

CITY OF TIGARD, OREGON  
13125 SW HALL BLVD.  
TIGARD, OREGON 97223  
503-639-4171

**FY 2002-03  
SOCIAL SERVICE FUNDING REQUEST**

Agency Name: Community Action Organization  
Address 1001 SW Baseline  
City, State, Zip Hillsboro, OR 97123  
Contact Name: Reneé Bruce, Family and Community Resources Director  
Telephone  
Number: (503) 693-3260

**1. Request**

Cash	\$20,000.00
In-Kind Services (use of City property, City staff support, etc. Please explain in #7)	\$4,500.00
<b>Total Request</b>	<b>\$24,500.00</b>

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

In partnership with the community, Community Action Organization assists low-income people to achieve self-determination.

**3. What group of citizens in Tigard does your organization target?**

Community Action Organization targets low-income individuals, children and families.

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

A variety of services are available to Tigard residents through Community Action Organization. Community Action operates the Neighborshare office in Tigard. (The space is shared with Community Partners for Affordable Housing.) This allows Tigard residents convenient access to services without having to travel to our main office in Hillsboro. Clients at Neighborshare can receive information and referrals, as well as, emergency assistance for food, rent, transportation and medical care. Case management services are available for families in transitional housing and our self-sufficiency program. Additionally, Community Action provides Head Start Services in Tigard elementary schools.

**4b. How many Tigard residents will be served?**

Community Action Organization responded to 5,524 requests for services from Tigard residents last year. A client may access multiple services from Community Action. Energy Assistance and Food Box Intake were the programs receiving the most requests last year. A detailed list of services provided to Tigard residents last year is attached.

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

The 5,524 request for services from Tigard residents represent approximately 20% of the total requests received from Washington County residents (27,271).

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

<u>Government</u>	<u>Received in FY 2000-01</u>	<u>Budgeted in FY 2001-02</u>	<u>Requested in FY 2002-03</u>
State of Oregon	\$4,117,858	\$4,442,320	\$4,442,320
Washington County	\$282,207	\$581,107	\$581,107
City of Beaverton	\$13,000	\$16,000	\$40,000
City of Hillsboro	\$6,000	\$6,000	\$12,000
City of Forest Grove	\$3,700	\$3,700	\$3,700
City of Tualatin	\$3,500	\$2,000	\$5,000
City of Sherwood	\$1,500	\$1,500	\$5,000
City of Cornelius	\$500.00	\$1,000	\$1,000

**6. Have the financial records of the agency for the last fiscal year been audited?**

Yes

No

7. Please any in-kind services you are requesting from the City of Tigard. Please estimate the value of these services and show the total in #1

In-Kind Service	Estimated Value
Rent on Burnham house, which the Neighborshare office shares with CPAH : \$750 per month / 2 = \$375.00 per month	\$4,500.00 per year

8. Please submit the following information with this request:
- Detailed budget, including FY 2000-01 actual expenditures, FY 2001-02 Adopted Budget, and FY 2002-03 Proposed Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
  - Audited financial statements for the last fiscal year. If not available, please explain in #6.
  - Names, addresses, occupations, and telephone numbers for your Board of Directors
  - A copy of your 501(c)(3) certification. If not available, please explain.
  - A copy of your Articles of Incorporation or Bylaws

