

# 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 Rogue Valley Council of Governments (RVCOG) DATE: 2/27/19

OTHER NAMES ORGANIZATION KNOWN BY (DBA) Food & Friends Senior Meals Program

ADDRESS 155 N. First Street, Central Point, OR 97502 (Mailing: PO Box 3275, Central Point, OR 97502)  
Street City State Zip

FEDERAL EMPLOYER ID NUMBER (FEIN) [REDACTED]

PROGRAM/PROJECT TITLE Food & Friends Senior Meals Program

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

Ashland – on which strategic priority does your program focus? Assistance to obtain/maintain housing

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 \$ 12,000  
2020-2021 \$ 12,000

GRANT CONTACT (If other than Executive Director listed below)

Name Evelyn Kinsella  
Telephone 541-734-9505 ext 3  
E-mail ekinsella@rvcog.org

EXECUTIVE DIRECTOR INFORMATION

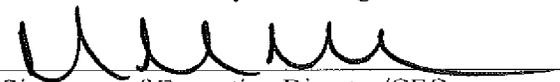
Name Michael Cavallaro  
Telephone 541-423-1335  
E-mail mcavallaro@rvcog.org

### CERTIFICATION

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

  
\_\_\_\_\_  
Signature of Board President

Jim Lewis  
\_\_\_\_\_  
Type Name

  
\_\_\_\_\_  
Signature of Executive Director/CEO

Michael Cavallaro  
\_\_\_\_\_  
Type Name

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## EXECUTIVE DIRECTOR INFORMATION

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Telephone 541-423-1335  
E-mail mcavallaro@rvcog.org

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\_\_\_\_\_  
Signature of Board President

Jim Lewis

Type Name

\_\_\_\_\_  
Signature of Executive Director/CEO

Michael Cavallaro

Type Name

## SUMMARY INFORMATION

RECIPIENT AGENCY Rogue Valley Council of Governments (RVCOG)

PROGRAM/PROJECT TITLE Food & Friends Senior Meals Program

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.)*

Our primary target population is frail, home-bound seniors age 60+ living in Ashland who might otherwise go hungry without help to prepare a hot, nutritious meal.

3. What will this funding enable?

City of Ashland grant funds will help support the Meals on Wheels component of our program in Ashland. Meals are provided on a donation basis, helping seniors living on low, fixed incomes avoid having to make the choice between using limited dollars to pay rent or to buy food. It also helps us provide nutrition, socialization, and a vital safety check for many seniors living alone.

4. Number of volunteers this program/project will engage: 400+ monthly (770 undup. FY17-18)

Number of paid program employees this program/project will engage: 14 (8.8 FTE )  
Food & Friends  
Entire Program

5. Total number volunteers agency utilizes: 800/year

Total number of paid agency employees: 55  
(42.9 FTE RVCOG)

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

Food & Friends provides nutritious meals to seniors age 60+ in Ashland Mon-Fri, with frozen weekend meals available if needed. We expect to serve approximately 16,000 meals total in Ashland during fiscal years 2019-2021, with homebound clients reporting improved nutritional health, increased safety & decreased isolation. Staff Structure: Program Manager, Program Supervisor, Home Delivery Coordinator, Volunteer Coordinator, Part-time Meal Site Coordinator, and Volunteers (Meal Site Help & Home Delivery Drivers).

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.

The Meals on Wheels (MOW) component of our program serves eligible homebound seniors on 3 routes in Ashland (50 in JACO) who are unable to prepare meals due to frailty, illness (physical and mental) or disability and without Food & Friends, are at risk of malnourishment, increased illness and social isolation. Besides bringing hot meals & friendly contact, our volunteers are a vital safety net between clients and other services. While delivering, volunteers notice & report health/safety concerns to our office, so assistance calls to family or emergency services can be made as appropriate. Additionally, for seniors able to visit our dining sites (6 in JACO including Ashland) we provide a hot, nutritious lunch and an opportunity to socialize with their peers.

