.26)**Total Fixed Assets** 5,236.82**TOTAL ASSETS** 105,862.54**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Other Current Liabilities**

Accrued Payroll 8,795.93

Accrued Payroll Tax 7,275.74**Total Other Current Liabilities** 16,071.67**Total Current Liabilities** 16,071.67**Total Liabilities** 16,071.67**Equity**

Board Designated Reserve 59,049.76

Temp Restricted Net Assets 1,489.40

Retained Earnings (22,769.17)

Unrestricted Net Assets 72,141.01

Net Income (20,120.13)**Total Equity** 89,790.87**TOTAL LIABILITIES & EQUITY** 105,862.54

**BCCPCA/Parent Enhancement Program**  
**Statement of Activities**  
 July through December 2011

	<b>Jul - Dec 11</b>
<b>Income</b>	
Special Events/Sales	523.88
Cash Contributions	11,977.49
Foundation Grants	30,000.00
Government Grants	42,633.01
Interest Income	189.53
<b>Total Income</b>	<b>85,323.91</b>
<b>Expense</b>	
Professional Fees	1,058.14
Postage & Shipping	335.75
Office/Misc. Supplies	355.13
Meeting Expense	38.40
Assistance to Persons	4,964.79
Benefits	8,662.50
Wages/Salaries	68,362.88
Payroll Tax Expense	6,639.62
Telephone	1,000.09
Printing & Publications	393.51
Rent	4,684.40
Utilities	587.80
Repairs & Maintenance	130.00
Mileage	695.33
Dues/Memberships	25.00
Training/Conferences	75.00
Advertising/Promotion	110.00
<b>Total Expense</b>	<b>98,118.34</b>
<b>Net Income</b>	<b>-12,794.43</b>



# City of Corvallis

## 11-12 Social Service Funding Interim Report Period: July- Dec\_\_\_\_\_

Please answer the following (outline or bullet list preferred):

Agency Vina Moses Center Program Clothing and Household  
Award \$ 5330.00

### Narrative

---

What has the grant award been spent on?

Salaries and occupancy costs.

How many people (unduplicated count) have been helped by this program? What activities happened?

8450 people have been helped.

Assistance with clothing, shoes, bedding and necessary household items.

What progress have you tracked, compared against targets identified in the original proposal?

The number of families and individuals served (3,000)

Number of children receiving shoes, socks, clothing and school supplies (1,000)

Ability to serve all that are eligible and request assistance, no one was turned away when they met the eligibility requirements.

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

Children were prepared for school with proper clothing and school supplies.

Families were provided with warm clothing and bedding.

Families and individuals were properly clothed for work.

Families and individuals equipped with necessary household items: dishes, pot and pans, etc.

How have you promoted the program? Is the community/potential participants aware of this program? How are outcomes used in your marketing?

Community speaking, service groups and Church groups. We frequently use this information when making presentations to potential participants.

**Agency:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

Funding Request \$

Grant Award \$

Percent of request awarded:

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)
2. What is your actual spending as of this report date by category?

		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
<b>REVENUE</b>		<b>1</b>	<b>2</b>	<b>3</b>
A	Contributions / fundraising income	\$ 115,500	\$ 95,874	83%
B	United Way Grant funding (current year award)	\$ 2,850	\$ 1,425	50%
C	United Way donor-directed designations	\$ 2,500	\$ 753	30%
D	City of Corvallis SSF award	\$ 5,330	\$ 2,221	42%
E	Grants from other government agencies			
F	Foundation grants	\$ 15,000	\$ 13,133	88%
G	Program service fees			
H	Other income	\$ 10,400	\$ 14,521	140%
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 151,580</b>	<b>\$ 127,927</b>	<b>84%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries	\$ 83,400	\$ 42,380	51%
K	Payroll taxes and employee benefits	\$ 7,350	\$ 3,278	45%
L	Professional fees and contracted services			
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 19,275	\$ 9,137	47%
N	Materials and supplies	\$ 2,700	\$ 3,259	121%
O	Travel	\$ 100		0%
P	Staff and volunteer development / training costs	\$ 75	\$ 163	217%
Q	Conferences, conventions, meetings			
R	Direct assistance to individuals	\$ 41,000	\$ 30,902	75%
S	Miscellaneous expenses	\$ 1,500	\$ 839	56%
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 155,400</b>	<b>\$ 89,958</b>	<b>58%</b>

Balance \$ (3,820) \$ 37,969



# City of Corvallis

11-12 Social Service Funding Interim Report      Period: \_\_\_July-  
Dec\_\_\_\_\_

Please answer the following (outline or bullet list preferred):

Agency Vina Moses Center      Program FISH Emergency Services  
Award \$ 5330

## Narrative

---

What has the grant award been spent on?

- ½ for operating expense
- ½ for direct services, rent, utilities for families

How many people (unduplicated count) have been helped by this program? What activities happened?