**Community Action Organization  
Service Statistics for the City of Tigard  
July 1, 2000 – June 30, 2001**

<b>PROGRAMS</b>	<b>NUMBER SERVED</b>	<b>VALUE</b>
<b>Child Care</b>		
Training for Child Care Providers and Teachers	<u>Individuals</u> 52	\$6,714.12
Child Care Resource and Referral	<u>Households</u> 355	\$14,182.25
<b>Energy and Emergency Services</b>		
Energy Assistance & Education	<u>Individuals</u> 2,493 <u>Households</u> 762	\$208,434.00
Rent Assistance	<u>Individuals</u> 317 <u>Households</u> 117	\$29,527.34
Food Boxes	<u>Households</u> 1,823	\$18,230.00
Other Emergency Assistance	<u>Individuals</u> 71 <u>Households</u> 25	\$3,436.05
Comprehensive Weatherization	<u>Individuals</u> 28 <u>Households</u> 9	\$34,393.50
Self Help Weatherization	<u>Individuals</u> 72 <u>Households</u> 21	\$2,807.49
<b>Head Start</b>		
Head Start	Total Children 65 Total <u>Households</u> 60 Total Special Needs Children 5	\$540,081.75
<b>Homeless and Housing Services</b>		
Shelter	<u>Individuals</u> 15 <u>Households</u> 5 Bednights 446	\$16,163.04
Homeless Children's Program	Children 2	\$496.86
Long Term Housing Stabilization	<u>Individuals</u> 181 <u>Households</u> 64	\$65,952.00
<b>Opening Doors</b>		
Maternity Outreach & Support	<u>Individuals</u> 52	\$44,611.84
<b>Volunteer Involvement</b>		
	Total Volunteers 57 Total Volunteer hours 202	

Total Requests (underlined): 3,345  
\$985,030.24

Total Served: 5,524

Total Value:

Community Action Organization  
 Summary of All Funds  
 For the Thirteen Months Ending June 30, 2001

Account	Description	June	YTD 2001	Budget FY 2001	Percent Spent
<b>Accounts Receivable</b>					
12200	CURRENT A/R	\$0.00	\$810,404.90	0	0.0%
	<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>810,404.90</b>	<b>0</b>	<b>0.0%</b>
<b>Carry Over</b>					
28010	RETAINED EARNINGS	0.00	1,238,837.37	0	0.0%
	<b>Total Carry Over</b>	<b>0.00</b>	<b>1,238,837.37</b>	<b>0</b>	<b>0.0%</b>
<b>Net Income Statement</b>					
	NET GAIN OR (LOSS)	(151,990.16)	379,236.49	68,069	557.1%
	<b>Total Income Statement</b>	<b>(151,990.16)</b>	<b>379,236.49</b>	<b>68,069</b>	<b>557.1%</b>
	<i>Total Net Earnings Including Carry Over (Loss)</i>	<i>(151,990.16)</i>	<i>1,618,073.86</i>	<i>68,069</i>	<i>2377.1%</i>
<b>Revenue</b>					
31000	REVENUE FEDERAL	(47,663.00)	2,919,357.00	2,976,623	98.1%
31005	REVENUE OTHER GOVT	0.00	114,698.56	114,906	99.8%
31010	REVENUE CNTY	0.00	282,207.65	319,015	88.5%
31012	REVENUE CSBG	0.00	0.00	0	0.0%
31013	REVENUE STATE	0.00	4,117,858.67	3,748,100	109.9%
