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Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Fri, 09/02/2022 - 7:06am
73.25.86.211

Agency Contact Information

Agency Name

Good Neighbor Center

Address

11130 SW Greenburg Road

City

Tigard

State

Oregon

Zip Code

97223

Contact Name

Genevieve Sheridan

Contact Telephone Number

4083109195

Contact Email Address

executive@gncnw.org

Agency Request Information

Request

Requesting \$7,500

What is the Request for?

The \$7,500 will go directly to Project Butterfly. This funding will be a part of transforming two former donation rooms inside the family shelter into a certified daycare facility. Lack of access and availability to daycare and respite child care services are a main barrier for homeless families trying to get back into the workforce and stable housing. Transforming these two former donation rooms into a certified center and interactive education spaces will allow Good Neighbor Center to be that key resource for families rebuilding their lives as they gain employment and ultimately, stable housing. We employ a Lead Teacher who is director qualified and has extensive experience with providing quality daycare and holistic services for school aged children, early childhood education, operates after school homework help and a 10-week

summer program, coordinates holidays as well as birthdays and special events, and works one on one with families to navigate the school system. We provide our students with back to school supplies including backpacks, gift cards for new clothing and cold weather gear. Improving the quality of our services for children residing at the GNC family shelter will require GNC to outfit these rooms with safety equipment and supplies for teachers to prepare bottles, change diapers and clean up from activities. The total cost of this project in the FY22-23 is \$147,000.

Describe the Agency's Mission

Good Neighbor Center serves self-identified families experiencing homelessness and housing insecurity by providing temporary shelter, community connections, needed resources and case management services. We exist to provide safe shelter for families while opening doors to new opportunities, and housing stability.

What Group of Citizens in Tualatin Does Your Organization Target?

Students and families of Tigard-Tualatin School District who are experiencing housing insecurity and homelessness.

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

Day and child care for preschool-aged children of parents who need to find employment or maintain it. After school homework help and a 10-week summer program. School supplies for all the children in our program including backpacks and gift cards for back to school clothing, and cold weather gear.

How Many Tualatin Residents will be Served?

We serve an average of 70 families per year. An average of 10% of those we serve live in Tualatin.

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

According to the statistics we have, about 10% of the families Good Neighbor Center serves are from Tualatin.

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

Metro
Washington County
State of Oregon (SHAP)
City of Tigard
OHA

Agency Organizational / Financial Information**Please Submit Your Budget Information**

[fy22-23_budget_8.10.22_consolidated.xlsx](#) [2]

Please Submit Your Board Information

[board_of_directors_2022.pdf](#) [3]

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

[501c3_letter.pdf](#) [4]

Other Attachments

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/81760>

Links

- [1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>
- [2] https://www.tualatinoregon.gov/system/files/webform/fy22-23_budget_8.10.22_consolidated.xlsx
- [3] https://www.tualatinoregon.gov/system/files/webform/board_of_directors_2022.pdf
- [4] https://www.tualatinoregon.gov/system/files/webform/501c3_letter.pdf

FY22-23 Budget as of July 7, 2022	22-1062 Supportive Housing - HCMS (Housing Case Management Services)	22-0954 Supportive Housing - Rapid Rehousing	Serial Tax Levy for Public Safety Facilities
Funder/Source	County Supportive Housing Services	County Supportive Housing Services	County Commissioners
Type of Funding	restricted - Metro bond	restricted - Metro bond	restricted - tax allocation
Payment Terms	reimbursement, 25% advance	reimbursement, 25% advance	quarterly direct deposit
Staffing (salary, mileage, phone, computer, etc)	\$ 200,000	\$ 100,000	\$ 230,000
Client Assistance	\$ 103,979	\$ 89,980	\$ -
Administration	\$ 36,477	\$ 22,798	\$ 100,000
Facility	\$ -	\$ -	\$ 15,000
Food	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ 15,000
Total Cash	\$ 340,456	\$ 212,778	\$ 360,000
\$ Match Requirement	\$ -	\$ -	\$ -
Contract Status	Signed by GNC ED, awaiting County signature	Signed by GNC ED, awaiting County signature	2021-2026 allocation already approved

Purpose	Supportive housing program, 2 case managers, office at Viewfinder & Beaverton Resource Center, 40 clients with vouchers, 20 clients at Viewfinder + 20 clients in scattered sites	Supportive housing program, 1 case manager, office at Beaverton Resource Center, 20 clients with vouchers, 3-24 month support at scattered sites	shelter program & facility: general operating overhead
Program / QBO Class Code	Supportive Housing	Supportive Housing	Shelter Facility & Shelter Program