486. We provided rent, utilities, medical, gasoline or identification for these people.

What progress have you tracked, compared against targets identified in the original proposal?

- Number of families remaining in their homes. 30%
- Number of families/individuals maintaining basic utilities, water, electricity, heat. 43%
- Number of families/individuals provided with medical assistance 64%
- Number of families/individuals supported with transportation and identification for work and caring for their families. 61%

Summarize benefits or changes you have seen for all program participants? Reflect the results in comparison with the goals outlined in the application.

- Improved standard of living.
- Increased family stability.
- Decrease in eviction and homelessness.

How have you promoted the program? Is the community/potential participants aware of this program? How are outcomes used in your marketing?

Community speaking, service groups and Church groups. We frequently use this information when making presentations to potential participants.

**Agency:** Vina Moses Center

**Program Name:** FISH Emergency Services

**Funding Request \$** \$ 6,000.00

**Grant Award \$** \$ 5,330.00

Percent of request awarded: **89%**

1. What is your spending plan by major category based on the funds? (adjusted from the proposal)
2. What is your actual spending as of this report date by category?

REVENUE		ADJUSTED PROGRAM budget	Program ACTUALS period-to-date	% to Date
		1	2	3
A	Contributions / fundraising income	\$ 8,500	\$ 2,941	35%
B	United Way Grant funding (current year award)	\$ 2,375	\$ 1,187	50%
C	United Way donor-directed designations	\$ 1,000	\$ 2,474	247%
D	City of Corvallis SSF award	\$ 5,330	\$ 2,083	39%
E	Grants from other government agencies	\$ 16,500	\$ 10,000	61%
F	Foundation grants	\$ 1,000	\$ 3,228	323%
G	Program service fees			#DIV/0!
H	Other income		\$ 9	#DIV/0!
<b>I</b>	<b>TOTAL REVENUE</b>	<b>\$ 34,705</b>	<b>\$ 21,922</b>	<b>63%</b>

\*\* Use line "D" to report City Social Service Fund award

**EXPENSES**

J	Salaries	\$ 5,456	\$ 2,778	51%
K	Payroll taxes and employee benefits	\$ 500	\$ 158	32%
L	Professional fees and contracted services			#DIV/0!
M	Operations (rent, utilities, equipment, maintenance, etc.)	\$ 644	\$ 395	61%
N	Materials and supplies	\$ 400	\$ 104	26%
O	Travel			#DIV/0!
P	Staff and volunteer development / training costs			#DIV/0!
Q	Conferences, conventions, meetings			#DIV/0!
R	Direct assistance to individuals	\$ 25,000	\$ 7,252	29%
S	Miscellaneous expenses			#DIV/0!
<b>T</b>	<b>TOTAL EXPENSES</b>	<b>\$ 32,000</b>	<b>\$ 10,687</b>	<b>33%</b>

**Balance \$ 2,705 \$ 11,235**

**Cash Flow Vlna**  
7/1/2011 through 12/31/2011

Category	7/1/2011- 12/31/2011
<b>INFLOWS</b>	
Uncategorized	0.00
CONTRIBUTIONS	95,874.01
GRANTS	433.33
First Presbyterian	1,000.00
Kiwanis	1,200.00
Lloyd Summers	10,000.00
Oregon Community	500.00
TOTAL GRANTS	13,133.33
INTEREST INCOME	608.07
REVENUE	
CITY	2,220.84
TOTAL REVENUE	2,220.84
SPECIAL EVENTS	-310.95
Sale	14,224.80
TOTAL SPECIAL EVENTS	13,913.85
UNITED WAY FUND	1,425.00
UW-DESIGNATIONS	752.66
<b>TOTAL INFLOWS</b>	<b>127,927.76</b>
<b>OUTFLOWS</b>	
ADVERTISING	131.00
ASSISTANCE	100.00
Christmas	12,255.00
MISC	2,000.00
School Program	16,547.44
TOTAL ASSISTANCE	30,902.44
Bank Charges	497.69
BENEFITS	270.00
BENEFITS IRA	240.00
DUES	25.00
MAINTENANCE	1,213.45
MISCELLANEOUS	0.00
PAYROLL TAXES	3,277.79
POSTAGE	1,401.22
PRE TAX IRA	-480.00
PUBLICATIONS	1,946.97
RENT, UTILITIES	4,517.28
CITY LOAN	1,000.02
TOTAL RENT, UTILITIES	5,517.30
SALARIES	
ASSIST. SALARY	10,442.39
DIRECTOR SALARY	31,938.24
TOTAL SALARIES	42,380.63
SUPPLIES	1,858.86
TELEPHONE	829.01
TRAINING CONFERENCES	163.20
VOLUNTEER EXP.	178.51
<b>TOTAL OUTFLOWS</b>	<b>90,353.07</b>