31030	REVENUE CITY OF BEAVERTON	0.00	13,000.00	13,500	96.3%
31031	REVENUE CITY OF TIGARD	0.00	11,000.00	11,000	100.0%
31032	REVENUE CITY OF TUALATIN	0.00	3,500.00	3,500	100.0%
31033	REVENUE CITY OF HILLSBORO	0.00	6,000.00	6,000	100.0%
31034	REVENUE CITY OF FOREST GROVE	0.00	5,794.28	11,950	48.5%
31035	REVENUE CITY OF CORNELIUS	0.00	500.00	500	100.0%
31036	REVENUE CITY OF SHERWOOD	0.00	0.00	1,500	0.0%
31040	REVENUE USDA	0.00	147,563.16	0	0.0%
31050	REVENUE CORP/FOUNDATIONS	0.00	219,334.00	322,000	68.1%
31051	REVENUE CORP/FOUNDATION UNREST	0.00	27,000.00	0	0.0%
31060	REVENUE UW	0.00	181,320.00	181,320	100.0%
31061	REVENUE UW OTHER	0.00	25,797.82	18,680	138.1%
31240	CONTRIBUTIONS RESTRICTED	0.00	125,052.54	40,000	312.6%
31250	CONTRIBUTIONS UNRESTRICTED	0.00	81,749.03	105,049	77.8%
31260	SPECIAL EVENTS RESTRICTED	0.00	2,559.00	7,000	36.6%
31270	SPECIAL EVENTS UNRESTRICTED	0.00	53,989.00	62,000	87.1%
31300 +(31320)	PROGRAM FEES	58,982.00	162,832.34	119,542	136.2%
31400	ADMINISTRATION	0.00	2,818.53	0	0.0%
31500	REVENUE GENERAL	0.00	348,993.49	259,775	134.3%
32000	SALES	0.00	39,203.91	25,000	156.8%
36150	PROGRAM RENT	0.00	6,450.44	0	0.0%
39040	REPAYMENTS	0.00	35,638.35	2,500	1425.5%
	<b>Total Revenues</b>	<b>11,319.00</b>	<b>8,934,217.77</b>	<b>8,349,460</b>	<b>107.0%</b>
<b>Transfers</b>					
41000	TRANSFERS	(2,871.00)	0.23	3,763	0.0%
	<b>Total Transfer Revenue</b>	<b>(2,871.00)</b>	<b>0.23</b>	<b>3,763</b>	<b>0.0%</b>
	<b>Total Combined Revenue</b>	<b>8,448.00</b>	<b>8,934,218.00</b>	<b>8,353,223</b>	<b>107.0%</b>
<b>Expenses</b>					
<b>Other Expenses:</b>					
50000	REVENUE IN-KIND	(959,920.35)	(959,920.35)	0	0.0%
50010	IN-KIND EXPENSE	959,920.35	959,920.35	0	0.0%
50110	BAD DEBT EXPENSE	660.71	952.36	510	186.7%
50100	DEPRECIATION EXPENSE	75,356.27	75,356.27	0	0.0%
	<b>Total Other Expenses</b>	<b>76,016.98</b>	<b>76,308.63</b>	<b>510</b>	<b>14962.5%</b>
<b>Employee Costs:</b>					
51000	SALARIES	(35,674.27)	3,468,504.31	3,603,093	96.3%
52000	BENEFITS	41,885.55	627,189.91	662,905	94.6%
52005	TAXES	(3,472.88)	400,293.95	421,572	95.0%
	<b>Total Employee Expenses</b>	<b>2,738.40</b>	<b>4,495,988.17</b>	<b>4,687,570</b>	<b>95.9%</b>
<b>Supply Costs:</b>					
53120	SUPPLIES OFFICE	(4,080.18)	48,804.90	87,902	55.5%
53125	SUPPLIES PROGRAM GENERAL	0.00	300,062.54	205,459	146.0%
53126	SUPPLIES KITCHEN	0.00	1,890.43	1,800	105.0%
53140	SUPPLIES COMPUTER	0.00	38,149.73	17,950	212.5%
53150	SUPPLIES JANITORIAL	(1,648.76)	9,541.67	30,365	31.4%