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

*RECIPIENT AGENCY* Rogue Valley Council of Governments (RVCOG)

*PROGRAM/PROJECT TITLE* Food & Friends Senior Meals Program

*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) RVCOG Senior & Disability Services (SDS) Mission Statement: "Together, we promote the dignity, quality of life, and self-determination of seniors and people with disabilities." RVCOG SDS has met senior's needs since 1968. Food & Friends is a keystone in our efforts to keep seniors living safely and with dignity in their own homes, where they prefer to remain. Often the food, social contact, and vital safety check we provide are the only things standing between a senior and the need for costly institutional care. 1-b) We are the federally-designated Area Agency on Aging and administrator of many other long term care services for seniors and adults with disabilities in JACO & Josephine Co (JOCO). Food & Friends is the only program delivering MOW directly to homebound seniors in JACO, and we have been doing this work for 18 years. This experience uniquely qualifies us to address senior issues & needs. 1-c) RVCOG SDS has adopted programs & integrated trauma-informed supports in our department, both in direct services & structure. We place a high value on trauma-informed trainings including an ACES course, as well as a "Trauma, Aging and the Experience of Care Recipients" webinar, to widen our cultural lenses & mitigate potential bias in service delivery. Examples of our approach include fostering peer support opportunities, providing client education & choice.

2-a) Issues: Senior hunger, malnutrition and isolation and their effects on mental & physical health; the need for safety in the home; the need to avoid/delay hospitalization or institutional care. 1 in 5 Americans are age 60+, and this number will nearly double by 2060. 1 in 4 seniors live alone and nearly 9 million face the threat of hunger. Healthcare costs associated with malnutrition in seniors are estimated at \$51 billion. Ashland's aging population (age 65+) is estimated at 22.1%, higher than county (21.5%), state (17.1%), and national (15.6%) figures, showing senior hunger is a real issue in our region. Help in the form of a hot meal and a safety check is often all it takes to enable seniors to continue living independently in their homes. When they do, we all save billions of tax dollars in avoided hospital, health care and nursing home costs. Meals on Wheels is the only federally supported program designed specifically to meet the nutritional and social needs of seniors, and programs like ours are critical to solving this national crisis. We are only partially

supported by federal funds, and must raise roughly 1/3 of our budget every year from local sources. 2-b) Our strategy for change hasn't wavered in 18 years. We promote seniors' independent living in the community by providing: nutritious food; social interaction to decrease isolation; essential safety net checks with the help of hundreds of caring volunteers. Meal sites are available for those able to attend, providing lunch and a socially interactive environment. RVCOG administers/operates a Food & Friends meal site in the Ashland Senior Center. 2-c) Good nutrition is basic to health and wellbeing. Daily interaction with hundreds of seniors illustrates that many are unable to provide this fundamental necessity alone. In FY17-18 we served 235,000+ meals (16,244 in Ashland). Results from our 2018 annual survey of Meals on Wheels recipients: Most (90%) reported feeling less isolated because of the volunteers' visits, which is important since 64% also reported living alone and 56% said our volunteer is often the only person they see each day. 87% reported that our meal deliveries have improved their quality of life, and 91% of respondents feel safer in their home knowing a volunteer visits them, providing a safety check. Additionally, based on Administration on Aging Research Briefs, "Compared with the overall US population age 60 and over, Older Americans Act nutrition participants are older, more likely to live alone and have incomes below or near poverty. Participants are also very likely to suffer from multiple chronic conditions, with home-delivered meals recipients frequently experiencing three or more limitations in activities of daily living (ADLs)." The provision of Meals on Wheels is also a focal point of the Administration on Community Living (ACL), since it is a service that can be put in place for recent hospital discharges to help them avoid being readmitted to the hospital. In a national survey by the ACL, 92% of Meals on Wheels clients say the service enables them to live on their own at home, thus avoiding costly institutional care. Providing meals and social contact helps seniors stay healthy and independent longer. Investment in community-based care programs like Food & Friends results in fewer seniors who end up as "low-care need" patients in hospitals or skilled nursing facilities, resulting in fewer costs being passed on in the form of taxes and higher service fees to the community. 2-d) Numbers of meals/individuals served come from database reports. We'll continue conducting annual surveys on client satisfaction, increased safety, decreased isolation and improved nutritional health. We'll continue providing: pertinent health, safety & nutrition education articles to clients, referrals to other services if needed, and resources on our website (w/Spanish articles).

