

# Agency Application and Forms

## 2019 - 2021

(Revised November 2018)

Application to:  City of Medford  City of Ashland  United Way  
(Choose one only)

ORGANIZATION LEGAL NAME Community Volunteer Network DATE: 03/04/2021<sup>2019</sup>

OTHER NAMES ORGANIZATION KNOWN BY (DBA) \_\_\_\_\_

ADDRESS One West Main St Medford OR 97501  
Street City State Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) [REDACTED]

PROGRAM/PROJECT TITLE RSVP/Call-A-Ride

See MEMO for important information on goals and priorities for Ashland, Medford and United Way.

Ashland – on which strategic priority does your program focus? Transportation options/services

Medford – which essential safety net service is provided? \_\_\_\_\_

United Way – on which impact area does your program focus? Select Impact Area

AMOUNT REQUESTED from this funder for this program/project 2019-2020 \$ 6,000  
2020-2021 \$ 6,000

GRANT CONTACT (If other than Executive Director listed below)

Name \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

### EXECUTIVE DIRECTOR INFORMATION

Name Kristin Milligan

Telephone 541-857-7784

E-mail kmilligan@retirement.org

### CERTIFICATION

The information contained in this application is true and correct to the best of my knowledge.

Michele Jones  
Signature of Board President

Kristin Milligan  
Signature of Executive Director/CEO

Michele Jones  
Type Name

Kristin Milligan  
Type Name

## SUMMARY INFORMATION

RECIPIENT AGENCY Community Volunteer Network

PROGRAM/PROJECT TITLE RSVP/Call-A-Ride

1. Program/project is: new  established/continuing  pilot   
If pilot, expected duration \_\_\_\_\_

2. Primary geographic location and population program funding will serve. *(If funding awarded, City of Medford and City of Ashland, will require tracking the number of city residents served for reporting purposes. United Way requires tracking for Jackson County.)*

RSVP of Jackson County is stationed out of Medford with volunteers placed at local non-profits throughout Jackson County. Additionally, RSVP has established direct service programs assisting the elderly and disabled, including the Call-A-Ride (C-A-R) medical transportation program that provides service throughout Jackson County.

3. What will this funding enable?

Funding would enable further growth of the program by supporting direct program expenses (i.e. volunteer insurance and mileage reimbursement) and would support increasing our volunteer coordinator's hours to conduct more community outreach and recruitment so more can be served.

4. Number of volunteers this program/project will engage: 44 C-A-R

Number of paid program employees this program/project will engage: 4 RSVP

5. Total number volunteers agency utilizes: 574

Total number of paid agency employees: 4.5

6. Outline key strategies of the project/program with timeline and staff structure.

Key strategies: The Call-A-Ride program provides free medical transportation services to adults, age 60+, in addition to disabled persons of all ages throughout Jackson County. The program utilizes volunteers to provide rides for clients to and from their medical appointments.

Timeline: Services are provided year-round during normal medical appointment hours, drivers accommodate evening and sometimes weekend appointments for clients.

Staff Structure: Call-A-Ride Volunteer Coordinator and RSVP Program Manager report to CVN's Executive Director.

7. Use this space for comments, explanations, and exceptions to questions on this application that can't be included within the question format. You may also leave it blank.

Please note that the Program budget identified is for the RSVP Program as a whole, however, we are seeking funding specifically for our Call-A-Ride initiative within the RSVP program.

## **AGENCY AND PROGRAM/PROJECT NARRATIVE**

*RECIPIENT AGENCY* Community Volunteer Network

*PROGRAM/PROJECT TITLE* RSVP/Call-A-Ride

*Answer all three narrative questions. Use only the space provided – place the question number and letter preceding each answer; the amount of space you allot for each response is your choice. Use Helvetica font – 11 point.*

- 1. Description of organization (include inception date) and**
  - a. mission statement, purpose(s) and how this program/project fits with your mission.**
  - b. your organization's unique qualifications to accomplish your program outcomes?**
  - c. what approach is your agency taking to serve clients and train staff on trauma informed care?**
  
- 2. What:**
  - a. issues(s) is the project/program intended to impact,**
  - b. strategy for change your program will be based on,**
  - c. evidence do you have that the project/program will be successful in the proposed setting, and**
  - d. what tool(s) will you use to measure outcomes?**
  
- 3. How would the community as a whole benefit if your program receives funding? (Include a description of collaborations and integration and the role program/project plays in the sector.)**

1.a. Community Volunteer Network's (CVN) mission is to "provide meaningful volunteer opportunities for seniors to enrich the lives of people in their communities." CVN administers two national service programs in Southern Oregon: The Foster Grandparent Program and RSVP. The RSVP Program developed direct service in-house programs based on needs of the senior community in Jackson County. The Call-A-Ride program is a perfect fit within our mission as the drivers are all volunteers 55 and older, and the medical transportation service is a great need in our community.

