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#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Fri, 08/20/2021 - 12:37pm  
50.53.119.10

#### Agency Contact Information

**Agency Name**

Family Promise of Tualatin Valley

**Address**

20425 Sw Stafford Rd

**City**

Tualatin

**State**

OR

**Zip Code**

97062

**Contact Name**

Elise Schaff Laubach

**Contact Telephone Number**

971-279-9569

**Contact Email Address**

[elise@familypromiseoftv.org](mailto:elise@familypromiseoftv.org)

## Agency Request Information

### **Request**

\$7,5000 Family Promise of Tualatin Valley (FPTV) is seeking \$7,5000 for operations. These costs include salaries not covered by grant funding, support for our families leaving shelter, such as apartment application fees, move-in costs and rental assistance which keeps families stably housed. Other needs may include operations costs for our office, everyday supplies needed to maintain our program such as office supplies, printing, insurance, maintenance, and purchase of training material. (See attached Budget for details).

### **What is the Request for?**

Due to the ongoing COVID-19 health crisis, we have discontinued our congregate shelter model and are housing families in a hotel. This has allowed us to triple the number of households that we serve. We have been able to use COVID related funding to pay the majority of these hotel shelter costs, however, these funds are narrowly restricted.

The long term success of our program is due to the wrap-around support we are able to provide to our guests. Transition from shelter to housing is not possible without flexible funding to allow custom solutions for each household. Additionally, once clients are housed, we provide continued case management to ensure that they can connect with jobs, healthcare, food resources and any other essential community supports. We are asking for funds that allow us to creatively meet needs defined by our households so they can succeed. We want to ensure that, for our most vulnerable populations, there is not an ongoing cycle of homelessness.

### **Describe the Agency's Mission**

Our mission is to equip vulnerable families and individuals to end the cycle of homelessness through a community based response.

Family Promise of Tualatin Valley was formed as a grassroots effort in October, 2016 and opened its doors to serving families experiencing homelessness in March, 2019. We accomplish this by providing emergency shelter and wraparound services that include extensive case management, family mentoring, and life skills training such as budgeting. We receive referrals from our support networks in Washington and Clackamas counties. We currently serve 15 households at a time in our shelter program. In the two years since our inception we have an 85% success rate transitioning households into permanent housing.

FPTV offers a continuum of care for people who are experiencing housing insecurity. While shelter is our biggest program, we also offer housing loss prevention, shelter diversion, stabilization and graduate services. We direct clients to the program that provides the longest lasting impact and minimizes trauma.

### **What Group of Citizens in Tualatin Does Your Organization Target?**

Family Promise of Tualatin Valley primarily serves homeless children and their families from the Tigard-Tualatin school district. 90% of the families served year-to-date in the FPTV program are from the Tigard-Tualatin school district. Total homeless student population for the service area was over 150 at the end of the 2021 school year. These numbers do not include non-student family members (toddlers, teens not enrolled in school and parents or extended family members). This means there would be nearly 500 unhoused children and parents with roughly half of these folks from Tualatin. When the eviction moratorium lifts, we expect a large number of people to be housed in our area.

FPTV's Outreach Plan includes strong partnerships with school districts, with other local homeless support service providers, with local churches, in underserved communities and with WA County's Continuum of Care providers. In the school district, we work with the federally mandated McKinney-Vento liaison who connects with homeless students and their families. Families at risk of becoming homeless or families experiencing homelessness are referred to FPTV by the liaisons and other school staff. For the Tigard-Tualatin school district we reach out to ALL of the McKinney-Vento students and their families and we work closely with counseling staff. Some families enter the FPTV full shelter and rehousing program and others are assisted with Prevention and Diversion services or additional housing and community resources.

FPTV works with households before or as soon as possible after they come into homelessness, before their need becomes so great that a stable, rooted life in their own community seems unattainable. Our approach is in line with the mission of Tualatin as a community that values a high quality of life and promotes local pride and a sense of ownership, involvement and belonging.

We have expanded our footprint of service due to Covid-19, and are currently serving adult only households in addition to families. These households tend to represent the most vulnerable populations, with histories of chronic homelessness or a disabling condition.

#### **What Types of Services will be Provided in the Funding Request Year?**

FPTV offers a shelter program that provides a safe place to sleep, meals, advocacy, access to local agencies, wraparound services that include case management, mentoring, financial literacy classes and job readiness support and housing navigation.