3) Besides being more cost-effective for the community when seniors avoid institutional settings, most want to remain independent in their own homes. We help them avoid the severe trauma of leaving a home full of memories, personal belongings, or beloved pets. Our service helps decrease chances seniors will experience social isolation and poor nutrition, both of which can lead to physical and mental health problems. Our program isn't just beneficial to clients; we promote volunteerism by providing hundreds of volunteer opportunities to help improve our community's wellbeing beyond the 3,000 people we serve annually. 4,085 hours were donated by 77 volunteers in Ashland in FY17-18 (610 people donated 40,277 hours in JACO). Per the Corporation for National & Community Service there "is a strong relationship between volunteering and health: those who volunteer have lower mortality rates, greater functional ability, and lower rates of depression later in life than those who do not volunteer." Collaborations with local organizations include: Ashland Senior Center (provides space free-of-charge for a Meals on Wheels staging point and a senior meal site), ACCESS, case management, Adult Protective Services, Hospital Discharge Planners, retailers and churches. Health/nutrition info provided by a registered dietitian, JACO Health & Human Services or State Nutritionist and is presented to clients quarterly at sites & at 6 month reassessments by our outreach staff. Every aspect of our program provides: essential safety net, cost-savings, health education, social wellbeing, volunteer opportunities, and is vital in helping our seniors stay in their homes and maintain their independence.

## GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Rogue Valley Council of Governments (RVCOG)  
 PROGRAM/PROJECT TITLE Food & Friends Senior Meals Program

1. For most recently completed 990:

a. FISCAL YEAR (mm/yyyy – mm/yyyy): 07/2017 - 06/2018

b. Administration & Fundraising expense: \$ 111,557 6.10%

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 \$ 1,737,969

d. **Total expenses:** \$ 1,849,526

e. Sources of **revenue:**

Memberships/ individual contributions	\$ <u>205,580</u>	<u>11.00%</u>
Raised through fundraising activities	\$ <u>205,050</u>	<u>11.00%</u>
Government	\$ <u>1,267,578</u>	<u>69.00%</u>
Foundations	\$ <u>18,105</u>	<u>1.00%</u>
United Way	\$ <u>16,108</u>	<u>1.00%</u>
Fees for Service	\$ <u>60,064</u>	<u>3.00%</u>
Other (reimbursements, payments, bequests, etc.)	\$ <u>82,697</u>	<u>4.00%</u>

f. **Total revenue:** \$ 1,795,118 + 60,064 fees for service

**Grand Total Revenue: \$1,855,182** (formula didn't calculate)

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.

We fundraise a year in advance to prevent crises from putting immediate hardship on clients. 68% of our total budget is Federal, which is as secure as Federal funding can be. Years of successful direct-mail fundraising has resulted in many dedicated donors. We are steadily building an emergency fund. Because of emphasis on using volunteers, our program is cost-effective and greatly appreciated by those who continue donating for the meals they receive.

4. a. Total organizational annual budget current ongoing fiscal year: 8,206,548

b. Total program/project budget current ongoing fiscal year: 1,911,344

# ORGANIZATION BUDGET 2019-20

PROJECT PERIOD July 1, 2019 to June 30, 2020

RECIPIENT AGENCY Rogue Valley Council of Governments (RVCOG)

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$ 78,000	\$ 0
City of Ashland Funds	\$ 42,000	\$ 0
Jackson County Funds	\$ 194,000	\$ 0
CDBG (identify)	\$ 0	\$ 0
Other State or Federal Funds	\$ 2,819,975	\$ 1,335,203
United Way Funds	\$ 15,000	\$ 0
Other Funds (identify) PI/Fundraising/Fee for Svc	\$ 3,400,000	\$ 486,500
<b>SUB TOTALS</b>	<b>\$ 6,548,975</b>	<b>\$ 1,821,703</b>
<b>TOTAL REVENUE (Pending &amp; Secured)</b>		<b>\$ 8,370,678</b>
<b>EXPENDITURES</b>		
<b>A. PERSONNEL SERVICES</b>		
Total Salaries		\$ 2,013,873
Total Benefits		\$ 1,423,627
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 3,437,500</b>
<b>B. MATERIALS &amp; SERVICES: (please detail other major budget categories)</b>		
Supplies		\$ 105,000
Purchased Services		\$ 3,072,000
Department Service/Depreciation/Indirect		\$ 412,011
Interfund charges,interfund support transfer, license/fees, meeting costs, etc		\$ 1,180,419
Contingency		\$ 68,748
		\$
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>\$ 4,838,178</b>
<b>C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)</b>		
Equipment		\$ 95,000
Furnishings		\$
Other capital expenses /Identify:		\$
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 95,000</b>
<b>TOTAL EXPENDITURES (Sum of A, B &amp; C)</b>		<b>\$ 8,370,678</b>

