



2594 E. Barnett Road Suite C Medford, OR 97504

February 27, 2019

Linda Reid
City of Ashland
20 East Main Street
Ashland OR 97520

Dear Linda:

Community Works Advocacy Services is seeking \$3,500 in financial assistance from City of Ashland, Community Development Block Grant, for a portion Sexual Assault Services advocate salary and client assistance.

Attached is the agency application, agency board roster, and a copy of 501 (c)(3) IRS tax exemption letter. Thank you and the City of Ashland for your consideration of our request.

Sincerely,

Barbara Johnson
Executive Director

Attachments.

Community Works strengthens lives and our community through prevention, support services, and advocacy for victims of domestic violence, sexual assault, and homeless youth and their families.

A 501(c)(3), non-profit, charitable corporation. Donations are tax-exempt to the extent permitted by the IRS code. No goods are provided in exchange for your contribution. Therefore, this gift may qualify for a tax deduction as allowable by law. Our Tax ID number is 93-0633804.

2018-2019 Board of Directors

Dawn Hartley, Chair
Robb Mayer – Past Chair
Matt Moreali

Linda Butler, Vice-Chair
Patti Diehl, Development Chair
Kevin Sanders

Holly Roberts, Secretary
Cindy Berry

Shannon Eck – Treasurer
Donna Lane

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 Works, Inc. DATE: 02/25/2019

OTHER NAMES ORGANIZATION KNOWN BY (DBA) _____

ADDRESS 2594 E. Barnett Road - Suite C Medford OR 97504
Street City State Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) [REDACTED]

PROGRAM/PROJECT TITLE Sexual Assault Services

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

Ashland – on which strategic priority does your program focus? Health

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 \$ 3,500
2020-2021 \$ 3,500

GRANT CONTACT (If other than Executive Director listed below)

Name _____

Telephone _____

E-mail _____

EXECUTIVE DIRECTOR INFORMATION

Name Barbara Johnson

Telephone 541-779-2393 ext. 202 or 541-821-8582

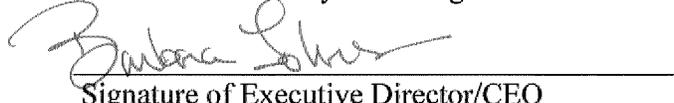
E-mail bjohnson@community-works.org

CERTIFICATION

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


Signature of Board President

Dawn Hartley
Type Name


Signature of Executive Director/CEO

Barbara Johnson
Type Name

SUMMARY INFORMATION

RECIPIENT AGENCY Community Works

PROGRAM/PROJECT TITLE Sexual Assault Services

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.)*

The primary geographic location served is Jackson County, Oregon. The population served are adult victims/survivors who have subjected to sexual assault ages 15 years and older.

3. What will this funding enable?

These funds will support a portion of the advocates salary and program expenses such as care bags and materials explaining the affects of sexual assault. Our sexual assault advocates are available 24/7 to provide support for victims who come to the hospital for forensic exam, police interviews, advocacy, and follow-up meetings.

4. Number of volunteers this program/project will engage: 4

Number of paid program employees this program/project will engage: 3.5

5. Total number volunteers agency utilizes: 80

Total number of paid agency employees: 46

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

There are four avenues of how someone, who has been sexually assaulted, can receive services. First is through Community Works HelpLine (24/7 crisis line). This is the gateway to all of our agency services. Other ways are at hospital ER a victim/survivor will be offered advocacy, or through partner organization, such as DHS, contacts us, and finally as walk-ins to our office. In all instances there are trained sexual assault advocate employees or volunteers who provide crisis intervention and support. Another important piece to this program is educating the community about sexual assault. We offer community presentations to schools, civic groups and partners.

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.