1.b CVN was established in 1986. The program's sponsoring organization, Pacific Retirement Services, Inc. (PRS), also has a long history of providing housing and services to seniors. Using the combined 30 plus years of experience as the sponsoring organization, PRS has assisted the RSVP Program in building upon existing partnerships in addition to forming new ones increasing the organization's impact throughout the community.

1.c. CVN's approach to serving our senior volunteers and clients is to support their needs holistically, whether it be emotionally, socially, or by connecting them to our network of non-profits and resources when we are not the proper agency to fulfill their needs. Our Call-A-Ride volunteers attend an AARP driver's training course and are treated to special recognition events. Program staff attend a variety of senior focused trainings to ensure we are keeping up with trends and recognizing the needs of our volunteers.

2.a. According to the latest information offered by the U.S. Census Bureau, the total population of those age 65 and above in Jackson County is 21.5%. Many of the individuals in this demographic, and those that are disabled, cannot operate a vehicle or use public transportation due to physical or mental limitations. Call-A-Ride provides a safe and individualized alternative for this segment of the population. The service is free of charge to registered clients who are permitted to utilize up to three round trips weekly, accommodating those receiving life sustaining dialysis treatments.

As the program utilizes volunteer drivers, clients are instructed that rides should be requested at least three business days prior to the need. Call-A-Ride staff then coordinates drivers with the requested rides; a volunteer is also utilized once a week to help in the dispatching of rides. Consideration is given to the geographic locations of clients and volunteers during the dispatching process. Volunteers wishing to participate in the program are thoroughly vetted prior to doing so. Driving records for these drivers are requested from the Department of Motor Vehicles, as are background checks through the Oregon State Police prior to their participation in the program; they also receive training from program staff. Volunteers may request mileage reimbursement of .30/mile, and are covered by supplemental liability insurance during their time of service. Due to the nature of the program, emotional bonds and relationships are formed between the volunteers and clients; request for specific drivers are not unusual and are accommodated when possible. Not only are these individuals receiving a necessary transportation service, their quality of life is improved by these relationships.

2.b. Data from the AARP tells us nationally that more than 50% of the non-driving population age 65+ stay at home on any given day because they lack access to transportation. Adults 65+ that have stopped driving make 15% fewer trips to the doctors. Our strategy for change is to remove transportation as a barrier in our community so that older adults get to their medical appointments while receiving companionship and comfort from our volunteers.

2.c. Evidence of impact of the service provided by the Call-A-Ride program is tangible in the number of those who benefit from it. In the 2017-2018 fiscal year, 186 individuals benefited from its services, receiving 3,238 rides; this was accomplished by 38 RSVP Call-A-Ride volunteers. Specifically in Ashland, we provided approximately 552 rides, serving 37 Ashland residents (20% of our program's population). This number, and that of the number of clients, are expected to increase this next year as it has historically done since its inception 30 years ago.

2.d. The Call-A-Ride Volunteer Coordinator collects data and enters them into a dosage tracker which is used to measure the outcomes of our program. Data collected includes client and volunteer information such as appointment times, miles driven to and from appointment, number of trips, etc. This tool is used to ensure we are effectively serving as many clients as possible.

3. As various agencies and programs in Jackson County continue to try and tackle transportation issues, the Call-A-Ride program remains a steady and heavily relied upon program serving the elderly and disabled in our community. The program collaborates with other transportation organizations, such as RVTD (specifically TransLink and Valley Lift programs), however, we often find other transportation options are not affordable, timely or cumbersome for a majority of our demographic. Supporting the medical transportation needs of seniors free of charge is imperative to the overall health and well-being of the community's aging population. The program brings peace of mind for our clients that their needs are attended to and more serious health issues might be prevented. Many of our Ashland senior clients rely on the hospitals and medical services in Medford. Our program meets a demand by providing services to an under-served, high population of residents in Jackson County, thereby benefiting the community as a whole.

Currently, our Call-A-Ride program has the largest volunteer base we've had in our 30+ year history, however, we still have 47 people on wait list for our services, including at least 5 Ashland residents. With support from the City of Ashland, we can increase the program's capacity by focusing on community outreach and volunteer recruitment within Ashland so that we can serve more clients.

## GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Community Volunteer Network

PROGRAM/PROJECT TITLE RSVP/Call-A-Ride

1. For most recently completed 990:

a. FISCAL YEAR (mm/yyyy – mm/yyyy): 07/2016 - 06/2017

b. Administration & Fundraising expense: \$ 56,339 10.58 %

Administration & Fundraising (expressed as percent of total budget - also known as management and general, that portion of your expenses not dedicated solely to program or services), calculated directly from your IRS form 990. Part IX: Add Line 25 C (administrative cost total) and Line 25 D (fundraising cost total) and divide by Part IX, Line 25, Column A (total expenses).

c. Program expense \$ 539,597

d. **Total expenses:** \$ 595,936

e. Sources of **revenue:**

Memberships/ individual contributions \$ \_\_\_\_\_ %

Raised through fundraising activities \$ \_\_\_\_\_ %

Government \$ 452,848 77.57 %

Foundations \$ 50,606 8.67 %

United Way \$ 21,050 3.61 %

Fees for Service \$ \_\_\_\_\_ %

Other (reimbursements, payments, bequests, etc.) \$ 59,296 10.16 %

f. **Total revenue:** \$ 583,800

2. What is the highest level of financial reporting required by your funders? Financial Review

3. Briefly describe your sustainability outlook for the project/program in the future.

The program will continue to seek local monies to meet the 30% funding match required of the larger Corporation for National and Community Service grant award. The program has been successful in acquiring funds from local and state governments, foundations, and the United Way of Jackson County. Pacific Retirement Services, Inc. has been a great partner and desires to continue providing valuable in-kind support in form of rent, utilities, and copy costs.

4. a. Total organizational annual budget **current ongoing** fiscal year: 696,047

b. Total program/project budget **current ongoing** fiscal year: 460,336

## ORGANIZATION BUDGET 2019-20

PROJECT PERIOD July 1, 2019 to June 30, 2020

RECIPIENT AGENCY Community Volunteer Network

| REVENUE   | Pending Commitments | Secured Commitments |
|---|---------------------|---------------------|
| City of Medford Funds   | \$ 10,000           | \$                  |
| City of Ashland Funds   | \$ 9,000            | \$                  |
| Jackson County Funds  | \$ 3,200            | \$                  |
| CDBG (identify)City of Medford CDBG   | \$ 8,000            | \$                  |
| Other State or Federal Funds  | \$ 345,165          | \$ 53,700           |
| United Way Funds  | \$ 20,000           | \$                  |
| Other Funds (identify) Foundation;School;in-kind  | \$ 308,420          | \$                  |
| <b>SUB TOTALS</b>   | <b>\$ 703,785</b>   | <b>\$ 53,700</b>    |
| <b>TOTAL REVENUE (Pending &amp; Secured)</b>  |                     | <b>\$ 757,485</b>   |
| <b>EXPENDITURES</b>   |                     |                     |
| <b>A. PERSONNEL SERVICES</b>  |                     |                     |
| Total Salaries  |                     | \$ 208,892          |
| Total Benefits  |                     | \$ 105,624          |
| <b>TOTAL PERSONNEL SERVICES</b>   |                     | <b>\$ 314,516</b>   |
| <b>B. MATERIALS &amp; SERVICES: (please detail other major budget categories)</b>                               |                     |                     |
| Payroll Taxes, Local Mileage, Travel and Education  |                     | \$ 28,406           |
| Contract Services, Dues & Subscriptions   |                     | \$ 7,450            |
| Postage, Printing, Office Supplies and Phone  |                     | \$ 7,350            |
| Direct Volunteer; Stipends, Meals, Insurance, Physicals, Travel, Recognition                                    |                     | \$ 263,250          |
| Other Misc.   |                     | \$ 19,513           |
| In-Kind   |                     | \$ 117,000          |
| <b>TOTAL MATERIALS &amp; SERVICES</b>   |                     | <b>\$ 442,969</b>   |
| <b>C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)</b> |                     |                     |
| Equipment   |                     | \$                  |
| Furnishings   |                     | \$                  |
| Other capital expenses /Identify:   |                     | \$                  |
| <b>TOTAL CAPITAL OUTLAY</b>   |                     | <b>\$ 0</b>         |
| <b>TOTAL EXPENDITURES (Sum of A, B &amp; C)</b>   |                     | <b>\$ 757,485</b>   |