Community Action Organization  
Summary of All Funds  
For the Thirteen Months Ending June 30, 2001

Percent of Year  
83%

Account	Description	June	YTD 2001	Budget FY 2001	Percent Spent
	<b>Total Supply Expenses</b>	<b>(\$5,728.94)</b>	<b>\$398,449.27</b>	<b>343,476</b>	<b>116.0%</b>
	<b>Fuel Costs:</b>				
53200	FUEL	0.00	25,183.29	23,660	106.4%
	<b>Total Fuel Expenses</b>	<b>0.00</b>	<b>25,183.29</b>	<b>23,660</b>	<b>106.4%</b>
	<b>Professional Costs:</b>				
54110	ACCOUNTING	0.00	35,229.77	30,000	117.4%
54112	PAYROLL SERVICES	0.00	520.50	689	75.5%
54120	AUDIT	0.00	19,598.52	0	0.0%
54140	COMPUTER PROGRAMING	0.00	28,090.55	11,000	255.4%
54150	BANK SERVICE FEES	0.00	18,463.79	4,000	461.6%
54151	INTEREST	(114,877.78)	(728.55)	0	0.0%
54160	CONSULTATIONS	0.00	12,895.05	10,310	125.1%
54170	FEES	0.00	144,576.06	98,053	147.4%
	<b>Total Professional Expenses</b>	<b>(114,877.78)</b>	<b>258,645.69</b>	<b>154,052</b>	<b>167.9%</b>
	<b>Communications Costs:</b>				
54220	TELEPHONE	(3,907.60)	67,858.20	55,260	122.8%
54230	POSTAGE	(10,370.72)	14,147.21	43,075	32.8%
54240	BULK MAIL	(6,125.00)	4,964.24	2,200	225.6%
54250	PRINTING	(21,639.73)	40,972.90	68,018	60.2%
	<b>Total Communications Expenses</b>	<b>(42,043.05)</b>	<b>127,942.55</b>	<b>168,554</b>	<b>75.9%</b>
	<b>Travel Costs:</b>				
54310	TRAVEL LONG DISTANCE	0.00	22,951.28	36,851	62.3%
54320	TRAVEL	0.00	54,643.30	57,862	94.4%
54330	TRAVEL PARTICIPANT	0.00	2,940.38	3,200	91.9%
	<b>Total Travel Expenses</b>	<b>0.00</b>	<b>80,534.96</b>	<b>97,913</b>	<b>82.3%</b>
	<b>Marketing Costs:</b>				
54410	MARKETING	0.00	12,856.01	2,800	459.1%
54420	MARKETING RECRUITMENT	0.00	15,914.98	17,380	91.6%
	<b>Total Marketing Expenses</b>	<b>0.00</b>	<b>28,770.99</b>	<b>20,180</b>	<b>142.6%</b>
	<b>Rent Costs:</b>				
54505	RENT OCCUPANCY	250,041.10	250,346.10	299,465	83.6%
54511	LEASING	(8,762.52)	22,682.31	38,081	59.6%
54520	RENT OFFICE	0.00	57,298.50	32,840	174.5%
54530	RENT VEHICLE	0.00	5,136.04	4,740	108.4%
	<b>Total Rent Expenses</b>	<b>241,278.58</b>	<b>335,462.95</b>	<b>375,126</b>	<b>89.4%</b>
	<b>Insurance Costs:</b>				
54610	INSURANCE	0.00	0.00	400	0.0%
54613	INSURANCE D & O	0.00	4,958.00	5,000	99.2%
54620	INSURANCE LIABILITY	0.00	37,971.22	30,000	126.6%
54630	INSURANCE VEHICLE	0.00	0.00	9,897	0.0%
54690	INSURANCE SPECIAL	0.00	2,573.40	1,605	160.3%
	<b>Total Insurance Expenses</b>	<b>0.00</b>	<b>45,502.62</b>	<b>46,902</b>	<b>97.0%</b>
	<b>Utility Costs:</b>				
54710	UTILITY	(35,985.76)	22,908.40	28,233	81.1%
	<b>Total Utility Expenses</b>	<b>(35,985.76)</b>	<b>22,908.40</b>	<b>28,233</b>	<b>81.1%</b>
	<b>Repair &amp; Maint Costs:</b>				
54810	R&M BUILDING	(30,066.57)	23,159.66	29,725	77.9%
54811	R&M VEHICLE	0.00	45,999.82	28,500	161.4%
54835	R&M OFFICE EQUIPMENT	0.00	9,137.75	0	0.0%
54836	R&M PROGRAM EQUIPMENT	0.00	2,875.98	63,700	4.5%
	<b>Total Repair &amp; Maint Expenses</b>	<b>(30,066.57)</b>	<b>81,173.21</b>	<b>121,925</b>	<b>66.6%</b>
	<b>Miscellaneous Costs:</b>				
54910	DUES	0.00	9,277.31	7,150	129.8%
54911	SUBSCRIPTIONS	0.00	1,102.59	1,500	73.5%
54921	LICENSES VEHICLE	(10,682.00)	(10,682.00)	350	-3052.0%
54940	LICENSES	0.00	10,328.39	13,375	77.2%
54950	TRAINING	0.00	60,788.90	79,936	76.0%
54951	CONTRACTUAL TRAINING	0.00	38,547.31	27,105	142.2%
54961	RECOGNITION	0.00	5,825.99	5,000	116.5%
54970	BOARD SUPPORT	0.00	4,323.77	2,000	216.2%

Community Action Organization  
 Summary of All Funds  
 For the Thirteen Months Ending June 30, 2001