According to RAINN (Rape, Abuse & Incest National Network), "Sexual assault is traumatic. Similar to other traumatic experiences, it is normal for a person to experience trauma-reaction symptoms in the weeks following an assault. In fact, 94% of women who are raped experience post-traumatic stress disorder (PTSD) symptoms in the two weeks following the assault." Due to a person's trauma there's a sense of loss of control, shame, fear, and vulnerability. For a victim/survivor they need non-judgmental support, acknowledgment that they are not responsible, and that they are not alone. Sexual Assault advocates are trained to provide ongoing and long term support for survivors. Our staff are trauma informed and skilled to provide the best emotional care during the crisis and afterwards.

AGENCY AND PROGRAM/PROJECT NARRATIVE

RECIPIENT AGENCY Community Works

PROGRAM/PROJECT TITLE Sexual Assault Services

*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. Community Works was founded in 1996 after three local agencies merged. Community Works is a 501(c)(3) non-profit agency serving children, adolescents, young adults, adults and families who are working to overcome a severe life crisis or trauma. We provide hope, healing and supportive services to help individuals move from homelessness or near homelessness to productive and sustainable lives. Through key community collaborations, a highly engaged board of directors, and deeply committed staff and volunteers offer a comprehensive array of services that address the whole person and family.

1 - A. Agency mission states, "Community Works strengthens lives and our community through prevention, support services, and advocacy for victims of domestic violence, sexual assault, and homeless youth and their families." Sexual Assault Services meets survivors at their emotional level of need in order to provide safety, resources, support groups, and ongoing services.

1 - B. For over 45 years survivors have been working with sexual assault survivors as they traverse the physical, emotional, and psychological traumas of being victimized. Our services are free, confidential, and information shared with us is privileged.

1 - C. Community Works offers 32 hours of training, three times a year, free for community member's, staff, and volunteers. Anyone in the community can have an opportunity to learn about chronic and complex traumas adults and children are experiencing due to domestic and sexual victimization. The curriculum is DHS approved and includes subjects such as oppression, power & control, barriers, child abuse, and trauma informed care. It is a powerful way to become educated, more knowledgeable and voices for change. Each year over 120 people are trained by our staff. Those providing direct service to sexual assault survivors receive an additional 12-20 hours of one-on-one training.

2 - A. The population to be served are all victims/survivors of sexual assault regardless of when the victimization occurred or reported to law enforcement. This program also provides services to the family, and friends of victims, because victimization has a ripple effect to those who know the survivor. Sexual Assault Services, previously Rape Crisis, began in 1972. It was the first sexual assault advocacy organization in the state of Oregon.

2 - B. Strategies for change are intervention, prevention, and education. For intervention this program has expanded advocate resources by nearly 60% over last biennium. As a result the wider reach in services to survivors increased by 156% between 2015-2016 and 2017-2018. With the partnership with Children's Advocacy Center (CAC), we have added support groups for adult survivors of sexual assault. With a Co-Located advocate at CAC and collaboration with other community partners, we have increased teen advocacy services from 5 survivors to 98 survivors in same time period. By now providing these services to this age group we have been able to teach them about healthy relationships, boundaries, and wellbeing.

The Sexual Assault Services program next phase is the intervention of sex trafficking. The agency was awarded a federal grant to create a new community based task force and advocacy services for human and sex trafficking. The task force is a multiple disciplinary team of community organizations, health care, schools, and community members. The first meetings were in February and a Trafficking Summit is scheduled for April.

2 - C. Evidence of this program's ability to be successful is that it has grown in financial resources and community support by more than 57% in the past two years. Additionally, this program has approximately 1/3 of its financial resources are from non-competitive governmental funding. All other funds are raised through grants and donor support.

2 - D. The agency uses client feedback forms as a tool to measure outcomes of success for client safety, resources, and tools to protect from further victimization. The statistical data and comments are accumulated, and evaluated by management for further improvement. With trainings and presentations, the agency has feedback forms for the participants to evaluate our effectiveness and methods to improve.

