



Domestic & Sexual Violence Resource Center

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 \$10,625 in financial assistance from City of Ashland, Community Development Block Grant, for a portion HelpLine volunteer coordinator and operational expenses.

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:** 02/25/2021

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) XXXXXXXXXX _____

PROGRAM/PROJECT TITLE HelpLine

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** \$ 10,625
2020-2021 \$ 10,625

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



Signature of Executive Director/CEO

Dawn Hartley

Type Name

Barbara Johnson

Type Name

SUMMARY INFORMATION

RECIPIENT AGENCY Community Works

PROGRAM/PROJECT TITLE HelpLine

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 are homeless or near homeless due to domestic violence, sexual assault, stalking, and trafficking. Services will be provided to both individual adult victims/survivors and adult victims/survivors accompanied by their children.

3. What will this funding enable?

The City of Ashland funds, if granted, would be used to pay for a portion of the salary and benefits of the HelpLine Volunteer Coordinator and other expenses such as leasing space, phone lines, utilities and supplies as well as volunteer recruitment, recognition and retention. This is about 23% of the annual budget. HelpLine is the only 24/7 crisis line in Jackson County.

4. Number of volunteers this program/project will engage: 51

Number of paid program employees this program/project will engage: 1.0

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.

For over 45 years volunteers and staff have been answering any call, any hour of everyday for someone in need of emotional support, and resources. This service is accomplished by providing 40 hours of training to volunteers to staff the crisis line. Trainings are held three times a year, and they are open to anyone with a desire to understand the dynamics of abuse and tools to help others. The Volunteer Coordinator is also responsible for scheduling volunteer shifts, supervising, and provide ongoing support. Coverage is from 9 am - 9 pm., then it roles to night Shelter staff.

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 services that HelpLine provides for Jackson County is uncommon in most places in Oregon, because other communities only have 211info, 911, or the domestic violence hotline. Yet in our community, Community Works has been providing this service to anyone as a free and confidential resource. We are there to answer questions from someone asking how to pay their light bill to helping someone who is feeling afraid and in danger. We will take any call 24/7.

AGENCY AND PROGRAM/PROJECT NARRATIVE

RECIPIENT AGENCY Community Works

PROGRAM/PROJECT TITLE HelpLine

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 and partnerships, a highly engaged board of directors, and deeply committed staff and volunteers we are able to 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." We recognize the value it is for someone calling to have a local person working with them to help them with their situation. HelpLine provides a community connection, and opportunity to collaborate with partners and other organizations.

1 - B. As mentioned earlier, HelpLine is the only 24/7 crisis line, and resource available to anyone in our county and beyond. We have a local and toll free number for someone needing help to call. Community Works is the only domestic violence, sexual assault, stalking or trafficking agency in Jackson County. We providing comprehensive training, supportive services, shelter and transitional housing. HelpLine is the gateway to all of services, while helping those needing resources for other needs such as mental health, housing, or emotional support.

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, and become more knowledgeable. Completing this training empowers individuals to help and be a

for social change. Each year over 120 people are trained by our staff. Staff and volunteers continue their training in a direct services setting paired with staff for an additional 8-12 hours.

2 - A. Community Works' HelpLine provides a distinctive service for Jackson County as the only crisis hotline in the county. HelpLine is there for any caller regardless of their need. The volunteer or staff person provides resource information, support and many times much needed assistance for individuals dealing with complex traumas such as domestic violence and/or sexual abuse. While the majority of calls are in Jackson County we do provide a toll free phone number for callers outside of our region. We also have language line service for callers whose primary language is not English.

2 - B. Each year, HelpLine provides service to over 8,800 callers including house bound reassurance calls. HelpLine is the access to all services provided by Community Works, because the caller will be able to immediately speak with a person who has the necessary information the caller could need. When we identify that the person needs additional services, such as shelter or advocacy, the HelpLine worker gives a "warm" hand off from caller to other supporting staff within our agency.

2 - C. As an ongoing service for our community, we have heard from repeat callers expressing the need to "just have someone listen". Repeat callers are coping with ongoing mental health problems, and they a person to be present for them. The HelpLine volunteer may not be able to solve their problem yet we are there for them along their journey. We can be that life line for them between they have exhausted other resources.

For partners, civic groups, and other community members we provide presentations to educate about the needs of the community and the services that HelpLine and our agency has available to them.

2 - D. Indicators to measure success are through feedback forms from presentations and training. The Volunteer Coordinator also does a monthly check-in with volunteers to be certain they are feeling successful, and discuss ways to enhance the program. Additionally, the HelpLine Volunteer Coordinator shares an office with the HelpLine volunteers, so that they can observe and mentor them during their shift.

3. This service benefits the community as a whole because they will have access to multiple services and resources for the essential health and wellbeing of Jackson County. Community Works' HelpLine provides assistance to community members by providing suicide prevention assistance, support to homeless youth, and gateway access to domestic violence and sexual assault services. Our callers are in need of a compassionate, non-judgmental, and understanding person. We are there for them.