As part of our continuum of care we offer eviction prevention and shelter diversion services including rental arrears, utility support and landlord/tenant advocacy.

We also provide graduate support for clients who are in housing to connect them with jobs and resources to ensure their continued success.

#### **How Many Tualatin Residents will be Served?**

The Family Promise program is a highly hands-on and supportive program. Our current capacity is 15 households in shelter with an average of 36 individuals at any given time, an additional 6 households at a time receiving prevention support and 43 graduate households. We estimate providing shelter, case management and rehousing services to 20 Tualatin residents by the end of 2021. We will also provide hundreds of resource referrals to Tualatin households.

#### **What Percentage of Your Program is Dedicated to Service in Tualatin?**

90% of the families we have served year-to-date are from the Tigard-Tualatin school district and roughly half of those households are from Tualatin. As of mid-August, we have provided direct service to 77 individuals with over 5500 bed nights of shelter, food and case management support. We estimate providing resource referrals to an additional 300 individuals in Tualatin. Four of our support partners' sites are in the city of Tualatin, in addition to our offices.

#### **If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

Supportive Housing Services Grant through Washington County  
Social Services Grant through the City of Tigard

#### Agency Organizational / Financial Information

**Please Submit Your Budget Information**

[2021\\_budget\\_book.revised\\_2021.08.pdf](#) [2]

**Please Submit Your Board Information**

[fptv\\_board\\_8\\_21.pdf](#) [3]

**Please Submit a Copy of Your 501(c)3 cert.**

[501c3\\_determination\\_letter.pdf](#) [4]

**Other Attachments**

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/65771>

**Links**

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] [https://www.tualatinoregon.gov/system/files/webform/2021\\_budget\\_book.revised\\_2021.08.pdf](https://www.tualatinoregon.gov/system/files/webform/2021_budget_book.revised_2021.08.pdf)

[3] [https://www.tualatinoregon.gov/system/files/webform/fptv\\_board\\_8\\_21.pdf](https://www.tualatinoregon.gov/system/files/webform/fptv_board_8_21.pdf)

[4] [https://www.tualatinoregon.gov/system/files/webform/501c3\\_determination\\_letter.pdf](https://www.tualatinoregon.gov/system/files/webform/501c3_determination_letter.pdf)

2021 Revised Budget  
Presented to Finance Committee August 11, 2021

	Budget Revisions							Revised Budget	
	Budget as revised 2021.03.17	#	Budget Adjustment	CDBG Adjustments	Reverse Reserve Funded Motels etc	SHS - only portion added for payroll (to be corrected)	ESG spend budget for 6 months		Total Budget Revisions
<b>Use of Carryover Funds</b>	\$ 287,130	2	\$ 69,351	\$ -				\$ 69,351	\$ 356,481
<b>Income</b>									
4012 — Congregations	13,990							-	13,990
4022 — Congregations-grants	10,000		-	-	-	-	-	-	10,000
Congregations	<u>23,990</u>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>23,990</u>
4013 — Foundations	92,000							-	92,000
4014 — Corporations	20,500							-	20,500
4023 — Foundations- Grants	30,000							-	30,000
4024 — Corporate- Grants	-		-	-	-	-	-	-	-
Foundations and Corporations Total	<u>142,500</u>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>142,500</u>
4030 — Fundraising Event- Revenue	80,000		-	-	-	-	-	-	80,000
Fundraising Events Total	<u>80,000</u>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>80,000</u>
4015 — Government/Civic	34,000							-	34,000
4025— Government/Civic restricted	269,089		-	30,911	-	62,415	287,116	380,442	649,531
Governments Total	<u>303,089</u>		<u>-</u>	<u>30,911</u>	<u>-</u>	<u>62,415</u>	<u>287,116</u>	<u>380,442</u>	<u>683,531</u>
4011 — Individuals	28,000		-	-	-	-	-	-	28,000
Individuals Total	<u>28,000</u>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>28,000</u>
4040 — Sales & Other income								-	
4060 — Interest & Dividends	290		-	-	-	-	-	-	290
<b>Total Income</b>	577,869	#	-	30,911	-	62,415	287,116	380,442	958,311
<b>Total Income and Reserves</b>	<u>\$ 864,999</u>		<u>\$ 69,351</u>	<u>\$ 30,911</u>	<u>\$ -</u>	<u>\$ 62,415</u>	<u>\$ 287,116</u>	<u>\$ 449,793</u>	<u>\$ 1,314,792</u>