3. If our program receives these funds, the community as a whole will benefit, because domestic and sexual violence is very costly for health care, law enforcement, and employers. For a survivor, they need ongoing navigation through these complex systems and education of resources and services, which they are not equipped to negotiate. Our organization is distinctive because we are able to focus on the whole person and their specific needs while working with community partners such as law enforcement, DA's office, Asante & Rogue Community Health, DHS, counselors, and other nonprofits. These collaborations allow them to focus on their specific disciplines while our staff continue to address a person's long term needs of safety, housing, jobs, and financial security. For a sexual assault survivors it can take years for them to heal, and move forward. Many are unable to begin for months sometimes years after their abuse. All the while they are emotionally stuck and trying to go through the motions of their day. Community Works is there for them whenever they are ready. We will be with them along their journey. We will continue to provide that emotional support and resources as they move past their trauma to a productive life.

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Community Works

PROGRAM/PROJECT TITLE Sexual Assault Services

1. For most recently completed 990:

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

b. Administration & Fundraising expense: \$ 313,475 18.29 %

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 \$ 1,400,312

d. Total expenses: \$ 1,713,787

e. Sources of revenue:

Memberships/ individual contributions \$ 415,914 20.88 %

Raised through fundraising activities \$ 0 0.00 %

Government \$ 1,331,388 66.85 %

Foundations \$ 176,080 8.84 %

United Way \$ 12,080 0.61 %

Fees for Service \$ 00 0.00 %

Other (reimbursements, payments, bequests, etc.) \$ 56,286 2.83 %

f. Total revenue: \$ 1,991,748

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

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

This program has been providing services for over 45 years. The majority of its funds are through federal grants, which are both non-competitive and competitive. Sexual assault is a national focus area for funders through VOCA (Victim of Crime Act) and Oregon state funds.

4. a. Total organizational annual budget **current ongoing** fiscal year: 2,118,250

b. Total program/project budget **current ongoing** fiscal year: 331,524

ORGANIZATION BUDGET 2019-20

PROJECT PERIOD July 1, 2019 to June 30, 2020

RECIPIENT AGENCY Community Works

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$ 127,617	\$
City of Ashland Funds	\$ 30,000	\$
Jackson County Funds	\$ 132,765	\$
CDBG (identify)	\$	\$
Other State or Federal Funds	\$ 1,329,528	\$ 270,000
United Way Funds	\$ 14,054	\$
Other Funds (identify)	\$ 214,286	\$
SUB TOTALS	\$ 1,848,250	\$ 270,000
TOTAL REVENUE (Pending & Secured)		\$ 2,118,250
EXPENDITURES		
A. PERSONNEL SERVICES		
Total Salaries		\$ 1,294,159
Total Benefits		\$ 234,170
TOTAL PERSONNEL SERVICES		\$ 1,528,329
B. MATERIALS & SERVICES: (please detail other major budget categories)		
Facilities		\$ 104,145
Program Expenses (direct assistance & supplies)		\$ 219,334
Admin/indirect allocation		\$ 109,200
Mileage (local travel) and training		\$ 30,886
Other - contractual, insurance, & misc		\$ 41,465
Depreciation		\$ 23,900
TOTAL MATERIALS & SERVICES		\$ 528,930
C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		\$ 20,040
Furnishings		\$
Other capital expenses /Identify:		\$
TOTAL CAPITAL OUTLAY		\$ 20,040
TOTAL EXPENDITURES (Sum of A, B & C)		\$ 2,077,299

PROGRAM BUDGET 2019-20

PROJECT PERIOD July 1, 2019 to June 30, 2020

RECIPIENT AGENCY Community Works

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$ 4,000	\$
City of Ashland Funds	\$ 7,442	\$
Jackson County Funds	\$	\$
CDBG (identify)	\$	\$
Other State or Federal Funds	\$ 203,941	\$ 110,000
United Way Funds	\$ 2,540	\$
Other Funds (identify) development	\$ 3,600	\$
SUB TOTALS	\$ 221,523	\$ 110,000
TOTAL REVENUE (Pending & Secured)		\$ 331,523
EXPENDITURES		
A. PERSONNEL SERVICES		
Total Salaries		\$ 182,432
Total Benefits		\$ 33,063
TOTAL PERSONNEL SERVICES		\$ 215,495
B. MATERIALS & SERVICES: (please detail other major budget categories)		
Facilities		\$ 21,382
Program expenses (direct assistance & supplies)		\$ 3,440
Admin/indirect allocation		\$ 72,808
Mileage (local travel) and training		\$ 8,670
Other - contractual & misc		\$ 550
		\$
TOTAL MATERIALS & SERVICES		\$ 106,850
C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		\$ 8,600
Furnishings		\$
Other capital expenses /Identify:		\$
TOTAL CAPITAL OUTLAY		\$ 8,600
TOTAL EXPENDITURES (Sum of A, B & C)		\$ 330,945

