

WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION
1985-86 PROGRAM DESCRIPTION

Washington County Community Action Organization is a private non-profit corporation concerned with poverty and the needs of the poor in Washington County. We operate a variety of human service programs to assist low income families as well as the elderly, youth, minorities and handicapped individuals. The following is a brief summary of our current programs.

HEAD START

Pre-school education, health care, social activities and parent involvement for four and five year old children and their families.

YOUTH EMPLOYMENT & TRAINING

Job placement and training services for low income youth in Washington County.

ENERGY DEPARTMENT

Assists low income people in the acquisition of affordable energy.

a. Weatherization

To save energy and lower the fuel costs of low income families in Washington County through application of materials to stop heat loss and consumer education.

b. Energy Access

1. Involves socially and economically disadvantaged people in activities that will lessen the impact of rising energy costs. (Energy Coalition)
2. Enables low and moderate income people to decrease their energy costs through training in conservation techniques and application of low/no cost weatherization materials to their homes. (Self Help Weatherization).

c. Heating Assistance

Financial assistance to low income households to help pay their heating costs (winter time only) as well as information and referral regarding energy conservation and utility policies.

VOLUNTEER CENTER

a. Retired Senior Volunteer Program (RSVP)

Provides a variety of opportunities for retired persons age 60 and older to participate more fully in their community through significant volunteer services with non-profit organizations and the schools.

b. Tualatin Valley Food Center (TVFC)

Provides a county wide food distribution network which exists to coordinate the solicitation, storage and distribution of donated food to organizations serving hunger needs.

c. Wood Co-Op

Utilizes volunteers in the cutting and hauling of donated firewood to low income seniors and handicapped persons whose primary source of heat is wood.

d. Volunteers in Service to America (VISTA)

Places VISTA volunteers for one year to work full time on projects serving the needs of low income and disadvantaged persons.

EMERGENCY SERVICES

Provides housing related emergency services, shelter and paralegal assistance while emphasizing and guiding toward self-sufficiency.

- a. Shelter Home
Provides temporary housing for homeless low income persons and families, as well as general emergency needs assistance and counseling.
- b. Housing Services
Provides housing related assistance to prevent homelessness for non shelter home residents.
- c. Paralegal Assistance
Provides paralegal assistance to persons having questions or problems related to Welfare, Food Stamps or Social Security.

ELIGIBILITY

Each program has individual eligibility requirements. WCCAO programs are developed for persons who are low income, minority, handicapped or senior citizens. For further information about individual programs call WCCAO at 648-6646 or call directly to the program you are interested in.

CENTRAL OFFICE

245 S. E. 2nd
Hillsboro, OR 97123
648-6646

HEAD START

Central Office
245 S. E. 2nd
Hillsboro, OR 97123
648-6646

VOLUNTEER CENTER

20515 S. W. Blanton
Aloha, OR 97007
642-3236

YOUTH EMPLOYMENT & TRAINING

245 S. E. 2nd
Hillsboro, OR 97123
648-6646

Cornelius Center
262 S. 11th
Cornelius, OR 97113
357-4964

Tualatin Valley Food Center

20515 S. W. Blanton
Aloha, OR 97007
642-3236

ENERGY DEPARTMENT

2575 N. E. Kathryn, #10 & #11
Hillsboro, OR 97123
640-8811

Hillsboro Center
332 N. E. 6th
Hillsboro, OR 97123
640-5750

Retired Senior Volunteer Prog.