Account	Description	June	YTD 2001	Budget FY 2001	Percent Spent
56010	CAPITAL OUTLAYS	\$0.00	\$124,151.76	122,586	101.3%
56020	CONSTRUCTION	0.00	334,346.51	272,777	122.6%
	<b>Total Miscellaneous Expenses</b>	<b>(10,682.00)</b>	<b>578,010.53</b>	<b>531,779</b>	<b>108.7%</b>
	<b>Client Costs:</b>				
55005	FOOD	0.00	157,400.64	80,871	194.6%
55007	CONTRACTUAL SERVICES	0.00	364,579.45	393,091	92.7%
55009	CONTRACTUAL SERVICES	0.00	8,184.70	7,000	116.9%
55010	CLIENT EXPENSES	0.00	660,664.97	713,679	92.6%
55013	CLIENT EXPENSES TRANSPORTATION	0.00	897.35	2,462	36.4%
55015	CLIENT EXPENSES SHELTER	0.00	52,850.00	48,480	109.0%
55016	CLIENT EXPENSES OTHER	0.00	3,148.31	18,200	17.3%
55020	CLIENT EXPENSES	0.00	510.72	0	0.0%
55022	SUPPLIES HOME REPAIR	0.00	238.00	5,000	4.8%
55023	SUPPLIES HEALTH	0.00	3,281.19	3,405	96.4%
55024	SUPPLIES PROGRAM CLASSROOM	0.00	31,818.90	37,400	85.1%
55025	SUPPLIES DISABILITY	0.00	755.26	1,500	50.4%
55031	TRAINING PARENT	0.00	7,049.75	10,000	70.5%
55040	POLICY COUNCIL	0.00	11,867.41	7,000	169.5%
55051	FEES MEDICAL, DENTAL	0.00	2,813.75	22,900	12.3%
55052	FEES HEALTH SCREENING	0.00	62,267.48	38,650	161.1%
55054	FEES DISABILITY	0.00	2,097.22	2,750	76.3%
55071	PARTICIPANT EXPENSES	0.00	1,673.53	0	0.0%
55080	EAP	0.00	624,785.79	269,190	232.1%
55090	FIELD TRIPS	0.00	3,215.60	6,000	53.6%
	<b>Total Client Expenses</b>	<b>0.00</b>	<b>2,000,100.02</b>	<b>1,667,578</b>	<b>119.9%</b>
	<b>Total Expenses</b>	<b>80,649.86</b>	<b>8,554,981.28</b>	<b>8,267,459</b>	<b>103.5%</b>
	<b>Program Net Earnings (Loss) for Period</b>	<b>(72,201.86)</b>	<b>379,236.72</b>	<b>85,764</b>	<b>442.2%</b>
	<b>Administrative Transfers</b>				
60100	ADMIN ALLOWED	1,338.00	(0.06)	17,695	0.0%
60200	ADDITIONAL TRANSFERS	78,450.30	0.29	0	0.0%
	<b>Total Administrative Transfers</b>	<b>79,788.30</b>	<b>0.23</b>	<b>17,695</b>	<b>0.0%</b>
	<b>Total All Expenses</b>	<b>160,438.16</b>	<b>8,554,981.51</b>	<b>8,285,154</b>	<b>103.3%</b>
	<b>Total Net Earnings (Loss) for Period</b>	<b>(151,990.16)</b>	<b>379,236.49</b>	<b>68,069</b>	<b>557.1%</b>