## PROGRAM BUDGET 2019-20

PROJECT PERIOD July 1, 2019 to June 30, 2020

RECIPIENT AGENCY Rogue Valley Council of Governments (RVCOG)

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$ 20,000	\$ 0
City of Ashland Funds	\$ 12,000	\$ 0
Jackson County Funds	\$ 22,000	\$ 0
CDBG (identify)	\$ 0	\$ 0
Other State or Federal Funds	\$ 0	\$ 1,299,108
United Way Funds	\$ 15,000	\$ 0
Other Funds (identify) PI/Jurisdictions/Fundraisin	\$ 105,000	\$ 476,462
<b>SUB TOTALS</b>	<b>\$ 174,000</b>	<b>\$ 1,775,570</b>
<b>TOTAL REVENUE (Pending &amp; Secured)</b>		<b>\$ 1,949,570</b>
<b>EXPENDITURES</b>		
<b>A. PERSONNEL SERVICES</b>		
Total Salaries		\$ 303,132
Total Benefits		\$ 197,664
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 500,796</b>
<b>B. MATERIALS &amp; SERVICES: (please detail other major budget categories)</b>		
Transportation, Fleet Costs		\$ 42,000
Purchased Services, Databases		\$ 1,228,774
Volunteer & Staff Mileage		\$ 30,000
Materials, License Fees, Utilities		\$ 25,000
Volunteer Insurance, Building & Equipment Repairs		\$ 15,000
Kitchen Rent		\$ 88,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>\$ 1,428,774</b>
<b>C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)</b>		
Equipment		\$ 20,000
Furnishings		\$
Other capital expenses /Identify:		\$
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 20,000</b>
<b>TOTAL EXPENDITURES (Sum of A, B &amp; C)</b>		<b>\$ 1,949,570</b>

# PROGRAM BUDGET 2020-21

PROJECT PERIOD July 1, 2020 to June 30, 2021

RECIPIENT AGENCY Rogue Valley Council of Governments (RVCOG)

REVENUE	Pending Commitments	Secured Commitments
City of Medford Funds	\$ 20,000	\$ 0
City of Ashland Funds	\$ 12,000	\$ 0
Jackson County Funds	\$ 22,000	\$ 0
CDBG (identify)	\$ 0	\$ 0
Other State or Federal Funds	\$ 0	\$ 1,338,472
United Way Funds	\$ 15,000	\$ 0
Other Funds (identify) PI/Jurisdictions/Fundraisin	\$ 105,000	\$ 485,837
<b>SUB TOTALS</b>	<b>\$ 174,000</b>	<b>\$ 1,824,309</b>
<b>TOTAL REVENUE (Pending &amp; Secured)</b>		<b>\$ 1,998,309</b>
<b>EXPENDITURES</b>		
<b>A. PERSONNEL SERVICES</b>		
Total Salaries		\$ 309,194
Total Benefits		\$ 203,593
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 512,787</b>
<b>B. MATERIALS &amp; SERVICES: (please detail other major budget categories)</b>		
Materials, Services, Transportation, Fleet Costs		\$ 43,000
Purchased Services, Database Costs		\$ 1,264,522
Volunteer & Staff Mileage		\$ 30,000
Materials, License Fees, Utilities		\$ 25,000
Volunteer Insurance, Building & Equipment Repairs		\$ 15,000
Rent for Kitchen		\$ 88,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>\$ 1,465,522</b>
<b>C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)</b>		
Equipment		\$ 20,000
Furnishings		\$
Other capital expenses /Identify:		\$
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 20,000</b>
<b>TOTAL EXPENDITURES (Sum of A, B &amp; C)</b>	<b>FORMULA INCORRECT-SEE BELOW</b>	<b>\$ 1,949,570</b>