20515 S. W. Blanton
Aloha, OR 97007
642-3236

EMERGENCY SERVICES & SHELTER

210 S. E. 12th
Hillsboro, OR 97123
648-0820 & 648-0829

Sherwood Center
480 N. W. Washington
Sherwood, OR 97140
625-5105

Wood Co-Op

20515 S. W. Blanton
Aloha, OR 97007
642-3236

Sunset Center
17652 N. W. Cornell Rd.
Beaverton, OR 97005
645-5311

Volunteers in Service to America

20515 S. W. Blanton
Aloha, OR 97007
642-3236

ADMINISTRATION

Jerralynn Ness
Executive Director

Irma Jimenez
Pilar Kleier
Jackie D. Searight

FISCAL DEPARTMENT

Holly Freeman
Comptroller

Betty-Lu Sanders
Bernice Wisotski

EMERGENCY SERVICES &
SHELTER HOME

Cheryl Hilbert
Director

Robin Aaberg
Richard Alvarez
Donna Butler
Bonita Byron
Betty Cook
Jackie Hanes
Yvonne M. Hatton
Wilma Hill
Michele Ranck

WELFARE HOTLINE

Julia Escobedo

VOLUNTEER CENTER

Linda Davis
Director

Ehla Dreske
John Parks
Margie Reynolds

R.S.V.P.

Elaine Wells
Director

Virginia Brown

YOUTH EMPLOYMENT & TRAINING

Betty Abela, Director

Rhonda Jerome
Susan Rogers

TUALATIN VALLEY FOOD CENTER

Valerie Bozied, Coordinator

Glaucus M. Donley
Doris Haversley
Don Peterson

WASH. CO. WOOD COOP

Denise Andrews

VISTA

Sara Packer, Coordinator

Denise Andrews
Bev Boyd
Shelagh Cavanaugh
Delbert Gridley
Laura Hawes
Chris Hovey
Vern Hovey
Toni Ortegón
Shari Parker
Sherri Spencer

HEAD START

Cathy Wise
Director

Nancy Alderman
Delores C. Bahr
Donna Bennington
William Bennington
Linda Bolek
Sharon Bolmeier
Elaine Burrell
Myrtle Calkins
Susan D. Christ
Jo Ann Cooke
Charity Dasenbrock
Diana Desimone
Anita Esquivel
Tina Hanson
Marilyn C. Harrison
Cheryl E. Heaton
Lorraine Heller
Sandra L. Kitchen
Maria Elva Lamb

HEAD START (Continued)

Elena Long
Kristin Ludwig
Mary Matel-Povolo
Rachel Molina
Patricia Mundlin
Joanne Parker
Patricia Sabatinos
Pamela A. Strouhal
Rebecca Van Steenwyk
Sandra Wade
Lu Walker
Linda Watt
Carolyn Westlake
Joyce Worthington

ENERGY PROGRAM

Pam Banks
Director II

WEATHERIZATION

Richard Reynolds
Director

Linda Burns
Robert Cleary
Mildred Crain
Lloyd Dalton
Stacey S. Hinds
Rebecca Risner

ENERGY ACCESS

Linda Burns, Coordinator

Delbert Gridley
Toni Ortegón

ENERGY ASSISTANCE & ADVOCACY

Judy Schilling
Director

Sylvia C. Cortez
William K. Fields
Sulema Figueroa
Norma Gonzalez
Isabelle Mendoza
Tanya Morrow
Ismelda Perez
Joan Swanson

6 MONTH Year end projection

WASHINGTON COUNTY COMMUNITY ACTION
1985-86 PROGRAM & FINANCIAL GOALS

1. WCCAO EMERGENCY ASSISTANCE

Overall Goal: To provide housing related emergency services, shelter and paralegal assistance to at least 5650 individuals while emphasizing and guiding toward self-sufficiency.

200 / 366
3086

400 / 732
6172

864 / 2187

159 / 363
4593

318 / 726
29186

Emergency Shelter

Goal I: To provide emergency shelter to at least ¹⁴⁷⁰ 350 family units, representing 650 low income individuals and a total number of 4,730 bed days. ^{13%} 30% over

Emergency Services

Goal II: To provide housing related emergency assistance to 600 homeless families, representing 1500 homeless individuals, unable to be housed at the shelter.
→ almost 3x as many

Goal III: To provide at least \$5,000 in emergency financial assistance to 200 homeless and/or sheltered families (500 individuals) to reduce crisis and meet emergency needs, while emphasizing self-sufficiency.
→ almost twice
4590 over

Goal IV: To prevent the eviction of 600 families or 1500 low income individuals by dispersing FERMA rent assistance funds while providing support counseling.