## PROGRAM BUDGET 2019-20

PROJECT PERIOD July 1, 2019 to June 30, 2020

RECIPIENT AGENCY Community Volunteer Network

| REVENUE   | Pending Commitments | Secured Commitments |
|---|---------------------|---------------------|
| City of Medford Funds   | \$ 10,000           | \$                  |
| City of Ashland Funds   | \$ 6,000            | \$                  |
| Jackson County Funds  | \$ 3,200            | \$                  |
| CDBG (identify)   | \$ 0                | \$                  |
| Other State or Federal Funds  | \$ 12,000           | \$ 53,700           |
| United Way Funds  | \$ 12,000           | \$                  |
| Other Funds (identify) RVTD;RVCOG;Misc;inkind   | \$ 175,600          | \$                  |
| <b>SUB TOTALS</b>   | <b>\$ 218,800</b>   | <b>\$ 53,700</b>    |
| <b>TOTAL REVENUE (Pending &amp; Secured)</b>  |                     | <b>\$ 272,500</b>   |
| <b>EXPENDITURES</b>   |                     |                     |
| <b>A. PERSONNEL SERVICES</b>  |                     |                     |
| Total Salaries  |                     | \$ 111,145          |
| Total Benefits  |                     | \$ 53,777           |
| <b>TOTAL PERSONNEL SERVICES</b>   |                     | <b>\$ 164,922</b>   |
| <b>B. MATERIALS &amp; SERVICES: (please detail other major budget categories)</b>                               |                     |                     |
| Payroll Taxes, Mileage, Travel & Education  |                     | \$ 13,914           |
| Contract Services   |                     | \$ 3,300            |
| Postage, Printing, Office Supplies and Phone  |                     | \$ 3,900            |
| Direct Volunteer; Insurance, Travel and Recognition   |                     | \$ 35,700           |
| Other   |                     | \$ 5,764            |
| In-Kind   |                     | \$ 45,000           |
| <b>TOTAL MATERIALS &amp; SERVICES</b>   |                     | <b>\$ 107,578</b>   |
| <b>C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)</b> |                     |                     |
| Equipment   |                     | \$                  |
| Furnishings   |                     | \$                  |
| Other capital expenses /Identify:   |                     | \$                  |
| <b>TOTAL CAPITAL OUTLAY</b>   |                     | <b>\$ 0</b>         |
| <b>TOTAL EXPENDITURES (Sum of A, B &amp; C)</b>   |                     | <b>\$ 272,500</b>   |

# PROGRAM BUDGET 2020-21

PROJECT PERIOD July 1, 2020 to June 30, 2021

RECIPIENT AGENCY Community Volunteer Network

| REVENUE   | Pending Commitments | Secured Commitments |
|---|---------------------|---------------------|
| City of Medford Funds   | \$ 10,000           | \$                  |
| City of Ashland Funds   | \$ 6,000            | \$                  |
| Jackson County Funds  | \$ 3,200            | \$                  |
| CDBG (identify)   | \$ 0                | \$                  |
| Other State or Federal Funds  | \$ 15,000           | \$ 53,700           |
| United Way Funds  | \$ 12,000           | \$                  |
| Other Funds (identify) RVTD;RVCOG;Misc;inkind   | \$ 185,449          | \$                  |
| <b>SUB TOTALS</b>   | <b>\$ 231,649</b>   | <b>\$ 53,700</b>    |
| <b>TOTAL REVENUE (Pending &amp; Secured)</b>  |                     | <b>\$ 285,349</b>   |
| <b>EXPENDITURES</b>   |                     |                     |
| <b>A. PERSONNEL SERVICES</b>  |                     |                     |
| Total Salaries  |                     | \$ 114,479          |
| Total Benefits  |                     | \$ 57,004           |
| <b>TOTAL PERSONNEL SERVICES</b>   |                     | <b>\$ 171,483</b>   |
| <b>B. MATERIALS &amp; SERVICES: (please detail other major budget categories)</b>                               |                     |                     |
| Payroll Taxes, Mileage, Travel & Education  |                     | \$ 14,202           |
| Contract Services   |                     | \$ 3,300            |
| Postage, Printing, Office Supplies and Phone  |                     | \$ 3,900            |
| Direct Volunteer; Insurance, Travel and Recognition   |                     | \$ 38,700           |
| Other   |                     | \$ 5,764            |
| In-Kind   |                     | \$ 48,000           |
| <b>TOTAL MATERIALS &amp; SERVICES</b>   |                     | <b>\$ 113,866</b>   |
| <b>C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)</b> |                     |                     |
| Equipment   |                     | \$                  |
| Furnishings   |                     | \$                  |
| Other capital expenses /Identify:   |                     | \$                  |
| <b>TOTAL CAPITAL OUTLAY</b>   |                     | <b>\$ 0</b>         |
| <b>TOTAL EXPENDITURES (Sum of A, B &amp; C)</b>   |                     | <b>\$ 285,349</b>   |

# CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY Community Volunteer Network

PROGRAM/PROJECT TITLE RSVP/Call-A-Ride

*City of Medford and City of Ashland applicants fill out right column only. United Way applicants fill out left column only.*

|                  | # Whole Program | # Medford<br>or Ashland |
|------------------|-----------------|-------------------------|
| <b>I. Gender</b> |                 |                         |
| Female           | 152             | 26                      |
| Male             | 34              | 11                      |
| Other            | 0               |                         |
| <b>Totals</b>    | <b>186</b>      | <b>37</b>               |
| <b>II. Age*</b>  |                 |                         |
| 0 to 5           | 0               |                         |
| 6 to 12          | 0               |                         |
| 13 to 17         | 0               |                         |
| 18 to 30         | 2               |                         |
| 51 to 61         | 11              | 2                       |
| 62 +             | 171             | 35                      |
| Unknown          | 2               |                         |
| <b>Total</b>     | <b>186</b>      | <b>37</b>               |

### III. Residence\* For Whole Program

#### FOR UNITED WAY APPLICANTS ONLY

|  |          |
|--|----------|
| Ashland  | _____    |
| Central Point  | _____    |
| Eagle Point  | _____    |
| Gold Hill and<br>Rogue River                                       | _____    |
| Jacksonville, Ruch,<br>& Applegate                                 | _____    |
| Medford  | _____    |
| Phoenix/Talent   | _____    |
| Shady Cove, Butte<br>Falls, Trail, Prospect<br>& other Upper Rogue | _____    |
| White City   | _____    |
| Other  | _____    |
| Unknown  | _____    |
| <b>Total</b>   | <b>0</b> |

\*at point of entry for service

### IV. Race/Ethnicity

*City of Medford and City of Ashland applicants fill out ethnicity and Medford/Ashland columns. United Way applicants fill out Whole Program and Ethnicity portions.*

|  | #Whole Program | Ethnicity<br>Hispanic/Latino* | #Medford or<br>Ashland |
|--|----------------|-------------------------------|------------------------|
| White  | _____          | _____                         | _____                  |
| Black/African American                                       | _____          | _____                         | _____                  |
| American Indian/Alaskan Native                               | _____          | _____                         | _____                  |
| Native Hawaiian/other Pacific Islander                       | _____          | _____                         | _____                  |
| American Indian/Alaskan Native and White                     | _____          | _____                         | _____                  |
| Black/African American and White                             | _____          | _____                         | _____                  |
| American Indian/Alaskan Native and<br>Black/African American | _____          | _____                         | _____                  |
| Other Multi Racial   | _____          | _____                         | _____                  |
| Other  | _____          | _____                         | _____                  |
| <b>Totals</b>  | <b>0</b>       | <b>0</b>                      | <b>0</b>               |

\* Fill out this column as it relates to Whole Program or Medford/Ashland columns according to the entity you are applying to. Ethnicity is a portion of each Race category listed and will likely not match the total demographic served – it would only match if 100% of your clients identify as Hispanic/Latino.

# Agency Board Profile

RECIPIENT AGENCY Community Volunteer Network  
 PROGRAM/PROJECT TITLE RSVP/Call-A-Ride

(For City of Medford and City of Ashland, Board must have residents of respective city.)

1. Number of board members required in bylaws? Minimum 5 Maximum 9
2. Number of board members currently active? # Voting 6 Vacancies \_\_\_\_\_
3. Average percentage board meeting attendance (over last completed year): 87.50%
4. Percent of board in attendance required for a quorum: 51.00%
5. List various board, advisory and ad hoc committees and the number of people on each.

| <i>Committee</i>               | <i>Number of Members</i> |
|--------------------------------|--------------------------|
| CVN Board of Directors         | 6                        |
| Event Committee                | 20                       |
| Klamath Falls Advisory Council | 4                        |
|                                |                          |
|                                |                          |

6. Characteristics of Board of Directors at time of application:

**Race/Ethnicity**

|   | <i>Number Identifying</i> | <i>Ethnicity Hispanic/Latino*</i> |
|---|---------------------------|-----------------------------------|
| White   | 6                         |                                   |
| Black/African American                                    |                           |                                   |
| American Indian/Alaskan Native                            |                           |                                   |
| Native Hawaiian/other Pacific Islander                    |                           |                                   |
| American Indian/Alaskan Native and White                  |                           |                                   |
| Black/African American and White                          |                           |                                   |
| American Indian/Alaskan Native and Black/African American |                           |                                   |
| Other Multi Racial  |                           |                                   |
| Other   |                           |                                   |
| <b>Totals</b>   | <b>6</b>                  | <b>0</b>                          |

\* Fill out this column pertaining to board Ethnicity is a portion of each Race category listed. It will very likely not match the total board category – it would only match if 100% of your board identifies as Hispanic/Latino.