Cash Flow Vina  
7/1/2011 through 12/31/2011

1/25/2012

Page 2

Category	7/1/2011- 12/31/2011
<b>OVERALL TOTAL</b>	<b>37,574.69</b>

**Cash Flow FISH**  
7/1/2011 through 12/31/2011

1/25/2012

Page 1

Category	7/1/2011- 12/31/2011
<b>INFLOWS</b>	
Uncategorized	0.00
CONTRIBUTIONS	2,566.00
ST MARY'S	374.90
TOTAL CONTRIBUTIONS	2,940.90
FEMA	7,000.00
GRANTS	527.81
Kiwaniis	700.00
Lloyd Summers	2,000.00
TOTAL GRANTS	3,227.81
INTEREST INCOME	8.83
REVENUE	
CITY	2,082.98
CITY PHILOMATH	3,000.00
TOTAL REVENUE	5,082.98
UNITED WAY FUND	1,187.50
Family Fund	2,274.00
TOTAL UNITED WAY FUND	3,461.50
UW-DESIGNATIONS	200.00
<b>TOTAL INFLOWS</b>	<b>21,922.02</b>
<b>OUTFLOWS</b>	
ASSISTANCE	
ID	400.75
MEDICAL	866.52
MISC	55.00
RENT	2,101.87
TRANSPORTATION	1,728.79
UTILITIES	2,098.95
TOTAL ASSISTANCE	7,251.88
PAYROLL TAXES	-158.10
POSTAGE	88.00
SALARIES	
DIRECTOR SALARY	2,777.88
TOTAL SALARIES	2,777.88
SUPPLIES	16.45
TELEPHONE	395.16
<b>TOTAL OUTFLOWS</b>	<b>10,371.27</b>
<b>OVERALL TOTAL</b>	<b>11,550.75</b>

## **ABC House Testimonial**

A requirement of the grant is to have a testimonial from a client about services. It is our practice not to ask parents for testimonials due to confidentiality. However I will share a portion of an exit interview I conducted with a mother recently.

This mother came to ABC House because there were concerns for her son's safety. In addition, he was having issues around constant arguing with his mother. The young boy received an interview and advocacy services at ABC House. It was determined that the boy had not been abused.

When talking with the mother, she stated that her son loved coming to ABC House. He felt good when he was here. As a parent she felt the staff had been very supportive and everyone was so kind.

She and her son did engage in counseling after receiving assessment services. Her statement about those services were the counselor in just two short sessions was able to help her son determine on his own how he could stop arguing. He then found that his life was much easier. Mom stated that her life was completely different and she and her son were again able to start enjoying themselves.

She was very grateful to know that her son was not abused and that he was changing his behaviors significantly.

Other statements made through our services survey are

Helpful program  
Welcome Setting  
Wonderful Place

## **Boys & Girls Club of South Corvallis – Lincoln Lion's Den program**

We received this testimonial from one of our South Corvallis families who is in their fourth year with the Lion's Den program. Her sons are in 1st and 4th grade at Lincoln School. This parent began with us as a single parent and recovering drug addict who was trying to maintain custody of her children, and to get back into the workforce by completing her college degree. The Boys & Girls Club Lion's Den program has been an enormous help for my family. When I first put my son in Lion's Den I was just starting my college courses at Linn-Benton Community College. Now after 4 years my 2 youngest boys are enrolled in Lion's Den. I was able to finish my program at LBCC and get my degree with the after school program available for my boys. The program has been helpful in so many ways. They have excellent staff that are willing to help with any needs your family may have. I not only have support, but knowing my children are in a safe environment and their needs are being met is a huge relief for any parent. My children are in age appropriate groups where they receive one on one help with homework and enjoy educational fun activities! My children's social skills and confidence have increased. I would recommend the Boys & Girls Club to any family needing that peace of mind knowing their children are in a safe and fun place!

L.T.

(Additionally, this parent highlighted the problem solving that we undertake with her family including behavior management, academic intervention, financial assistance that has benefitted her family.)

## **Johnson Dental Clinic**

If the dental clinic could talk, there would be many stories of determination, perseverance, resilience and the impact that our clinic has had on our community. In particular, one family we served could not afford dental treatment and had many health obstacles preventing them from being able to receive care. The youngest child, who is 10, was born with a severe form of Autism and has been unable to tolerate dental treatment at other dental clinics. He is highly sensitive to noises and certain lighting. When he first walked into our clinic, his eyes lit up at the sight of our train track that spans the entire length of the clinic,