Goal V: To assure that general emergency needs are met by actively supporting the expansion of existing community resources and the development of new delivery systems.
Homeless Assistance
→ Shelter for Victims of Domestic Violence
→ Homestreet

Emergency Para-Legal Assistance

Goal VI: Provide paralegal assistance to at least 1500 low income households having questions or problems related to Welfare, Food Stamps, or SSI (3500 individuals).

Goal VII: To transfer this service to the Hillsboro Legal Service's Office for technical assistance and supervision.

CARE TO SHARE
UNBC SUB CONTRACTS
- Rent
- Shared Housing
- Mental Health
- TN-Coordination

385 / 1009
770 / 2018

Transferred as of 10-1-86

789,438

54,000 ✓
8,000 ✓
14,000 ✓
4,000 ✓
100 ✓
1,500 ✓
3,000 ✓
450 ✓
28,290 ✓
7,500 ✓
11,638 ✓
32,123 ✓
1,317 ✓
2,500 ✓
20,000 ✓

Cost: \$188,990

Other Potential Revenue:

Revenue:	United Way	\$54,000
	Hillsboro	8,000
	Beaverton	12,000
	Forest Grove	4,000
	Sherwood	500
	Tualatin	1,500
	Portland	2,000
	Client Fees / Donations	400
	State Homeless Fund	38,190
	Emergency Fund	5,000
	CDBG	12,528
	CSBG-WCCAO	32,793
	Sub-Total:	\$170,911
	Fundraising Goal:	\$18,079
	Total Revenue :	\$188,990

Washington County	\$20,000
Catholic Charities	3,000 NO
Homeless Fund-Increase	10,000 NO
Total:	\$33,000

Contingencies:

1. .15 FTE Counselor/Fringe	\$2,324
2. .50 FTE Counselor/Fringe	7,747
NO3. Paralegal Support Costs	975
NO4. .50 FTE Paralegal/Fringe	7,747
Total:	\$18,793

UNBC Sub-Contract - 38,685
State Homeless Fund - 16,183
Total Sub-Contracts - \$54,868
70% State Contingency 189,438

WARD Wash Co.

TOTAL: 189,438 +448

188,993 TOTAL

2. WASHINGTON COUNTY HEAD START

Overall Goal: To serve four and five year old low income children and their families in a learning experience that includes pre-school education, health care and social activities.

Objective: To provide comprehensive preschool services to 144 low income and handicap children.

Objective: To provide social services and parent involvement opportunities to the parents of Head Start children.

Objective: To ensure that all children enrolled receive a physical and dental exam, update immunizations and receive treatment for identified problems.

Objective: To provide for 1/3 of the daily nutritional requirements of the children each day they attend school.

Cost: \$455,600

Revenue:

Health & Human Services:

Primary Grant \$371,953

Handicap Funds 23,666

Training Funds 6,540

USDA Reimbursements 18,500

CSBG-WCCAO 32,202

Sub Total: \$452,861

Fundraising Goal: 2,739

Total Revenue: \$455,600

Contingency: Close the Center 3 days early.

Total: \$3,000

402,159

152
152
32%
78%
64%
100%
89%
100%
50%
100%
78%
100%
50%
100%

1556 Program Improvement

454,417

3. YOUTH EMPLOYMENT PROGRAM

Overall Goal: To serve approximately 800 low income youth in Washington County with job placement and training needs, while emphasizing efforts that will break the cycle of poverty through greater self-sufficiency.

Year Round Program

Goal I: To enroll approximately 300 low income youth in employment and to place approximately 160 of these youth in unsubsidized employment.

Summer Youth Employment Program

Goal II: To enroll 502 youth in employment and training activities and to place approximately 150 of these youth in unsubsidized employment. Approximately 225 of the youth served through the summer program will have special needs to be addressed to assure their employability.