**Residence**

|   | <i>Male</i> | <i>Female</i> | <i>Other</i> |
|---|-------------|---------------|--------------|
| Ashland   |             |               |              |
| Central Point   |             |               |              |
| Eagle Point   | 1           |               |              |
| Gold Hill/Rogue River                                       |             |               |              |
| Jacksonville, Ruch, Applegate                               |             |               |              |
| Medford   | 4           | 1             |              |
| Phoenix/Talent  |             |               |              |
| Shady Cove, Butte Falls, Trail, Prospect, Other Upper Rogue |             |               |              |
| White City  |             |               |              |
| Other   |             |               |              |
| <b>Total</b>  | <b>5</b>    | <b>1</b>      | <b>0</b>     |

## Community Volunteer Network

 A PRS Organization

### Community Volunteer Network Board Member Roster 2018-2019

#### **Chair**

Michele Jones, 2011  
*Retired, United Way, CVN*  
H: (541) 779-1097  
C: (541) 261-1097  
[Michele.jones1097@gmail.com](mailto:Michele.jones1097@gmail.com)

#### **Members At Large:**

Doug Spani, 2012  
*Retired, Phoenix-Talent School District*  
C: (541) 944-7622  
[mspani@charter.net](mailto:mspani@charter.net)

#### **Vice Chair**

Tim Clayton, 2014  
*US Bank*  
W: 541-776-2546  
[Timothy.clayton@usbank.com](mailto:Timothy.clayton@usbank.com)

Greg Jones, 2008  
*Retired, City of Medford, CCCS*  
H: (541) 770-5020  
C: (541) 944-6291  
[Gregejones48@gmail.com](mailto:Gregejones48@gmail.com)

#### **Treasurer**

Nick Parsons, 2013  
*Rogue Credit Union*  
W: 541-858-7125  
[nparsons@roguefcu.org](mailto:nparsons@roguefcu.org)

#### **Secretary**

John Howard, 2013  
*Retired, Congressman Walden's office*  
541-292-4172  
[bboxtek@gmail.com](mailto:bboxtek@gmail.com)

OGDEN UT 84201-0029

In reply refer to: 4077591934  
May 29, 2014 LTR 4168C 0  
[REDACTED] 000000 00  
00038736  
BODC: TE

COMMUNITY VOLUNTEER NETWORK  
1045 ELLENDALE DR  
MEDFORD OR 97504-8706



047017

Employer Identification Number: [REDACTED]  
Person to Contact: Ms. Wiles  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Apr. 08, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in November 1986.

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

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

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

4077591934

May 29, 2014 LTR 4168C 0

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00038737

COMMUNITY VOLUNTEER NETWORK  
1045 ELLENDALE DR  
MEDFORD OR 97504-8706

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

Sincerely yours,



Tamera Ripperda  
Director, Exempt Organizations

## COMMUNITY VOLUNTEER NETWORK

## STATEMENTS OF FINANCIAL POSITION

June 30, 2018

## ASSETS

|  | <u>Foster<br/>Grandparent<br/>Program</u> | <u>RSVP - An<br/>Invitation to<br/>Serve</u> | <u>Total</u>      |
|--|---|--|-------------------|
| <b>Current assets</b>                    |   |  |                   |
| Cash and cash equivalents                | \$ 54,266                                 | \$ 13,473                                    | \$ 67,739         |
| Support and other receivables            | 26,857                                    | 16,921                                       | 43,778            |
| Prepaid expenses                         | <u>715</u>                                | <u>2,713</u>                                 | <u>3,428</u>      |
| <b>Total current assets</b>              | <u>81,838</u>                             | <u>33,107</u>                                | <u>114,945</u>    |
| <b>Other assets</b>                      |   |  |                   |
| Interest in net assets of PRS Foundation | <u>29,770</u>                             | <u>-</u>                                     | <u>29,770</u>     |
| <b>Total other assets</b>                | <u>29,770</u>                             | <u>-</u>                                     | <u>29,770</u>     |
| <b>Total assets</b>                      | <u>\$ 111,608</u>                         | <u>\$ 33,107</u>                             | <u>\$ 144,715</u> |

*The accompanying notes are an integral part of these financial statements.*

**COMMUNITY VOLUNTEER NETWORK**

**STATEMENTS OF FINANCIAL POSITION**

(Continued)