ACTUAL TOTAL EXPENDITURES \$1,998,309  
(Formula Incorrect)

# CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY Rogue Valley Council of Governments (RVCOG)

PROGRAM/PROJECT TITLE Food & Friends Senior Meals Program

*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		38
	Male		30
	Other		
	<b>Totals</b>	<b>0</b>	<b>68</b>

		# Whole Program	# Medford or Ashland
II.	Age*		
	0 to 5		0
	6 to 12		0
	13 to 17		0
	18 to 30		0
	31 to 50		2
	51 to 61		65
	62 +		0
	Unknown		0
	<b>Total</b>	<b>0</b>	<b>67</b>

\*at point of entry for service **TOTAL 68**

## III. Residence\* For Whole Program

FOR UNITED WAY APPLICANTS ONLY

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

## 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			64
Black/African American			0
American Indian/Alaskan Native			1
Native Hawaiian/other Pacific Islander			1
American Indian/Alaskan Native and White			
Black/African American and White			
American Indian/Alaskan Native and Black/African American			
Other Multi Racial			
Other			2
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>68</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.

Demographics are for funded portion of program (Ashland Home-Delivered Meals or "HDM") for CY 2018. We served approximately 288 additional individuals at the meal site. Of 68 individuals who received HDM, 1 was 101, 17 were 90-99 (25%), and 22 were age 80-89 (32%). Program-wide (Jackson & Josephine Counties) we serve a total of approximately 3,000 individuals annually).

# Agency Board Profile

RECIPIENT AGENCY Rogue Valley Council of Governments (RVCOG)

PROGRAM/PROJECT TITLE Food & Friends Senior Meals Program

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

1. Number of board members required in bylaws? Minimum N/A Maximum N/A
2. Number of board members currently active? # Voting 23 Vacancies
3. Average percentage board meeting attendance (over last completed year): 66.00%
4. Percent of board in attendance required for a quorum: 57.00%
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

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

**Race/Ethnicity**

	<i>Number Identifying</i>	<i>Ethnicity Hispanic/Latino*</i>
White	23	
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>23</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	1	1	
Central Point		1	
Eagle Point		1	
Gold Hill/Rogue River	1	1	
Jacksonville, Ruch, Applegate	1		
Medford	1	1	
Phoenix/Talent	1	1	
Shady Cove, Butte Falls, Trail, Prospect, Other Upper Rogue	1	2	
White City			
Other	6	3	
<b>Total</b>	<b>12</b>	<b>11</b>	<b>0</b>

**Rogue Valley Council of Governments (RVCOG) - Board of Directors**

RVCOG is a voluntary association of local jurisdictions, special districts, and education institutions in southwestern Oregon's Jackson and Josephine Counties. Its primary focus is to support local and regional problem solving. Each member government appoints an official as its representative on RVCOG's Board of Directors.