	Budget as revised 2021.03.17	#	Budget Adjustment	CDBG Adjustments	Reverse Reserve Funded Motels etc	SHS - only portion added for payroll (to be corrected)	ESG spend budget for 6 months	Total Budget Revisions	Revised Budget
<b>Expenses</b>									
<b>Direct Family Assistance</b>									
5010 — Other- DFA	-							-	-
5011 — Transportation- DFA	7,200				(3,600)		1,800	(1,800)	5,400
5012 — Direct FA	12,000			30,911	(6,000)			24,911	36,911
5013 — Pantry	9,000	#	-	-	(1,500)		15,706	14,206	23,206
5014 — Housing Stabilization	24,000				(12,000)			(12,000)	12,000
5015 — Housing Stabilization - COVID Motels	328,890				(163,840)		145,408	(18,432)	310,458
5015 — Diversion costs	24,000		-	-	-	-	-	-	24,000
<b>Direct Family Assistance Total</b>	<b>405,090</b>		<b>-</b>	<b>30,911</b>	<b>(186,940)</b>	<b>-</b>	<b>162,914</b>	<b>6,885</b>	<b>411,975</b>
<b>Salaries and Related Costs</b>									
5020 — Salary and Related Employment C								-	-
5021 — Gross Wages	338,839	1	11,650	-	(95,718)	53,364	95,718	65,014	403,853
5022 — Payroll Tax- Employer Paid	35,764	1	350	-		5,641		5,991	41,755
5023 — Employee Insurance	-					3,410		3,410	3,410
5024 — Hiring Costs	-		-	-	-	-	-	-	-
<b>Total Salaries and related costs</b>	<b>374,603</b>		<b>12,000</b>	<b>-</b>	<b>(95,718)</b>	<b>62,415</b>	<b>95,718</b>	<b>74,415</b>	<b>449,018</b>
<b>Day Center</b>									
5031 — Rent	-							-	-
5032 — Repairs & Maintenance- Facility	2,100							-	2,100
5033 — Utilities	10,924	3	(4,800)				4,800	-	10,924
5034 — Day Center Outfittings	1,500		-	-	-	-	-	-	1,500
<b>Total Day Center</b>	<b>14,524</b>		<b>(4,800)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,800</b>	<b>-</b>	<b>14,524</b>
<b>General administration</b>									
5041 — Repairs & Maintenance- Van	200							-	200
5042 — Gas	600							-	600
5043 — Insurance- Van	2,208							-	2,208
5051 — Conferences & Training	5,750							-	5,750
5052 — Employee Mileage Reimb	4,320						1,800	1,800	6,120
5053 — Meals	1,200							-	1,200
5054 — Gifts	-							-	-
6020 — Facility Rental								-	-
6021 — Webhosting	864							-	864
6022 — Website	600							-	600
6023 — Postage	240							-	240
6024 — Marketing materials	-							-	-

	Budget as revised 2021.03.17	#	Budget Adjustment	CDBG Adjustments	Reverse Reserve Funded Motels etc	SHS - only portion added for payroll (to be corrected)	ESG spend budget for 6 months	Total Budget Revisions	Revised Budget
7022 — Accounting/Payroll Processing	41,456	1	(12,000)					(12,000)	29,456
7023 — IT Costs	-							-	-
7024 — National FP Association Fee	2,000							-	2,000
7025 — Background Checks& Drug Test	3,600				(1,800)		1,800	-	3,600
7026 — Professional Services								-	-
7030 — Office Costs	780							-	780
7031 — Office Supplies	2,400						20,084	20,084	22,484
7032 — Equipment Repair-Office	-							-	-
7033 — Outside Copying & Printing	-							-	-
7034 — Software and Technology	99							-	99
7040 — License & Registrations	35							-	35
7050 — Bank and Investment Fees								-	-
7060 — Credit Card Fees	1,020							-	1,020
7070 — Interest Expense								-	-
7080 — Bad Debt	-							-	-
9000 — Ask My CPA	-		-	-	-	-	-	-	-
Total General administration	<u>67,372</u>		<u>(12,000)</u>	<u>-</u>	<u>(1,800)</u>	<u>-</u>	<u>23,684</u>	<u>9,884</u>	<u>77,256</u>
Fundraising Events(budgeted net)									
6011 — Facility Rental	-							-	-
6012 — Event Meals/Food/Catering	-							-	-
6013 — Other Event Expense	-							-	-
Total Fundraising Events - budgeted net	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Insurance									
7011 — General Liability	930							-	930
7012 — Property	470							-	470
7013 — Umbrella	510							-	510
7014 — D & O	1,500							-	1,500
Total Insurance	<u>3,410</u>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,410</u>
<b>Total Expenses</b>	<u>\$ 864,999</u>		<u>\$ (4,800)</u>	<u>\$ 30,911</u>	<u>\$ (284,458)</u>	<u>\$ 62,415</u>	<u>\$ 287,116</u>	<u>\$ 91,184</u>	<u>\$ 956,183</u>
Budget Revenue exceeds Budgeted Expenses									<u>\$ 358,609</u>
Planned to fund with reserves									284,458
Increase in beginning balance									69,351
Utilities in ESG									4,800
(1) Move bookkeeping service to payroll for .50 bookkeeper									
(2) Actual balance less assets and less \$100,000 reserve									
(3) Utilities moved to ESG not increased									
(4) Increase in CDBG grant from \$269,869 to \$300,000									