**June 30, 2018**

**LIABILITIES AND NET ASSETS**

|   | <u>Foster<br/>Grandparent<br/>Program</u> | <u>RSVP - An<br/>Invitation to<br/>Serve</u> | <u>Total</u>      |
|---|---|--|-------------------|
| <b>Liabilities</b>                      |   |  |                   |
| Accounts payable                        | \$ 80,830                                 | \$ 2,859                                     | \$ 83,689         |
| Due to affiliates                       | 52,370                                    | 106,929                                      | 159,299           |
| Accrued payroll and taxes               | 17,509                                    | 20,952                                       | 38,461            |
| Other liabilities                       | -   | 96   | 96                |
|   | <u>150,709</u>                            | <u>130,836</u>                               | <u>281,545</u>    |
| <b>Total liabilities, all current</b>   |   |  |                   |
| <b>Net assets</b>                       |   |  |                   |
| Unrestricted                            | (53,742)                                  | (98,325)                                     | (152,067)         |
| Temporarily restricted                  | -   | 596  | 596               |
| Permanently restricted                  | 14,641                                    | -  | 14,641            |
|   | <u>(39,101)</u>                           | <u>(97,729)</u>                              | <u>(136,830)</u>  |
| <b>Total net assets</b>                 |   |  |                   |
| <b>Total liabilities and net assets</b> |   |  |                   |
|   | <u>\$ 111,608</u>                         | <u>\$ 33,107</u>                             | <u>\$ 144,715</u> |

*The accompanying notes are an integral part of these financial statements.*

**COMMUNITY VOLUNTEER NETWORK**

**STATEMENTS OF FUNCTIONAL EXPENSES  
For the Year Ended June 30, 2018**

|   | <u>Program</u>          |                               | <u>Supporting Services</u> |                                  | <u>Total</u>   |
|---|-------------------------|-------------------------------|----------------------------|----------------------------------|----------------|
|   | <u>Program Services</u> | <u>Management and General</u> | <u>Fundraising</u>         | <u>Total Supporting Services</u> |                |
| <b><u>Foster Grandparent Program</u></b>    |                         |                               |                            |                                  |                |
| Salaries and wages                          | \$ 83,602               | \$ 18,515                     | \$ -                       | \$ 18,515                        | \$ 102,117     |
| Employee benefits                           | 16,742                  | 3,537                         | -                          | 3,537                            | 20,279         |
| Pension plan contributions                  | 12,621                  | 3,210                         | -                          | 3,210                            | 15,831         |
| Payroll taxes                               | 7,258                   | 1,496                         | -                          | 1,496                            | 8,754          |
| Travel                                      | 2,031                   | 532                           | -                          | 532                              | 2,563          |
| Insurance                                   | -                       | 197                           | -                          | 197                              | 197            |
| Volunteer expenses                          | 205,388                 | -                             | -                          | -                                | 205,388        |
| In-kind expenses                            | 66,437                  | 6,500                         | -                          | 6,500                            | 72,937         |
| Contract services                           | 412                     | 2,560                         | -                          | 2,560                            | 2,972          |
| Supplies                                    | 426                     | 75                            | -                          | 75                               | 501            |
| Postage and shipping                        | 545                     | -                             | -                          | -                                | 545            |
| Dues and subscriptions                      | -                       | 283                           | -                          | 283                              | 283            |
| Legal fees                                  | -                       | 50,000                        | -                          | 50,000                           | 50,000         |
| Licenses and fees                           | -                       | 175                           | -                          | 175                              | 175            |
| Transportation                              | 755                     | 252                           | -                          | 252                              | 1,007          |
| Telephone                                   | 413                     | 73                            | -                          | 73                               | 486            |
| Miscellaneous                               | 1,050                   | 273                           | -                          | 273                              | 1,323          |
|   | <u>397,680</u>          | <u>87,678</u>                 | <u>-</u>                   | <u>87,678</u>                    | <u>485,358</u> |
| <b><u>RSVP - An Invitation to Serve</u></b> |                         |                               |                            |                                  |                |
| Salaries and wages                          | 100,815                 | 15,949                        | -                          | 15,949                           | 116,764        |
| Employee benefits                           | 22,787                  | 2,319                         | -                          | 2,319                            | 25,106         |
| Pension plan contributions                  | 16,034                  | 1,840                         | -                          | 1,840                            | 17,874         |
| Payroll taxes                               | 8,799                   | 856                           | -                          | 856                              | 9,655          |
| Travel                                      | 1,815                   | 466                           | -                          | 466                              | 2,281          |
| Insurance                                   | -                       | 197                           | -                          | 197                              | 197            |
| Volunteer expenses                          | 33,400                  | -                             | -                          | -                                | 33,400         |
| In-kind expenses                            | 40,032                  | 6,500                         | -                          | 6,500                            | 46,532         |
| Contract services                           | 1,071                   | 1,663                         | -                          | 1,663                            | 2,734          |
| Supplies                                    | 2,700                   | 476                           | -                          | 476                              | 3,176          |
| Information technology                      | 24                      | -                             | -                          | -                                | 24             |
| Postage and shipping                        | 1,298                   | -                             | -                          | -                                | 1,298          |
| Dues and subscriptions                      | -                       | 183                           | -                          | 183                              | 183            |
| Licenses and fees                           | -                       | 175                           | -                          | 175                              | 175            |
| Transportation                              | 87                      | 29                            | -                          | 29                               | 116            |
| Telephone                                   | 413                     | 73                            | -                          | 73                               | 486            |
| Miscellaneous                               | -                       | 233                           | -                          | 233                              | 233            |
|   | <u>229,275</u>          | <u>30,959</u>                 | <u>-</u>                   | <u>30,959</u>                    | <u>260,234</u> |