<b>Name</b> (Executive Committee Members in Bold Text)	<b>Address and Email Address</b>	<b>Board Position</b>	<b>Brief Bio</b>	<b>Year Joined Board</b>
<b>Jim Lewis</b>	City of Jacksonville P.O. Box 7 Jacksonville, OR 97530 <a href="mailto:councilorlewis@jacksonvilleor.us">councilorlewis@jacksonvilleor.us</a> 541-899-7023	President	City Council member of Jacksonville. Jim has served on the RVCOG Board for 20+ years and as President for at least 15 of those years. Mr. Lewis was formerly Mayor of Jacksonville and is a retired U.S. Naval Officer.	1996
<b>Jody Hathaway</b> (Co-Representative: Margie Moulin, Director)	Emergency Communications of So. Oregon 400 Pech Road Central Point, OR 97502 <a href="mailto:jody.hathaway@ecsc911.com">jody.hathaway@ecsc911.com</a> 541-774-5061	1 <sup>st</sup> Vice President	HR/Finance Manager for Emergency Communications of Southern Oregon (911), Hathaway Bookkeeping Services Southern Oregon	2013
<b>Dick Gordon</b>	City of Medford 411 W. 8 <sup>th</sup> Street Medford, OR 97501 <a href="mailto:dick.gordon@cityofmedford.org">dick.gordon@cityofmedford.org</a> 541-779-0328	2 <sup>nd</sup> Vice President	Medford City Council, Urban Renewal Agency Board, represents League of Oregon Cities on the Local Officials Advisory Committee to the Land Conservation & Development Commission. Has been a Board Member of: Medford/Jackson Co. Chamber, American Red Cross, Council on Alcoholism, United Way of Jackson Co. Retired member: American College of Health Care Executives & American Society for Personnel Administration.	2009
<b>Ryan Hess</b>	City of Rogue River P.O. Box 1137 Rogue River, OR 97537 <a href="mailto:mayor@cityofrogueriver.org">mayor@cityofrogueriver.org</a> 541-787-0212		Mayor, City of Rogue River (2019).	2019
<b>Roy Lindsay</b>	City of Grants Pass 101 NW A St Grants Pass, OR 97526 <a href="mailto:rlindsay@grantspassoregon.gov">rlindsay@grantspassoregon.gov</a> 541-291-0346		Mayor City of Grants Pass (Jan 2019). RVCOG budget committee. Past-President of the Rogue Valley Symphony, Boys & Girls Club board, Josephine County Sheriffs Advisory Council Chair, Chamber of Commerce Board, Chair of the Grants Pass Budget Committee. Retired Air Force Pilot.	2015

Attachment 2 – Board of Directors List

Susan Kiefer	Jackson County Library District (JCLD) 205 S. Central Avenue Medford, OR 97501 <a href="mailto:skiefer@jacksoncountylibrarydistrict.org">skiefer@jacksoncountylibrarydistrict.org</a> 541-664-6674	Jackson County Library District, Board of Directors	2018
Steffani Seffinger	City of Ashland 20 E. Main Street Ashland, OR 97520 <a href="mailto:stefani@council.ashland.or.us">stefani@council.ashland.or.us</a>	Elected to the city council in 2014, has served the Ashland community in a variety of ways since moving back to the area in 2006. She serves as a board liaison to the Airport Commission, Transportation Commission, Senior Advisory Council, Ashland Forest Resiliency Project, Rogue Valley Council of Small Cities, Ashland Chamber of Commerce, Citizens Budget Committee and Chair for the Ad-Hoc Climate and energy Action Plan Implementation Committee and the Fire Wise Mitigation Commission.	2019
Linda Spencer	P.O. Box 268 431 Broad Street Butte Falls, OR 97522 <a href="mailto:bfcityhall@gmail.com">bfcityhall@gmail.com</a> 541-865-3262	Mayor, Town of Butte Falls	2016
Meadow Martell	City of Cave Junction PO Box 1396 222 W. Lister Street Cave Junction, OR 97523 <a href="mailto:cityofcj@cavenet.com">cityofcj@cavenet.com</a>	Mayor, City of Cave Junction.	2019
Tanea Browning	City of Central Point 140 S. 3rd Street Central Point, OR 97502 <a href="mailto:Tanea.browning@centralpointoregon.gov">Tanea.browning@centralpointoregon.gov</a> 541-890-8377	City of Central Point Council member, Ward IV. Executive Director of Central Point non-profit, D.I.R.T., Executive Director of the Central Point Chamber of Commerce, Rogue Community College instructor. Involved in: The Crater Foundation, Central Point Rotary, Central Point Multi Cultural Committee. Has served on Budget Committee and Central Point Beautification Committee, actively engaged with public and private schools in the Rogue Valley. Liaison with Fire District 3 and sits on the Urban Renewal Development Commission.	2017