PROGRAM BUDGET 2020-21

PROJECT PERIOD July 1, 2020 to June 30, 2021

RECIPIENT AGENCY Community Works

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$ 4,000	\$
City of Ashland Funds	\$ 7,442	\$
Jackson County Funds	\$	\$
CDBG (identify)	\$	\$
Other State or Federal Funds	\$ 313,941	\$
United Way Funds	\$ 2,540	\$
Other Funds (identify)	\$ 3,600	\$
SUB TOTALS	\$ 331,523	\$ 0
TOTAL REVENUE (Pending & Secured)		\$ 331,523
EXPENDITURES		
A. PERSONNEL SERVICES		
Total Salaries		\$ 182,432
Total Benefits		\$ 33,063
TOTAL PERSONNEL SERVICES		\$ 215,495
B. MATERIALS & SERVICES: (please detail other major budget categories)		
Facilities		\$ 21,382
Program expenses (direct assistance & supplies)		\$ 3,440
Admin/indirect allocation		\$ 72,808
Mileage (local travel) & training		\$ 8,670
Other - contractual & misc		\$ 550
		\$
TOTAL MATERIALS & SERVICES		\$ 106,850
C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		\$ 8,600
Furnishings		\$
Other capital expenses /Identify:		\$
TOTAL CAPITAL OUTLAY		\$ 8,600
TOTAL EXPENDITURES (Sum of A, B & C)		\$ 330,945

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY Community Works

PROGRAM/PROJECT TITLE Sexual Assault Services

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

	# Whole Program	# Medford or Ashland
I. Gender		
Female	299	33
Male	24	4
Other	3	
Totals	326	37
II. Age*		
0 to 5	0	0
6 to 12	0	0
13 to 17	16	10
18 to 30	261	11
51 to 61	46	9
62 +	3	3
Unknown		4
Total	326	37

III. Residence* For Whole Program

FOR UNITED WAY APPLICANTS ONLY

Ashland	37
Central Point	40
Eagle Point	18
Gold Hill and Rogue River	7
Jacksonville, Ruch, & Applegate	2
Medford	161
Phoenix/Talent	20
Shady Cove, Butte Falls, Trail, Prospect & other Upper Rogue	9
White City	6
Other	19
Unknown	7
Total	326

*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 Hispanic/Latino*	#Medford or Ashland
White	263	24	29
Black/African American	4		1
American Indian/Alaskan Native	2		
Native Hawaiian/other Pacific Islander	2		
American Indian/Alaskan Native and White			
Black/African American and White			
American Indian/Alaskan Native and Black/African American			
Other Multi Racial			
Other	55		7
Totals	326	24	37

* 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 Works

PROGRAM/PROJECT TITLE Sexual Assault Services

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

1. Number of board members required in bylaws? Minimum 9 Maximum 23
2. Number of board members currently active? # Voting 10 Vacancies 0
3. Average percentage board meeting attendance (over last completed year): 90.00%
4. Percent of board in attendance required for a quorum: 60.00%
5. List various board, advisory and ad hoc committees and the number of people on each.