and he was thrilled to be able to watch TV while having dental treatment. He had decay on most primary teeth and pain as a result of decay on permanent teeth. We were able to complete treatment that other dentists have been trying to do for the past 4 years. During his many visits to our clinic, we were able to restore his trust and faith in dentistry. The oldest child, who is 17, was diagnosed with a rare form of mouth cancer that affected the development and growth of his jaw and permanent teeth. He had received radiation on and off for 3 years and many permanent teeth were damaged in the process. Most of his permanent teeth on the left side were so badly decayed and broken that dentists were unsure if they were restorable. His medical and dental insurance refused to cover any crowns, stating that they were considered a "cosmetic procedure". As if having to go through radiation wasn't enough, this poor child also had the social stigma associated with having "bad teeth". At his first appointment he expressed that his concerns were the inability to chew on the left side because he had pain when he would bite down and his major concern was that he knew his mom couldn't afford to his dental treatment because his dad had left and she was already working two jobs to support the family. After four months and countless dental appointments, we were able to restore all of his teeth without the loss of a single tooth. During their many appointments, it was overwhelming to see the relief on their mother's face, knowing that just because she couldn't afford treatment did not mean that her children were less deserving of dental care. We, patients, and volunteer staff are better people for being a part of something that will have a lifelong impact on everyone we serve.

### **CARDV**

A mother and her two children came into CARDV's shelter, fleeing her abusive boyfriend. The family had very few possessions, a high safety risk, and no income. The client's goal was to return to her home as soon as it felt safe to her. CARDV advocates provided transportation to a community agency that gives away free clothing. CARDV advocates assisted her in getting a restraining order, which required the abuser have no contact with her as well as requiring the abuser to leave the home they shared. Advocates gave her transportation to the DHS office where the client received cash assistance and food stamps.

The abuser contested the restraining order and the client stayed in shelter until the contested hearing was over. Once the restraining order was in place for the next year, advocates helped the client develop a detailed safety plan and the client returned to her home.

### **CASA-Voices for Children Testimonial**

Grace (fictitious name) was born into the foster care system. Her mother abused drugs and alcohol. Grace was removed from her parents care three times due the abuse and neglect by her mother. A CASA was assigned to her case. Grace began to have behavioral issues in school – CASA visited Grace and noted her academic struggles. The CASA advocated for Grace to have a special academic plan and counseling. Grace ran away from her foster care home and became a teen mother to a child she named Susie.

Susie was born with developmental delays and learning disabilities and was removed from her mother – a CASA was assigned. Grace attempted several times to get Susie back but was unable to make any real progress with drug treatment program – CASA recommended against returning Susie to her mother's care because of the drug and alcohol issues and the unsafe conditions in the home.

Susie was placed in a long-term, permanent foster care home (trained to care for Susie' special needs) - CASA was in agreement with the plan since there were no family members able to care for Susie. CASA continued to ensure Susie had all the services she needed; emotionally, physically and academically.

Years later, Grace became clean and sober, was employed and addressed her grief and loss as a child as well as the emotional scars she carried.

One day Grace went to the child welfare office and stated she wanted to parent her child. She was told she would never parent Susie, that she was given several chances in the past to do so. Well, Grace did not give up and began to request supervised visits with Susie every week. She maintained her sobriety and her job. and then contacted CASA. She had truly changed her life around and was working as a nurse' assistant and was learning how she might care for Susie' special needs.

CASA tracked Grace' progress, noting her loving parenting skill, the strong loving bond between her and her daughter and Susie' strong desire to be with her mother. In this case, the generational cycle of abuse and neglect was broken for this mother and daughter with CASAs advocacy and support.

### **Community Outreach– Emergency Services**

The population served by our Emergency Services program is too diverse to select one individual or family to represent the group as a whole, particularly considering that a vast number of contacts in this program are anonymous (those accessing our crisis intervention, information, and referral service). We also have a number of clients who access our Community Kitchen and Shower that choose to use aliases rather than give their actual names. Hundreds of individuals are served by the Emergency Services program each month, receiving crisis intervention, information, and referral services; food through our community kitchen and pantries; a shower and hygiene supplies through our community shower; mail, telephone, and messaging services; and Corvallis and Albany bus tickets. This program has multiple outcomes depending on the individual circumstances of the person, or persons, contacting our organization. Some repeatedly seek these services, particularly those homeless individuals in need of food and a shower daily, and some use us as a one-time reference for information concerning community resources that are or may be available to them.

### **Community Outreach – Food**

The population served by our Food program serves an incredibly high number of individuals and families suffering from hunger and food insecurity, and their individual situations range from a need for temporary assistance to chronic hunger and poverty. This program has multiple outcomes depending on the individual circumstances of the person, or persons, connecting with our organization to receive food assistance and supplementation. Some individuals and families repeatedly seek these services, particularly those experiencing homelessness, and some use us as a one-time assistance to help through a financially difficult time.

We continue to see many families who are —joiningll in the face of economic hardship: individuals or even small families moving in with other family members to save money or find food and shelter of some sort. In light of this trend, we are seeing larger families seeking food boxes from our organization and we distributed 255 more food boxes in 2011 than in 2010.