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Ruth Jenks	City of Eagle Point 17 Buchanan Avenue South Eagle Point, OR 97524 <a href="mailto:russell1950@aol.com">russell1950@aol.com</a>		Mayor, City of Eagle Point (2019)	2019
Peter Newport	City of Gold Hill 420 6th Avenue Gold Hill, OR 97525 <a href="mailto:peter.newport@ci.goldhill.or.us">peter.newport@ci.goldhill.or.us</a> 541-855-1525		Mayor, City of Gold Hill (2019)	2019
Chris Luz	City of Phoenix PO Box 330 Phoenix, OR 97535 <a href="mailto:chris.luz@phoenixoregon.gov">chris.luz@phoenixoregon.gov</a> 541-535-1955 ext. 314		Mayor, City of Phoenix. Member of the Urban Renewal Board of Directors, Phoenix Budget Committee and liaison to the Phoenix Water Commission. A software consultant in Phoenix since 2001.	2017
Lena Richardson	City of Shady Cove P.O. Box 1210 22451 Highway 62 Shady Cove, OR 97539 <a href="mailto:mayor@cityofshadycove.net">mayor@cityofshadycove.net</a>		Mayor, City of Shady Cove (2019)	2019
Randy White	Jackson Soil & Water Conservation District (JSWCD) 89 Alder Street Central Point, Oregon 97502 <a href="mailto:randy@jswcd.org">randy@jswcd.org</a> 541-664-1070 ext. 411		District Manager - Randy has a BS in Animal Science from California State University Fresno and a MS in Rangeland Ecology from Oregon State University. He served on Jackson Co.'s Natural Resource Advisory Board from 1997-2012 and has served both as the Secretary and President of the Jackson Co. Stockmen's Assoc.	2007
Cathy Kemper-Pelle	Rogue Community College (RCC) 3345 Redwood Hwy Grants Pass, OR 97527 541-956-7000 <a href="mailto:ckemperpelle@rogucecc.edu">ckemperpelle@rogucecc.edu</a>		RCC President (July 2016-Present); also serves on board of directors for SOREDI, Rogue Workforce Partnership, Grants Pass-JOCO Chamber of Commerce and Medford-JACO Chamber of Commerce.	2017
Bill Mansfield	Rogue Valley Transportation Dist. (RVTD) 3200 Crater Lake Ave. Medford, OR 97504 541-779-5821 (No email)		Attorney at Law 1965 - present; Medford City Attorney 1962- 1965; OR Dept. of Justice 1956-60; 1961-62; U.S. Dept. of Commerce 1960-61; U.S. Air Force 1953-55, RVTD Board Member, Former Medford City Councilman and City Budget Committee	2008

Attachment 2 – Board of Directors List

Kay Harrison	Rogue Valley Sewer Services 138 W. Vilas Road Central Point, OR 97502 <a href="mailto:khppor@gmail.com">khppor@gmail.com</a> 541-779-4144		Former Jackson Co Road Committee; RVTD Budget Committee; Central Point Planning Commission, Central Point City Council member, Central Point Budget Committee. RVTD Board. Current; RVMPO Public Advisory Council, VP Rogue Valley Sewer District Board.	2011
Colleen Padilla	Southern Oregon Regional Economic Development Inc. (SOREDI) 100 E. Main Street, Suite A Medford, OR 97501 <a href="mailto:colleen@soredi.org">colleen@soredi.org</a> 541-773-8946		Executive Director, SOREDI since May 2016. A Medford Native, Masters in Management and B.S. in Human Communication from Southern Oregon University. Board of directors for Oregon Economic Development Association. Collaborates with other Oregon economic development professionals and serves as an ambassador for business development and recruitment.	2016
Jason Catz	Southern Oregon University (SOU) 1250 Siskiyou Boulevard Ashland, OR 97520 <a href="mailto:catzj@sou.edu">catzj@sou.edu</a>		General Counsel, Southern Oregon University.	2016
Darby Stricker	City of Talent P.O. Box 445 Talent, OR 97540 <a href="mailto:mayor@cityoftalent.org">mayor@cityoftalent.org</a> 541-535-1566		Mayor, City of Talent	2017
Bob Strosser	Jackson County 10 S Oakdale Ave Medford, OR 97501 <a href="mailto:strosser@jacksoncounty.org">strosser@jacksoncounty.org</a> 541-774-6119		Commissioner, Jackson County	2017
Darin Fowler	Josephine County 500 NW 6 <sup>th</sup> St, Dept 6 Grants Pass, OR 97526 <a href="mailto:dfowler@co.josephine.or.us">dfowler@co.josephine.or.us</a> 541-474-5221		Commissioner, Josephine County (2019). Before that he served as City Councilor for the City of Grants Pass.	2019

 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248230137  
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ROGUE VALLEY COUNCIL OF GOVERNMENTS  
PO BOX 3275  
CENTRAL POINT OR 97502-0011

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

Dear Taxpayer:

This responds to your request for information about your federal tax status. Our records do not specify your federal tax status. However, the following general information about the tax treatment of state and local governments and affiliated organizations may be of interest to you.