<i>Committee</i>	<i>Number of Members</i>
Executive Committee	5
Business Committee	4
Development Committee	4

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

Race/Ethnicity

	<i>Number Identifying</i>	<i>Ethnicity Hispanic/Latino*</i>
White	10	
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		
Totals	10	0

* 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		1	
Central Point			
Eagle Point			
Gold Hill/Rogue River			
Jacksonville, Ruch, Applegate			
Medford	8		
Phoenix/Talent	1		
Shady Cove, Butte Falls, Trail, Prospect, Other Upper Rogue			
White City			
Other			
Total	9	1	0

ROSTER

Board of Directors

FY 2018-2019

MEMBER NAME	ADDRESS/PHONE	TERM/COMMITTEE(S)
Dawn Hartley BOARD CHAIR Vice President Umpqua Bank	2613 Cliffrose Court Medford, OR 97504 (541) 618-6702 dawnhartley@umpquabank.com	1st Term: 1/01/2016-06/30/2019 Committees: Development, Business Skills: Bank executive & community volunteer
Linda Butler (Chuck) BOARD VICE CHAIR Accountant Butler Auto Group	357 Reiten Drive Ashland, OR 97520 (541)944-5557 (c) lindabutler@butlerman.com	1st Term: 4/01/2017-06/30/2020 Committees: Development Skills: Accounting, fundraiser, volunteer
Shannon Wade (John) TREASURER Finance Director Jackson County	2941 Barclay Rd Medford, OR 97504 (541) 499-7950 (w / c) Sweetbugmom@gmail.com	1st Term: 02/14/2017- 6/30/2020 2nd Term: Committees: Business Skills: Accountant, fundraiser, volunteer
Holly Roberts SECRETARY Executive Assistant Rogue Disposal	19 N Barneburg Road Medford, OR 97504 541-944-9414	1st Term: 5/31/2017-06/30/2020 Committees: Development Skills: Fundraiser, volunteer
Patti Diehl (Doug) DEVELOPMENT COMMITTEE CHAIR	3938 Piedmont Terrace Medford, OR 97504 (541) 951-1296 (c) patti_d@charter.net	1st Term: 9/2014 – 06/30/2018 2nd Term: 07/01/18-06/30/21 Committees: Development Skills: Volunteer with 2-3 other organizations
Robb Mayers (Maggie) PAST BOARD CHAIR Project Manager Outlier Construction	14030 Fieldbrook Avenue Medford, OR 97504 (541) 646-1999 (w / c) robb@outlierbuilt.com	1st Term: 10/2012 – 06/30/2016 2nd Term: 07/01/2016 – 06/30/2019 Committees: Executive Board Chair & Development Skills: Construction business
Cindy Berry (Jim) Retired Social Worker	3921 Windgate Medford, OR 97504 (316) 655-9094 jcberry58@att.net	1st Term: 03/28/18-06/30/21 2nd Term: Committees: Development Skills: Medical social work, trauma care, DV/SA
Donna Lane Business Professor Southern Oregon University	1015 Reddy Avenue Medford, OR 97504 (541)301-0215 laned@sou.edu	1st Term: 07/01/18-06/30/21 2nd Term: Committees: Skills: Business, education

Matt Moreali College Professor/Instructor, Attorney SOU & RCC	435 Vincent Avenue Central Point, OR 97502 (530) 409-2532 morealim@sou.edu	1st Term: 5/01/2016-06/30/2019 2nd Term: Committees: Development Skills: Professor with law experience
Kevin Sanders (Terry) Operations Manager Corey Robbins Painting Company	PO Box 1242 Talent, OR 97540 (541) 951-1955 kevin@coreyrobbins.com	1st Term: 5/25/2016-06/30/2019 2nd Term: Committees: Development Skills: Building and painting

Attachment 2

Internal Revenue Service

Department of the Treasury

District
Director

300 N. Los Angeles Street, MS 7043
Los Angeles, CA 90012

COMMUNITY WORKS, INC.
900 E MAIN STREET
MEDFORD, OR 97504-7136

Person to Contact:
L BARRAGAN
Telephone Number:
(213) 894-2336
Refer Reply to:
EO(0407)98
Date:
APRIL 15, 1998
EIN: [REDACTED]

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate this organization was recognized to be exempt from Federal Income Tax in FEBRUARY 1982 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in FEBRUARY 1982 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

J. Barry

Disclosure Assistant