*The accompanying notes are an integral part of these financial statements.*

**COMMUNITY VOLUNTEER NETWORK**

**STATEMENTS OF FUNCTIONAL EXPENSES**

(Continued)

**For the Year Ended June 30, 2018**

|                            | <u>Program</u>          |                               | <u>Supporting Services</u> |                                  | <u>Total</u>      |
|----------------------------|-------------------------|-------------------------------|----------------------------|----------------------------------|-------------------|
|                            | <u>Program Services</u> | <u>Management and General</u> | <u>Fundraising</u>         | <u>Total Supporting Services</u> |                   |
| <b>Total:</b>              |                         |                               |                            |                                  |                   |
| Salaries and wages         | \$ 184,417              | \$ 34,464                     | \$ -                       | \$ 34,464                        | \$ 218,881        |
| Employee benefits          | 39,529                  | 5,856                         | -                          | 5,856                            | 45,385            |
| Pension plan contributions | 28,655                  | 5,050                         | -                          | 5,050                            | 33,705            |
| Payroll taxes              | 16,057                  | 2,352                         | -                          | 2,352                            | 18,409            |
| Travel                     | 3,846                   | 998                           | -                          | 998                              | 4,844             |
| Insurance                  | -                       | 394                           | -                          | 394                              | 394               |
| Volunteer expenses         | 238,788                 | -                             | -                          | -                                | 238,788           |
| In-kind expenses           | 106,469                 | 13,000                        | -                          | 13,000                           | 119,469           |
| Contract services          | 1,483                   | 4,223                         | -                          | 4,223                            | 5,706             |
| Supplies                   | 3,126                   | 551                           | -                          | 551                              | 3,677             |
| Information technology     | 24                      | -                             | -                          | -                                | 24                |
| Postage and shipping       | 1,843                   | -                             | -                          | -                                | 1,843             |
| Dues and subscriptions     | -                       | 466                           | -                          | 466                              | 466               |
| Legal fees                 | -                       | 50,000                        | -                          | 50,000                           | 50,000            |
| Licenses and fees          | -                       | 350                           | -                          | 350                              | 350               |
| Transportation             | 842                     | 281                           | -                          | 281                              | 1,123             |
| Telephone                  | 826                     | 146                           | -                          | 146                              | 972               |
| Miscellaneous              | 1,050                   | 506                           | -                          | 506                              | 1,556             |
|                            | <u>\$ 626,955</u>       | <u>\$ 118,637</u>             | <u>\$ -</u>                | <u>\$ 118,637</u>                | <u>\$ 745,592</u> |

*The accompanying notes are an integral part of these financial statements.*



HANSEN HUNTER & CO. P.C.  
*Certified Public Accountants*

November 19, 2018

To the Board of Directors  
Community Volunteer Network  
Medford, Oregon

We have audited the financial statements of Community Volunteer Network for the year ended June 30, 2018, and we will issue our report thereon dated November 19, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 9, 2017. Professional standards also require that we communicate to you the following information related to our audit.

**Significant Audit Matters**

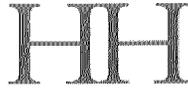
*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Community Volunteer Network are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2018. We noted no transactions entered into by Community Volunteer Network during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

- Management's estimate of collectability of support and other receivables.

Management's estimate is based on historical experience. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.



HANSEN HUNTER & CO. P.C.  
*Certified Public Accountants*

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Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

- The disclosure of Revenue and Expenses in Note 8 to the financial statements describing in-kind transactions and the concentration of revenue.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The audit did not identify any misstatements required to be communicated to management.

*Disagreements with Management*

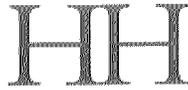
For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 19, 2018.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Community Volunteer Network's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.



HANSEN HUNTER & CO. P.C.  
*Certified Public Accountants*

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*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Community Volunteer Networks's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

**Communication of Significant Deficiencies and Material Weaknesses**

In planning and performing our audit of the financial statements of Community Volunteer Network as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered Community Volunteer Network's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Community Volunteer Network's internal control. Accordingly, we do not express an opinion on the effectiveness of Community Volunteer Network's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of Community Volunteer Network's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This information is intended solely for the use of the Board of Directors and management of Community Volunteer Network and is not intended to be, and should not be, used by anyone other than these specified parties.

We would like to thank the staff and management of Community Volunteer Network for all of their help and continued assistance during the course of our audit.

*Hansen Hunter & Co. P.C.*