#### GOVERNMENTAL UNITS

Governmental units, such as States and their political subdivisions, are not generally subject to federal income tax. Political subdivisions of a State are entities with one or more of the sovereign powers of the State such as the power to tax. Typically they include counties or municipalities and their agencies or departments. Charitable contributions to governmental units are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose.

#### ENTITIES MEETING THE REQUIREMENTS OF SECTION 115(1)

An entity that is not a governmental unit but that performs an essential government function may not be subject to federal income tax, pursuant to Code section 115(1). The income of such entities is excluded from the definition of gross income as long as the income (1) is derived from a public utility or the exercise of an essential government function, and (2) accrues to a State, a political subdivision of a State, or the District of Columbia. Contributions made to entities whose income is excluded income under section 115 may not be tax deductible to contributors.

#### TAX-EXEMPT CHARITABLE ORGANIZATIONS

An organization affiliated with a State, county, or municipal government may qualify for exemption from federal income tax under section 501(c)(3) of the Code, if (1) it is not an integral part of the government, and (2) it does not have governmental powers inconsistent with exemption (such as the power to tax or to exercise enforcement or regulatory powers). Note that entities may meet the requirements of both sections 501(c)(3) and 115 under certain circumstances. See Revenue Procedure 2003-12, 2003-1 C.B. 316.

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June 07, 2011 LTR 4076C E0  
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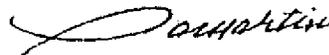
ROGUE VALLEY COUNCIL OF GOVERNMENTS  
PO BOX 3275  
CENTRAL POINT OR 97502-0011

Most entities must file a Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, to request a determination that the organization is exempt from federal income tax under 501(c)(3) of the Code and that charitable contributions are tax deductible to contributors under section 170(c)(2). In addition, private foundations and other persons sometimes want assurance that their grants or contributions are made to a governmental unit or a public charity. Generally, grantors and contributors may rely on the status of governmental units based on State or local law. Form 1023 and Publication 4220, Applying for 501(c)(3) Tax-Exempt Status, are available online at [www.irs.gov/eo](http://www.irs.gov/eo).

We hope this general information will be of assistance to you. This letter, however, does not determine that you have any particular tax status. If you are unsure of your status as a governmental unit or state institution whose income is excluded under section 115(1) you may seek a private letter ruling by following the procedures specified in Revenue Procedure 2007-1, 2007-1 I.R.B. 1 (updated annually).

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

Sincerely yours,



S. A. Martin, Operations Manager  
Accounts Management Operations



Certified Public Accountants  
And Business Advisors

February 27, 2018

To Rogue Valley Council of Government Donors:

Rogue Valley Council of Governments (RVCOG) is established pursuant to Oregon Revised Statutes 190.003 through 190.110. Oregon Revised Statutes (ORS) 190.010 provides that units of local government may enter into an intergovernmental agreement with other units of local government for the performance of any function or activity authorized to be performed by the parties of the agreement. Also ORS 190.007 states that for furthering economy and efficiency in local government, intergovernmental cooperation is declared a matter of statewide concern.

In our opinion, RVCOG is an instrumentality of political subdivisions of the State of Oregon. Therefore, contributions to RVCOG, made for exclusively public purposes, are deductible under section 170(c)(1) as charitable contributions "for the use of" political subdivisions.

You should consult with appropriate tax counsel regarding any limitations which may apply.

Sincerely,

A handwritten signature in black ink that reads "Carolyn M. Ryder, CPA, CGMA".

Carolyn M. Ryder, CPA, CGMA  
Isler Medford, LLC

CMR