## Community Action Organization 2001 – 2002 Approved Budget

	Early Childhood Education 2001	A Kids Domain 2001	Child Care R&R 2001	Opening Doors 2001	Homeless Services 2001	Energy & Emergency 2001	Information & Referral 2001	CSBG 2001	Resource Development 2001	Admin. 2001	Total
<b>Revenue</b>											
<b>Government Revenue</b>											
Federal	3,226,293				165,632	129,249					3,521,174
State	2,073,072	23,443			334,555	1,775,936		235,314			4,442,320
Local		2,000	169,752	144,620	251,798	78,200	21,625				667,995
<b>Total Government Revenue</b>	<b>5,299,365</b>	<b>25,443</b>	<b>169,752</b>	<b>144,620</b>	<b>751,985</b>	<b>1,983,385</b>	<b>21,625</b>	<b>235,314</b>	<b>0.00</b>	<b>0.00</b>	<b>8,631,489</b>
<b>Private Revenue</b>											
<b>Total Private Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>984,000</b>	<b>0.00</b>	<b>984,000</b>
<b>Income</b>											
Fees	45,000	65,600	11,500	100						21,220	143,420
Reimbursements						78,495				18,827	97,322
<b>Total Income Revenue</b>	<b>45,000</b>	<b>65,600</b>	<b>11,500</b>	<b>100</b>	<b>0.00</b>	<b>78,495</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,047</b>	<b>240,742</b>
<b>Total Revenue</b>	<b>5,344,365</b>	<b>91,043</b>	<b>181,252</b>	<b>144,720</b>	<b>751,985</b>	<b>2,061,880</b>	<b>21,625</b>	<b>235,314</b>	<b>984,000</b>	<b>40,047</b>	<b>9,856,231</b>
Private \$ Transfers	131,245	55,800	39,426	181,532	35,994	54,255	17,025		-515,277		0
<b>Total Combined Revenue</b>	<b>5,475,610</b>	<b>146,843</b>	<b>220,678</b>	<b>326,252</b>	<b>787,979</b>	<b>2,116,135</b>	<b>38,650</b>	<b>235,314</b>	<b>468,723</b>	<b>40,047</b>	<b>9,856,231</b>
<b>Expenses</b>											
Employee Costs:	3,660,125	137,223	186,566	259,606	424,387	359,856	43,041		216,184	655,147	5,942,135
Supply Costs:	74,480	3,200	3,000	4,687	5,238	3,500	575		20,000	52,015	166,695
Fuel Costs:	35,006					3,000					38,006
Professional Costs:	600	2,300		37,000	13,596			4,000		93,220	150,716
Communications Costs:	63,484	4,974	12,400	10,800	6,136	15,642	1,728	17,700		48,232	181,096
Travel Costs:	69,658	900	3,170	12,588	15,193	2,350	540	2,000		12,000	118,399
Marketing Costs:	8,700		1,508	1,500	1,750	1,549		5,000		800	20,807
Occupancy Costs:	275,662	3,600	8,015	1,070	27,332	19,781	2,734	8,500		210,386	557,080
Other Rents	48,840				1,758	4,700				36,000	91,298
Insurance Costs:	13,298	400								35,000	48,698
Repair & Maintenance Costs:	36,400				1,000	1,950				10,000	49,350
Miscellaneous Costs	75,201	1,350	5,600	7,000	7,000	14,246	600	7,500		22,950	141,447
Capital Outlay	122,419									5,000	127,419
Client Costs:	512,985	300		7,150	250,439	1,541,894	1,080				2,313,848
Administrative Charges:	478,752	15,425	22,068	32,306	78,797	147,667	5,030	18,820	30,000	-828,865	0
<b>Total Expenditures</b>	<b>5,475,610</b>	<b>169,672</b>	<b>242,327</b>	<b>373,707</b>	<b>832,626</b>	<b>2,116,135</b>	<b>55,328</b>	<b>18,820</b>	<b>310,884</b>	<b>351,885</b>	<b>9,946,994</b>
Expense Transfers: CSBG, Other		-22,829	-21,649	-47,455	-44,647		-16,678	216,494	-129,511	-311,838	-378,113
<b>Adjusted Expenditures</b>	<b>5,475,610</b>	<b>146,843</b>	<b>220,678</b>	<b>326,252</b>	<b>787,979</b>	<b>2,116,135</b>	<b>38,650</b>	<b>235,314</b>	<b>181,373</b>	<b>40,047</b>	<b>9,568,881</b>
<b>Change in Net Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>287,350</b>	<b>0.00</b>	<b>287,350</b>
<b>Net Assets, End of Year</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>287,350</b>	<b>0.00</b>	<b>287,350</b>



**Community Action Organization  
2002-2003 Proposed Budget**

Community Action Organization does not have a 2002-2003 budget prepared at this time. Our Board of Directors is scheduled to complete the 2002-2003 budget in June of this year. We will be happy to send it to the City at that time.