Maintenance & Repair Grant	SHAP (State Housing Assistance Program)	COVID Wraparound Support	HSP (Housing Stabilization Program)	Viewfinder Resident Support Services
County Commisioners	Administered by Community Action (CAO)	OHA (Oregon Health Authority)	County Homeless Services Continuum of Care (HUD)	Community Development Partners (fee-for-service)
restricted - tax allocation	restricted - state grant	restricted - state grant	restricted - federal grant	fee for service
reimbursement	reimbursement	reimbursement	reimbursement	quarterly invoices for work performed
\$ -	\$ 188,000	\$ 15,000	\$ 28,500	\$ 32,400
\$ -	\$ -	\$ 75,000	\$ -	\$ -
\$ -	\$ -	\$ -	\$ 1,500	\$ -
\$ 14,000	\$ 24,000	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 14,000	\$ 212,000	\$ 90,000	\$ 30,000	\$ 32,400
\$ -	Shelter Program = \$567,000	\$ -	\$ 7,500.00	\$ -
award letter received, no contract yet	verbal confirmation of auto renewal from CAO, follows biennial state budget timelines. Contract pending	contract extension for 2021-2023 signed in fall 2021	grant renewed in fall 2021, grant year is Sept 1 - Aug 31 (federal fiscal year), contract pending	MOU has no end date, follows calendar year, 3% increase per year

<p>shelter facility: repairs & maintenance</p> <p>Shelter Facility</p>	<p>shelter program</p> <p>Shelter Program</p>	<p>pass through financial assistance for general public + staff time to administer it</p> <p>COVID Wraparound Support</p>	<p>transition 12 homeless families to apartments owned by Housing Authority, housing stability coaching & food + hygiene boxes for 1 year</p> <p>Housing Stabilization Program</p>	<p>light touch support services & community building activities for all 81 units</p> <p>Supportive Housing</p>
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Project Butterfly - GNC Daycare	Project Butterfly - GNC Daycare	EFSP (Emergency Food & Shelter Program)	EFSP-ARPA	City of Tigard
Silvey Family Foundation	Oregon Community Foundation	County Dept of Housing	County Dept of Housing	Economic Development Department
restricted - private foundation grant	restricted - private foundation grant	restricted - federal funds	restricted - federal funds	restricted - federal funds
1 lump sum check in summer 2022	usually 50% in fall 2022 & 50% in spring 2023	reimbursement	reimbursement	reimbursement
\$ 53,000	\$ 40,000	\$ 30,000	\$ 32,000	\$ 18,000
\$ -	\$ -	\$ -	\$ 75,000	
\$ -	\$ -	\$ -	\$ -	\$ 3,500
\$ -	\$ -	\$ -	\$ -	
\$ -	\$ -	\$ 10,000	\$ -	
\$ -	\$ -	\$ -	\$ -	\$ 3,500
\$ 53,000	\$ 40,000	\$ 40,000	\$ 107,000	\$ 25,000
Project Butterfly = \$147,000 total	Project Butterfly = \$147,000 total	Shelter Program = \$567,000	Shelter Program = \$567,000	\$ -
award email received, contract pending	site visit completed, awaiting final decision	application submitted May 2022, award notices expected in July 2022, stiff competition, historically received allocation from CAO's grant but they offered \$10K. Last award was \$30K.	application submitted May 2022, award notices expected in July 2022, stiff competition, one time funding	RFP may come out in fall 2022, grant award in early 2023. contingent on city being awarded grant from Business Oregon. Have been in talks with Lloyd Purdy, Econ Dev Dir.

GNC Daycare: staffing - full time teacher	GNC Daycare: staffing - 2 part time teaching assistants	shelter program: staffing & purchasing some food	shelter program: staffing and pass through emergency rental assistance to clients	Work to Housing Program: staffing, admin, and supplies
Childrens Program	Childrens Program	Shelter Program	Shelter Program	Workforce Program

City of Tualatin	
City Manager's Office	
restricted - city funds	
reimbursement	
\$ 4,000	
\$ -	
\$ -	
\$ -	
\$ -	
\$ 3,500	
\$ 7,500	\$ 1,564,134
\$ -	
application due Sept 2, 2022. Awards announced in October 2022, have received this funding in past years	

TOTAL awarded/ under contract	TOTAL pending
\$ 1,132,634	\$ 431,500

\$ 970,900	Staffing (salary, mileage, phone, computer, etc)
\$ 343,959	Client Assistance
\$ 164,275	Administration
\$ 53,000	Facility
\$ 10,000	Food
\$ 22,000	Supplies
\$ 1,564,134	Total

GNC Daycare:
staffing and supplies

Childrens Program

**Good Neighbor Center
Organizational Budget - Condensed**

FY 2022 - 2023

INCOME

Washington County Supportive Housing Services	\$	553,234
Washington County Office of Administration	\$	374,091
Washington County EFSP (Emergency Food & Shelter Program)	\$	139,000
Washington County Continuum of Care	\$	30,000
OHCS (OR Housing & Community Services) - SHAP (State Housing Assistance Program)	\$	212,000
OHA (Oregon Health Authority)	\$	90,000
City of Tigard	\$	7,000
City of Tualatin	\$	4,500
Metro	\$	1,000
Private Foundations	\$	423,000
Cash Donations	\$	275,000
In Kind Donations & Services	\$	400,000
Fundraising Event	\$	50,000
Daycare - Earned Revenue	\$	36,000
Viewfinder Resident Services - Earned Revenue	\$	32,400
TOTAL INCOME	\$	2,627,225