<b>FAMILY PROMISE OF TUALATIN VALLEY</b>						
<b>OFFICERS/BOARD</b>						
	<u>Last Name</u>	<u>First Name</u>	<u>Occupation</u>	<u>City</u>	<u>Phone</u>	<u>E-mail</u>
<b><u>Officers</u></b>						
President	Scott	Nancy	Graphic Designer	West Linn	503-997-2230	<a href="mailto:nanscottdesign@gmail.com">nanscottdesign@gmail.com</a>
VP/Co-Chair	Gadd Guillott	Lisa	Non-Profit	Lake Oswego	504-377-8037	<a href="mailto:lgadd.guillot@gmail.com">lgadd.guillot@gmail.com</a>
Secretary	Ayers	Jennifer	Executive Director (Engineering)	Tualatin	503-866-0792	<a href="mailto:jennifer@nwhpec.com">jennifer@nwhpec.com</a>
Treasurer	Bailey	John	CPA/Real Estate	Tigard	503-702-1145	<a href="mailto:Treasurer@familypromiseoftv.org">Treasurer@familypromiseoftv.org</a>
<b><u>Board Members</u></b>						
At Large	Goodhouse	John	City Council/Insurance	Tigard	971-212-7533	<a href="mailto:jgoodhouse@choicesins.com">jgoodhouse@choicesins.com</a>
At Large	Case	Renee	Clinical Social Worker	Lake Oswego	503-313-4294	<a href="mailto:reneecase@comcast.net">reneecase@comcast.net</a>
At Large	Greenough	Carol	Retired Clinical Psychologist	Tualatin	503-975-7808	<a href="mailto:carol.greenough@gmail.com">carol.greenough@gmail.com</a>
At Large	Williams	Cameron	Director of Risk Management and Insurance	Beaverton	503-720-1192	<a href="mailto:cawilliams@columbia.com">cawilliams@columbia.com</a>
To Be Confirmed 8/25/21	Juttelstad	Claire	Management, Engineering	Portland	<u>503-799-3287</u>	
To Be Confirmed 8/25/21	Quinn	Rebecca	Attorney	Tualatin	503-810-1598	<a href="mailto:romanfolk@comcast.net">romanfolk@comcast.net</a>
Volunteer Coordinator	Olson	Gina	Community Outreach	West Linn	503-701-5560	<a href="mailto:mgolson5@comcast.net">mgolson5@comcast.net</a>





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

Date:

July 30, 2018

Person to contact/ID number:

Mr. Molloy – ID# 0203248

Contact telephone number:

877-829-5500

MICHAEL MCINNIS  
16430 SW 93<sup>RD</sup> AVE  
TIGARD OR 97224

Dear Sir or Madam:

We're responding to your letter dated November 14, 2017, requesting copies of the determination letter for Family Promise of Tualatin Valley.

Your copies are enclosed.

If you have questions, you can contact the person listed above.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure:  
Your Copies

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 13 2017

FAMILY PROMISE OF TUALATIN VALLEY  
9000 SW DURHAM ROAD  
TIGARD, OR 97224

Employer Identification Number:  
81-5297091  
DLN:  
17053156326007  
Contact Person:  
CARLY D YOUNG ID# 31494  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
April 24, 2017  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

FAMILY PROMISE OF TUALATIN VALLEY

Sincerely,

*Stephen A. Martin*

Director, Exempt Organizations  
Rulings and Agreements