### **Community Outreach – Health Care Services**

The Medical Clinic program has a wide array of clients who come to us suffering from debilitating heart issues, diabetes, chronic pain, mental illness, and those simply in need of basic medical care. They all hope to receive acute care and treatment in dealing with their individual medical condition, and they are provided with the appropriate services needed to assist them, including referrals, prescription, and labs. The outcomes vary by individual situation, with some clients returning for further needed services. During the time covered by the reporting period, our volunteer gynecological/women's services physician saw a rather startling occurrence among the patients coming to her specialty clinic: all the female patients in one clinic were past clients of hers who used to see her when they were insured and are now are seeing her in our clinic after losing insurance coverage. While this is a troubling incident for the implications it brings, we are pleased that our medical clinic can help support these clients as they face economic uncertainty and challenges.

Also during the grant period, our medical and dental clinics received the 2011 Oregon Governor's Volunteer Award for Outstanding Volunteer Program. These programs are run entirely by our volunteer physicians, psychiatrists, psychologists, gynecologists, physical therapists, dentists, dental hygienists,

and medical students and we are very pleased to acknowledge their significant support to our community members in need of basic medical and dental services due to a lack of insurance coverage. Within our Behavioral Treatment Services program, a 54-year-old divorced woman, suffering from long-term alcohol dependence and depression, became homeless and moved into our shelter in early 2011. Through our treatment program, she was able to gain sobriety and work on dealing with her depression effectively, which followed a long domestic violence history of being victimized by her husband and raised in a home where she was severely abused by her mother. These were issues that she had never before addressed and she showed significant progress in personal development during the grant period. The client completed her treatment program in November 2011, obtained a sponsor through Alcoholics Anonymous (AA), obtained a job in custodial services at Oregon State University (OSU), learned coping skills, and let go of severe co-dependent traits through addressing them in treatment and throughout her stay in our shelter. She moved out of the Community Outreach shelter in January 2012 and has successfully obtained and transitioned into her own personal residence within the community.

### **Community Outreach – Integrated Housing**

During the period covered by this report, one of our female Integrated Housing clients made significant progress while working closely with her case manager.

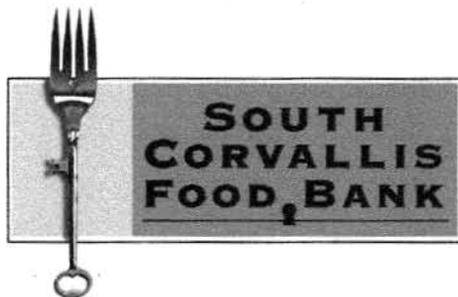
This 31 year old client came to Community Outreach from a rural area of Oregon where she had been staying with numerous friends for the last 10 months. All of her children were in Department of Human Services (DHS) custody upon her entrance into our Integrated Housing program. She was a survivor of numerous sexual and physical abuse situations from a close family member, previous boyfriends, and husbands. Because of her experience, this client suffered from Post Traumatic Stress Disorder (PTSD) and was receiving therapy through DHS.

After entering Community Outreach's Integrated Housing program, she began receiving case management services through our Family Support Services program. Since then, she has continued to show progress in her personal and family development. She obtained employment within a month of residing at Community Outreach, and she has completed all DHS requirements to successfully have her children re-instated to her care. Her case manager commented that she —has completed parenting class and was an absolute pleasure to work with parenting wise...she has been dedicated and hardworking since the day she entered shelter, and has exceeded general expectations of our program. The client is currently on the waitlist for two apartments, and her long term goal is to be free of any government support (TANF/Food Stamps/OHP) by this time next year.

### **Community Outreach – Permanent Supportive Housing**

During the time covered by this report, our Permanent Supportive Housing (PSH) program provided services to a 65-year-old, extremely bi-polar female client. The client has been hospitalized every holiday for the last three years. Her family was resigned to the fact that holidays were spent trying to get her admitted before she hurt herself or others. PSH case managers began working more closely with her by managing her medication, setting her up with inters to work on making sure she ate meals, getting her a caregiver, and going to doctor appointments with her to ensure follow up what happening. Working so closely with this client, the case managers noticed when she was not doing so well and were able to contact her doctor and/or therapist to get her help before she decompensated and needed hospitalization. Many times this consisted of checking her lithium level or getting someone to spend the night with her to make sure she stayed in bed and slept an adequate amount of time.

As a result of these measures, it has been three years since she has been hospitalized and three years of holidays spent with her friends and family rather than in the hospital. PSH case managers continue to manage the client's meds and provide daily assistance as needed. She continues to have some rough moments, but case managers have been able to stay on top of things in order to avoid escalation and the need for hospitalization, which has significantly improved the client's quality of life.