EXPENSES**Personnel**

Electronics	\$	9,500
Group Insurance	\$	165,600
Mileage	\$	2,000
Payroll Taxes	\$	131,460
Retirement 3%	\$	29,322
Salaries	\$	977,400
Staff Training	\$	8,200
Work Comp	\$	13,000

Programs

Direct Client Assistance	\$	300,000
Equipment Lease	\$	7,000
Facilities Service Contract	\$	37,000
Food - In Kind	\$	200,000
Furniture	\$	27,000
IT equipment & software	\$	8,500
IT Service Contract	\$	10,000
Leased Offices	\$	15,000
Maintenance & Repairs	\$	14,000
Other Program Expenses	\$	60,000
Program Supplies - In Kind	\$	50,000
Programs Service Contract	\$	25,000
Remodeling Projects	\$	100,000
Utilities	\$	32,000
Vehicles	\$	9,000
Volunteers - In Kind	\$	150,000
Website	\$	500

Administration

Accounting & Tax Prep	\$	9,000
Bank fees	\$	200
Board training & development	\$	1,000
Bookkeeping Service	\$	7,000
Dues & Memberships	\$	1,500
Finance Service Contract	\$	35,000
Fundraising	\$	30,000
Grant Writer	\$	6,000
HR Service Contract	\$	35,000
Insurance	\$	12,500
Legal	\$	5,000
Licenses & Registrations	\$	300
Strategic Planning	\$	20,000
TOTAL EXPENSES	\$	2,543,982
NET PROFIT / LOSS	\$	83,243

PROJECTED AVERAGE ACCOUNT BALANCES

Checking (1 month of operating capital)	\$	218,935
Money Market (3 months of operating capital)	\$	656,806
Capital Projects (2% of annual budget)	\$	52,545
Investments - ie. Mutual fund (2% of annual budget)	\$	52,545
Opportunities - Short Term CDs (2% of annual budget)	\$	52,545
TOTAL	\$	1,033,375

1. 41703 Supportive Housing Services (Aloha) = \$329,302.94 - \$87,500 advance = \$241,802.94 still outst
2. 41703 Supportive Housing Services (Viewfinder) = \$189,601 - \$47,400.25 advance = \$142,200.75 still outst
3. 41903 HUD CDBG (City of Beaverton) = \$20,000 outstanding
4. 41904 HUD CDBG (Wa Co Office of Comm Dev) = \$29,700 (paid in July, ple
5. 41701 Wa Co - Maintenance & Repair = \$15,000 outstanding
6. 41801 OHA = \$0 (we have not spent the f
7. 41902 HUD CoC = \$2,424.07 outstanding for F
8. 41802 SHAP = \$212,000 outstanding (cont
9. 48101 Community Dev Partners = \$16,200 outstanding

standing	\$ 241,802.94
standing	\$ 142,200.75
	\$ 20,000.00
(base apply to FY 21-22)	\$ 29,700.00
	\$ 15,000.00
(full \$60K advance)	\$ -
(FY 21-22 (this contract ends 8/31/22)	\$ 2,424.07
(contract is administered by Community Action of Washington County)	\$ 212,000.00
	\$ 16,200.00
	\$ 679,327.76

Shelter Program
Shelter Facility
Food Program
Children's Program
Housing Stabilization Program
Workforce Program
Supportive Housing Program
Volunteer Program
Outreach
COVID Wraparound Support
Events
Fundraising
Administrative
Unrestricted Donations
Permanently Restricted Donations
Temporarily Restricted Donations
Earned Revenue
Capacity Development

**East Washington County Shelter Partnership Council Incorporated
dba Good Neighbor Center
Board of Directors 2022-23**

Name/Email

Nicole Wolfer
Board Chair, Executive Committee
nicolefwolfer@gmail.com

Development Specialist
Providence Newberg Medical Center

Tom Heger
Vice Chair, Facilities Committee
Tom.Heger@jedunn.com

Vice President
JE Dunn Construction

Heather Jackson
Secretary, Executive Committee
hlmjax@gmail.com

Human Resources Manager
Cascade Management Inc.

Shannon Moxley
Treasurer, Executive Committee
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Owner
Shannon M. Moxley CPA

Jamie Stasny
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Regional Transportation & Land Use Policy
Coordinator
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Owner
Aldridge & Associates Business Brokers

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

DEPARTMENT OF THE TREASURY

Date: OCT 19 2004

Employer Identification Number:

93-1269989

DIN:

37053269739054

Contact Person:

ERIC J BERTELSEN

ID# 31323

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

370(b)(1)(A)(vi)

EAST WASHINGTON COUNTY SHELTER
PARTNERSHIP CODNCIL INC
11130 SW GREENBURG RD
TIGARD, OR 97223-5433

Dear Applicant:

Our letter dated JANUARY 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)