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June 03, 2002

Mayor Jim Griffith and City Council Members
 City of Tigard
 13125 SW Hall Blvd.
 Tigard, Oregon 97223


Dear Mayor Griffith and City Council Members:

Thank you for the opportunity to provide additional information regarding Community Action's Neighborshare services in Tigard.

Community Action Neighborshare was created as a collaboration between Community Action and the local Tigard community. The support of the City and numerous churches, along with Community Action's resources, made it possible for us to open up a satellite office to serve the low-income community in the south county with a range of emergency and basic needs services. We have established a Neighborshare Emergency Fund with the contributions we receive from local churches, individuals and organizations. We have found that sometimes Community Action Neighborshare is believed to be the Neighborshare Fund. This fund represents about 5% of the total funds we distribute from our Neighborshare office to help local families in crisis. The following is a breakdown of the emergency assistance that was provided last fiscal year and the first 10 months of this fiscal year, as well as the number of families we have connected with emergency food boxes.

	Fiscal Year 2000-2001		Fiscal Year 2001-2002 (July 01 through April 02)	
Energy Assistance	1,933 households	\$370,329	1,690 households	\$358,949
Rent Assistance	162 households	28,464	118 households	23,985
Gen Emergency	33 households	1,965	23 households	2,058
Food Boxes	2,023 households	---	1,877 households	---
Totals:	4,151 households	\$400,758	3,708 households	\$384,992

Community Action's Neighborshare office screens families in need of food boxes, connecting them up with a local food box provider. In addition to the distribution of emergency funds and co-ordination of food boxes, Neighborshare staff links families in

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need with other services offered by Community Action. These services include Head Start, which operates in Tigard at two grades schools, and our Opening Doors program for pregnancy support, to name a couple. While Neighborshare serves families in the larger Tigard, Tualatin, Sherwood area, attached you will find a complete list of the Community Action services received by Tigard families during the last fiscal year. Currently we are receiving 50-60 calls and 5-10 walk-ins each day at our Neighborshare office.

Community Action utilizes the City of Tigard funds to support a portion of the costs of delivering services out of our Neighborshare site. We have two paid staff, an occasional subsidized placement through the Department of Human Resources and volunteers. This year, the costs supported by the City of Tigard funds include phones, utilities, janitorial service, copier and phone repairs, office supplies and postage. Community Action funds cover all of the other costs, including staff and direct payments to clients. We have far fewer funding sources willing to pay the cost to deliver service than we have who are willing to provide direct payments to clients. As such, the City of Tigard funds have been invaluable in contributing to our capacity to leverage other dollars and deliver services to families in need.

We have greatly appreciated the donation of office space from the city as it has helped us keep our operating costs down and made it possible to deliver services locally. You may have heard that we have the opportunity to co-locate with CPAH in the old Charles F. Tigard School. We would very much like to stay connected with CPAH, and any other organizations serving the low-income community. After exploring the issues related to Charles F Tigard with the school district's Risk Manager, however, we regretfully had to decline moving into the facility. We respect that other organizations with the same information may make different decisions, and hope that our decision is not misunderstood.

We are continuing to search out a new location for Community Action Neighborshare. There is a possibility that we could temporarily co-locate with Tualatin Valley Centers in their expanded facility, although not until the end of summer. While we are developing space alternatives, is the city in a position to allow Community Action's Neighborshare office a two to three month extension in the current location?

I hope that this information has cleared up your questions and given you a better understanding of our organization and the work that we do. Please let me know if there is anything additional you need or if you would like for me to meet with you to discuss this in person. I also hope that you are able to support our request to the city for \$15,000. Thank you for all of your considerations.

Sincerely,



Jerralynn Ness
Executive Director