At this time, we anticipate the following changes will be made in our budget for the upcoming fiscal year:

1. The cost of salaries, benefits and taxes will increase by 3.5%.
2. The agency budget will increase due possible expansion of our Head Start, Opening Doors and Weatherization programs.

## CAO BOARD MEMBERS LIST FY 2001-2002

NAME, TITLE	AFFILIATION	ADDRESS	CONTACT NO.
Dan Aberg	Community Representative	2487 NE Nicki Ct Hillsboro, OR 97124	(503) 648-5720
D. Craig Kinnie	Retired Vice President Intel Architecture Labs	12915 NW Skyline Blvd. Portland, OR 97231	(503) 645-9931
Dick Stenson, Chair	President & CEO Tuality HealthCare	335 S.E. 8th Avenue Hillsboro, OR 97123	(503) 681-1562
Leroy Bentley	Retired General Manager of GTE	20580 NW Quail Hollow Dr. Portland, Or. 97229-7128	(503) 629-0171
Vickie Rocker	Portland General Electric	7175 SW 140 <sup>th</sup> Place Beaverton, OR 97008	(503) 464-8668
Mayor Ralph Brown	Mayor of Cornelius	586 S. 12th Cornelius, OR 97113	(503) 357-7775
Don Bohn	*Rep. for Tom Brian County Board of Commissioners	155 N. First Ave. Suite 300 Hillsboro, Or. 97124	(503) 846-8685
Mayor Tom Hughes	Mayor of Hillsboro	123 W. Main, Suite 150 Hillsboro, OR 97123	(503) 681-6473
Councilor Fred Ruby	*Rep for Mayor of Beaverton Greene & Markley, PC	1515 SW 5 <sup>th</sup> Ave, Suite 600 Portland, OR 97201	(503) 295-2668
Tino Ornelas	*Rep. for Congressman David Wu Ornelas Enterprises, Inc.	7275 NW Evergreen Parkway, #100 Hillsboro, OR 97124	(503) 844-9000
Senator Ryan Deckert	Oregon State Legislature	8365 SW Monica Court Portland, OR 97223	(503) 293-4975
Toni Pavloff	Community Representative	4510 SW 163 <sup>rd</sup> Ave. Aloha, Or. 97007	(503) 356-1018
Kim Carlson	Adult and Family Services	PO Box 1687 Hillsboro, Or. 97123	(503) 693-1833
Douglas Houk	*Head Start Policy Council	7545 SW Cresmoor Drive Beaverton, OR 97008-5838	(503) 643-4169
Alfredo Solares- Vega	*Centro Cultural	568 S. Ivy Court Cornelius, OR 97113-7355	(503) 671-1017
Leslea S. Smith	Legal Aid Services of Oregon	230 NE Second Ave., Suite A Hillsboro, OR 97124-3089	(503) 640-8228
Mayor Rob Drake	City of Beaverton	PO Box 4755, Beaverton, OR 97076	(503) 526-2481
Mayor Lou Ogden	City of Tualatin	18880 SW Martinazzi Ave. Tualatin, OR 97062	(503) 692-0163
Commissioner Tom Brian	County Board of Commissioners	155 N. First Ave. Suite 300, Hillsboro, Or. 97124	(503) 648-8685
Congressman David Wu	Congress	620 SW Main Street, Suite 606, Portland, OR 97205	(503) 326-2901
Katrina Pirkle	Community Representative	3332 NE Brogden Street Hillsboro, OR 97124	(503) 648-0373

\* Affiliation holds official seat



R. L. Webber (206) 442-4768

**District Director**  
**Internal Revenue Service**

Date:

APR 3 8 1974

In reply refer to:

L-178, Code ~~XXXX~~ 428

SEA:EO:74-802

Name and address changed by CAO.

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

Community Action Organization  
1001 SW Baseline Street  
Hillsboro OR 97123

Gentlemen:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 170(b)(1)(A)(vi).

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

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

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

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

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

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

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

Please keep this determination letter in your permanent records.

Sincerely yours,

Michael Sassi  
District Director

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