JANUARY 16, 2012

TO WHOM IT MAY CONCERN,

LINN BENTON FOOD SHARE HAS PROVIDED FOOD FOR DISTRIBUTION THROUGH OUR SITE IN SOUTH CORVALLIS FOR THE LAST 11 YEARS. THEY HAVE UNFAILINGLY PROVIDED FOOD EVEN DURING THOSE TIMES WHEN THERE WAS, SUDDENLY, A GREATER NEED. OTHER FOOD BANKS THROUGHOUT THE STATE, HAD EMPTY SHELVES BUT LBFS MANAGED TO KEEP US AND OTHERS IN THE TWO COUNTIES SUPPLIED.

A FATHER OF TWO VISITED OUR FOOD PANTRY FOR THE FIRST TIME JUST RECENTLY. THIS DAD LOOKED ESPECIALLY DEJECTED AS I BEGAN TO HELP HIM PUT TOGETHER HIS FOOD BOX. WE WALKED THROUGH THE PANTRY AND SELECTED FOOD THAT MET HIS FAMILY'S NEEDS AND THAT HIS KIDS WOULD AND COULD EAT. HE VISIBLY BRIGHTENED AS WE PUT TOGETHER A LARGE FOOD BOX AND HIS EYES BEGAN TO LIGHT UP AS HE TALKED ABOUT HIS KIDS. KNOWING THAT WE HELPED HIM DURING THIS DIFFICULT TIME AND COULD PROVIDE FOOD THAT MET HIS KID'S DIETARY NEEDS, MADE MY DAY. THE WORK THAT LINN BENTON FOOD SHARE DOES TO MAKE THIS POSSIBLE IS CRUCIAL FOR OUR NEEDY FAMILIES.

I THOROUGHLY SUPPORT LINN BENTON FOOD SHARE RECEIVING FUNDING FOR THEIR IMPORTANT WORK.

SINCERELY,

A handwritten signature in cursive script that reads "Judy Hecht". The signature is written in black ink and is positioned above the typed name and title.

JUDY HECHT  
DIRECTOR

1798 SW THIRD, CORVALLIS, OREGON 97333

## **Community Services Consortium-SHIBA**

### **10/6/11 – comments at A,B,C & D Medicare class**

I found the presentation very helpful as an overview. I feel better prepared to listen to the presentation of the HMO/PPO people scheduled next week. I wish I had had this information six years ago when I first came on to Medicare. It's so bewildering and complicated. I'm also signed up for an appointment with the SHIBA volunteer to review our situation and this will be good preparation for that.

Kathleen K. – client (attending workshop)

### **12/14/11**

**Volunteers John and Edie** - Yesterday, Edie and I had an LIS (Limited Income Subsidy) client who had received the letter that, because the premium of her current PDP would increase in 2012 above the permissible limit to avoid paying any PDP premium, she was going to be assigned to a new Prescription Drug Plan (PDP). She had her medication list and sure enough, the premium on her current plan in 2012 would be \$5.40 above the benchmark. We enrolled the client online and put her in a new PDP where her annual drug expenditures (assuming no change in drugs) will not include a premium, and, most importantly, all of her several drugs are on the plan's formulary, most as Tier 1 – the most expensive medications.

(Volunteer)

## **CCCC- Testimonials**

We had over 35 families apply for Childcare Tuition Scholarship's. It was difficult to determine who would receive what since everyone was in need. The amazing thing was we were able assist 30 of the 35 families who applied.

Dual student family: Parents both graduated in December of 2011. They had three children enrolled at CCCC and when tuition rates increased in July they were worried about what they were going to do. The families applied for the Childcare Tuition Scholarship and were awarded funding so they could both afford to complete their degrees in December. The family was so grateful for the assistance that they agreed to support a family in January, February and March as a pay it forward request.

Single Mother: We have a single mother who just started to school in September. She was enrolled in school, found affordable housing and then realized her childcare expenses were likely going to be as much if not more as her rent. She came and requested funding and asked what else she could do to help with her fee. She now receives \$100/month in childcare tuition scholarship funds from United Way as well as volunteers 5 hours/week to help with her monthly childcare expenses. She said that without the United Way scholarship and the ability to volunteer she was going to need to drop her classes and go back to working at KFC. The funding has allowed her to complete her first term of school and start her second.

## Testimonial

My name is Mike. I have been involved with the Corvallis Drop-In center for several years. At one time I called the front and back porch of the 1st Christian Church my home. I have struggled with alcoholism for most of my life. I just turned 60. I have been living in and around Corvallis since moving here from Southern California in the 1970's. At one time in my life I was a successful software programmer and sales representative. I haven't had paid employment for a number of years. I do volunteer work at the Church when able. I have had several back surgeries and am physically disabled. I receive a monthly check from the government. What I would really like to talk about is the new counselor at the daytime drop-in center. It is kind of strange but I first met Mr. Smith in a local drug and alcohol treatment center in Corvallis in the 1980's. I saw him on and off at the church over the last several years, when he was working at the Pastoral Counseling Center upstairs at the 1st Christian Church. He has seen me sober, drunk, in the middle of relapses and all points in-between. He has been very helpful in letting me sort out both the challenges in my life and the skills and talents I still possess. He not only reminds me of my own responsibilities but is also very accepting and encouraging when I run in to difficulties. My sobriety is periodically challenged by a return to alcohol or drug use. I count on being able to reach out to Mr. Smith for the encouraging and understanding support he can provide me. I know that I am responsible for my own behavior and I know that I am the one to make what I will out of my own life, but I also know that it is a wonderful thing to have another person help you along the way. Such a person is Mr. Smith and I am most grateful that you have helped place him at the center. Thank you.