Community Works' HelpLine addresses the short term need of Information and Referral Crisis Services with emphasis on coordination and communication. It also addresses the long term need of enhancing the use of trained volunteers to improve cost effectiveness of service delivery. The HelpLine volunteers save this program close to \$65,000 annually. The volunteers are essential to the success of this needed service to our community.

HelpLine provides an avenue for community partners working with a patient or client who discloses abuse to call us for help so that we can provide a warm hand off. Community Works' has many partnerships and integrated services with many organizations including with law enforcement agencies, DHS Self-Sufficiency & Child Welfare, health care providers Jackson County Court House, Medford School District, and other nonprofits.

GENERAL FINANCIAL INFORMATION

RECIPIENT AGENCY Community Works

PROGRAM/PROJECT TITLE HelpLine

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.

As a program that has been ongoing for 45 years, we are able to continue it thanks to grants and local donor support.

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

b. Total program/project budget **current ongoing** fiscal year: 81,440

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) Development & foundation	\$ 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 (client assistance & supplies)		\$ 219,334
admin/indirect allocation		\$ 109,200
mileagte (local travel) and training		\$ 30,886
Other contractual & misc		\$ 41,465
Depreciation		\$ 23900
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	\$ 5,700	\$
City of Ashland Funds	\$ 6,884	\$
Jackson County Funds	\$	\$
CDBG (identify)	\$	\$
Other State or Federal Funds	\$ 58,856	\$
United Way Funds	\$	\$
Other Funds (identify) development	\$ 10,000	\$
SUB TOTALS	\$ 81,440	\$ 0
TOTAL REVENUE (Pending & Secured)		\$ 81,440
EXPENDITURES		
A. PERSONNEL SERVICES		
Total Salaries		\$ 40,903
Total Benefits		\$ 11,537
TOTAL PERSONNEL SERVICES		\$ 52,440
B. MATERIALS & SERVICES: (please detail other major budget categories)		
Facilities & communication		\$ 11,876
supplies & training volunteers		\$ 4,500
admin/indirect allocation		\$ 12,624
		\$
		\$
TOTAL MATERIALS & SERVICES		\$ 29,000
C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		\$
Furnishings		\$
Other capital expenses /Identify:		\$
TOTAL CAPITAL OUTLAY		\$ 0
TOTAL EXPENDITURES (Sum of A, B & C)		\$ 81,440

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	\$ 5,700	\$
City of Ashland Funds	\$ 6,884	\$
Jackson County Funds	\$	\$
CDBG (identify)	\$	\$
Other State or Federal Funds	\$ 58,856	\$
United Way Funds	\$	\$
Other Funds (identify)	\$ 10,000	\$
SUB TOTALS	\$ 81,440	\$ 0
TOTAL REVENUE (Pending & Secured)		\$ 81,440
EXPENDITURES		
A. PERSONNEL SERVICES		
Total Salaries		\$ 40,903
Total Benefits		\$ 11,537
TOTAL PERSONNEL SERVICES		\$ 52,440
B. MATERIALS & SERVICES: (please detail other major budget categories)		
facilities & communication		\$ 11,876
supplies & training volunteers		\$ 4,500
admin/indirect allocation		\$ 12,624
		\$
		\$
		\$
TOTAL MATERIALS & SERVICES		\$ 29,000
C. CAPITAL OUTLAY (must constitute part or all of funded public service activity to be eligible expense)		
Equipment		\$
Furnishings		\$
Other capital expenses /Identify:		\$
TOTAL CAPITAL OUTLAY		\$ 0
TOTAL EXPENDITURES (Sum of A, B & C)		\$ 81,440

CURRENT MEMBER/CLIENT DEMOGRAPHIC PROFILE

(Use absolute numbers only – no percentages.)

RECIPIENT AGENCY Community Works

PROGRAM/PROJECT TITLE HelpLine

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	7,264	392
Male	1,547	127
Other	29	0
Totals	8,840	519
II. Age*		
0 to 5	0	0
6 to 12	3	0
13 to 17	5	1
18 to 30	6,536	337
51 to 61	1,563	135
62 +	733	46
Unknown	0	0
Total	8,840	519

III. Residence* For Whole Program

FOR UNITED WAY APPLICANTS ONLY

Ashland	519
Central Point	122
Eagle Point	35
Gold Hill and Rogue River	18
Jacksonville, Ruch, & Applegate	25
Medford	4,226
Phoenix/Talent	357
Shady Cove, Butte Falls, Trail, Prospect & other Upper Rogue	61
White City	70
Other	918
Unknown	2,489
Total	8,840

*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	6,592		420
Black/African American	79		3
American Indian/Alaskan Native			
Native Hawaiian/other Pacific Islander	4		1
American Indian/Alaskan Native and White	30		2
Black/African American and White	27		1
American Indian/Alaskan Native and Black/African American	1		1
Other Multi Racial			
Other	2,107		91
Totals	8,840	0	519

* 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 HelpLine

(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

2594 E. Barnett Rd - C
Medford, OR 97504
(541) 779-2393
(541) 779-3317 FAX

Barbara Johnson
541-821-8582

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

ATTACHMENT 1 (2 of 2)

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,



Disclosure Assistant