## **Testimonial for SAGE Food for Families**

The South Corvallis Food Bank is one of the primary recipients of the food grown at SAGE; over half of the produce we grow is delivered to the Food Bank, which serves about 1,000 clients each month.

*From: Judy Hecht, Director, South Corvallis Food Bank*

*I am writing in support of the Corvallis Environmental Center and SAGE Food for Families program. The South Corvallis Food Bank partners with the SAGE program. They provide fresh local produce to the South Corvallis Food Bank and to soup kitchens in the Corvallis area. We would not be able to offer much fresh produce to our clients without their generous donations. They provide about 80% of the produce that we have to distribute. The SAGE program also offers us the opportunity to sign up food bank clients into their garden education/food box program. Participants learn to grow their own vegetables, get to take produce home, and also take part in cooking lessons on how to prepare what they have grown and they have the opportunity to taste it. It's a great opportunity for our low-income clients to learn some skills and improve their food security through gardening. It encourages a healthier eating style that so many of our clients could benefit from.*

*The Corvallis Environmental Center and its SAGE program are fundamental to the well-being of our food bank clients. Even though we are a once-a-month service, two summers ago (when SAGE expanded) we started offering produce to folks on a weekly basis. This has helped the households who take advantage of it in a big way. I think it has helped put more nutrition into these folks' diets than anything else we have tried.*

*Sincerely,*

*Judy Hecht*

## **Furniture Share - BEDS for KIDS**

A Hispanic family moved from Massachusetts to Corvallis. When this family first entered our program they were on TANF. They have no family here and absolutely no furniture. When they received an apartment they were sleeping and eating on the floor. The services that were provided to this family in need were two beds and linens completed with head and footboards, two dressers with mirrors, nightstands, couch, loveseat, TV stand, TV, floor lamp, rocking chair, kitchen table and chairs. By providing this service Furniture Share was able to give this family the opportunity to make this house a home and to start over and take pride and improve their self-esteem. Based on a scale from 0-10 this family self-esteem went from a 1 to a 10. The family's health also improved with the parent suffering less from sore pains and the child getting more sleep which helped with attention and productivity during school.

## **Furniture Share - Furniture for Individuals in Crisis**

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## **Jackson Street Youth Shelter, Inc.-Emergency Shelter**

This is a story about a male youth, 17 years of age (when he entered shelter, now 18). We will refer to him as CJ. CJ appeared on our porch with a concerned community family. JSYSI was informed that CJ was kicked out of his house and they were not able to house him due to legal laws, regarding housing runaway youth. Due to CJ being 17, JSYSI was able to do an intake without legal guardians being present. CJ explained that he had gone to a party for a friend's birthday but was supposed to be home. When his friend's parents returned him to his home he was greeted with his stuff packed up in garbage bags on his porch. CJ's mother was apparently hostile and told him she was done and he was no longer welcome home.

When CJ checked into shelter he was enrolled and attending school. CJ was/is a fairly good student and has great goals to graduate from high school and go to college. CJ was entered into case management and has individual goal meetings twice a week. CJ turned 18 while in shelter and was giving a time line of 60 days to live independently or find alternative safe housing. CJ is working hard with his case manager. CJ continues to do well in school and work towards graduation. CJ obtain job outings and enrolled in a shelter job skills class. CJ opened a bank account and began saving his money earned from tutoring. CJ and JSYSI completed applications and found funding for him to obtain his birth certificate, social security card, Oregon ID, and food handler's certification. CJ is communicating with his biological father through email to mend their relationship and set up a "plan b" for housing. CJ and his case manager completed the Oregon Health Plan application for health insurance and also completed the food stamps application to turn in once out of shelter. CJ and his case manager pursued legal connections and discovered that CJ could be obtaining child support from both his parents as an income and CJ is completing that paperwork. CJ has been researching college applications and begun to fill out ones he is eligible for. CJ also struggles with communication and has engaged one on one with his case manager and job skills coach to run through mock interviews and conversations to improve his response time and conversations in general.

Recently, JSYSI met with the family that originally brought CJ to shelter. It was determined that this family would like to take in CJ and have committed to housing him through high school, supporting him to graduate, helping him get into college, and helping him to obtain an apartment once in college. CJ will continue to work with JSYSI in case management to gain employment.

## **Jackson Street Youth Shelter, Inc. -Transitional**

This is a story about a female youth, 15 years of age. We will refer to her as KB. This was not KB's first stay at the Jackson Street Youth Shelter, Inc. (JSYSI) emergency shelter program. KB had accessed our services in the past; this time around KB's situation had spiraled out of control. KB lives in a more rural area of the community with her grandmother, her grandmother's partner, her older sister, and her two younger siblings. Both of KB's biological parents are in and out of prison and abuse drugs and alcohol, since KB was born she has never really lived with or been cared for by her biological parents. KB's biological mother does live nearby and KB often skips school or "runs away" to visit her and use (drugs)

with her. Less than a year ago KB was kicked out of school due to lack of attendance and consistent defiance towards school staff. KB and her family are engaged in the county's wrap around service program and they were able to get her into a local drug and alcohol treatment facility for help. KB is also on probation for various drug and assault charges. KB is really good at "knowing the system" and knows what she needs to do to either succeed or fail, KB usually picks the "to fail" option. This time around she used her knowledge of "knowing the system" to get herself kicked out of drug and alcohol treatment, KB made the decision to flash male employees at the facility. KB was released to go home with very little services in place. It was clear that her grandmother and other family members were not going to have control over her and KB intended to do what she wanted, when she wanted. KB engaged in further drug abuse, using more intense white drugs and falling further away from being successful. JSYSI was contacted and a wrap around meeting was held to form a plan around keeping KB safe. It was determined that KB would check into shelter and the probation department would work on another treatment facility.

KB entered shelter with drugs in her system, not enrolled in school, and very little ideas about goals she could work towards (other than continuing to use and live on the streets with her biological mother). JSYSI worked with her "home" school who agreed to supply school work packets for KB to work on for high school credit, JSYSI set up a tutor and a "home school" schedule for KB to be productive in shelter. While in shelter KB was given a bed, food, and necessary clothing and hygiene products. JSYSI attempted to provide KB with clothing that actually fit her and covered her body to help her work on the aspect of self respect. While in shelter care KB was given the opportunity to "sober up" and come down from all of the drugs and alcohol she had recently put into her system, this was able to happen. KB was provided with supervised phone time to work on relationships with her family. KB and her grandmother were able to talk through some issues and disrespect, as well as, spend Christmas together at the shelter. JSYSI and KB's probation officer worked together to complete referrals and other paperwork for drug and alcohol treatment. Due to KB's recent violation at a local drug and alcohol treatment facility several other treatment facilities were reluctant to accept KB into services. KB was in emergency shelter for 14 nights, KB transitioned to a lock down drug and alcohol facility in Eastern, Oregon where she continues to remain and be successful.

### **Old Mill Center for Children and Families-ChildSafe**

Hannah is a 12-year-old girl who experienced sexual abuse perpetrated by a family member. When Hannah first joined the group, she avoided speaking about her emotions and actively sought or created distractions. She also had some difficulty staying within the boundaries set for group, and needed reminders about those boundaries. Over time, Hannah has learned to identify and label her feelings (including sad, angry, excited, happy, and lonely) and talk about them with others in group. Furthermore, she has been able to make statements such as "I want to say something, but I am not sure whether it will hurt someone's feelings." In this way, Hannah is displaying a new level of self-regulation in being able to control her impulses and process possible outcomes before making an informed decision. Other group members have joined in helping her process through these decisions.

### **Parent Enhancement Program**

When SL first enrolled in the program she was a sophomore in HS and 3 months pregnant. She was living at home and pretty unsure of being a mom. Once she had her daughter she dropped out of school. She attempted to go to LBCC, CSC and the alternative school to finish up her schooling. After 2 years of not being able to finish school due to childcare issues (no family that could watch the baby, no way to pay for care, etc.) she finished up her GED at Parent Enhancement Program while volunteers watched her child. She has since completed a CNA program at a local nursing home, then completed the CNA II

program from the Hospital and is working full time at Good Samaritan Hospital, in Corvallis. She is no longer receiving state support, has full family benefits for her and her daughter, lives in a duplex in Corvallis, and bought herself a new and reliable car. She has attended multiple parent-child interactive classes through Parent Enhancement Program, participated in our volunteer program for safety items, participated in numerous home visits focusing on development of her baby, safety in the home, and general support as a young mother. SL has become a spokes person for our program at various presentations and often accompanies staff to high schools to discuss her story and the road blocks she has had to overcome.

### **Vina-Clothing & Household**

During the recent flood we had two families whose homes were damaged. We were able to supply them with bedding for their temporary housing and replace clothing lost. We helped with the clean up assisting them with the cost of going to the dump. They are now living back in their home.

### **Vina-FISH**

This family of four needed assistance with rent. The father works as a floor checker at HP. He missed four or five days of work due to illness. He does not have "sick leave" and therefore their income was greatly reduced. The mother is disabled and unable to work. They needed \$190.00 to prevent eviction. We were able to help them and they remain in their home.