153
22
257
131

471
114
93%
75%

- Not enough staff time
- Director understaffed / staff turnover

30% placement goal / met 80%

3. YOUTH EMPLOYMENT PROGRAM (continuation)

Goal III: To maintain an active Washington County Youth Employment & Training Coalition by establishing memorandum of understandings, meeting regularly and involving their participation in long range program planning and development.

Cost: \$1,056,171

Revenue:

Multnomah Washington Private Industry Council-
Job Training Partnership Act Funds.

Care Program 128,628
85-86 Year Round ~~\$500,000~~ (estimated) 545,660

1985 Summer ~~\$556,171~~ 384,481
\$1,056,171 1,058,769 + 2,598

4. WASHINGTON COUNTY VOLUNTEER CENTER

Overall Goal: To strengthen and enhance volunteer involvement in Center self-help projects, as well as promote individual, family and community involvement in service to those in need, while increasing visibility, obtaining needed resources, improving co-ordination and increasing services.

Goal I: R.S.V.P. Program

RSVP is designed to provide a variety of opportunities for retired people age 60 and older to participate more fully in the life of their community through significant volunteer services with non-profit organizations and school systems in the community.

Objective I: Increase the variety and number of volunteer opportunities by establishing at least 24 new Volunteer Stations, with an emphasis on service to youth (literacy) and crime prevention.

Objective II: Increase the number of active RSVP volunteers to 350 to provide (at an average of 172 volunteer hours per volunteer per year) 51,643 service hours.

Objective III: To develop a participatory well informed Advisory Council by establishing at least six permanent subcommittees to help support the program achieve its goals in areas of program need.

Cost: \$69,236

Revenue:

Contingencies:

ACTION-RSVP \$34,963
Required Match \$14,374
CSBG-WCCAO \$9,167
Cedar Chest \$2,000
Sub-Total: \$60,504
Fundraising Goal: \$8,732
\$69,236

Sell Van \$2,000
.50 FTE Secretary \$6,527
\$8,527

6. *it's up*
9 member Policy
35 Coalition

18 24

268 300
19,248 40,000 } short

OK

34963
15122
9167
2000
5742
66,694

4. WASHINGTON COUNTY VOLUNTEER CENTER (continuation)

Goal II: VISTA Program

To place up to 15 VISTA volunteers for one year to work full time on the following projects serving the needs of low income and disadvantaged persons in Washington County.

Wood CoOp:

To mobilize existing resources in Washington County to cooperatively and effectively meet the needs of 200 senior and handicapped persons requesting emergency wood as a primary heating source.

Volunteer Center:

To develop a cooperative economic development plan that will generate 25,000 the first year and create stable funding base for programs housed in the Volunteer Center, that are serving the basic human needs of over 50,000 low income persons.

Foster Parent's United Support Group:

To provide coordinated support services needed to improve the quality of life and opportunities of 280 Washington County Foster Children.

Housing Services of Oregon:

To provide emergency temporary shelter and independent living skills to 200 displaced youth in Washington County.

Community Housing Resource Board:

To promote better and increased housing for low income families in Washington County.

Energy Program:

To provide at least 4,000 low income households in Washington County with the opportunity to acquire skills, knowledge or resources needed to assure their access to affordable energy.

Petra Perez Senior Center:

- A. To establish an ongoing Senior Media Project that will train four senior workers, provide Petra Perez funding stability and increase 500 senior and low income households and resources available in Washington County.
- B. To provide a meaningful program of activities to serve at least 178 hispanic and non-hispanic seniors who visit the Center.
- C. To coordinate a volunteer run transportation program which will meet the basic needs of at least 100 seniors by delivering meals to the homebound and transporting seniors to health care providers, shopping and senior activities.

Centro Cultural:

To provide better services addressing basic human needs of food, housing, employment and literacy to 5,000 low income and Hispanics in Washington County by conducting a culturally oriented needs assessment.

Cost: \$26,255 *26,100*

Revenue:

ACTION-VISTA
CSBG-WCCAO

\$10,000 *10,594*
\$16,255 *16,255*
26,255 *26,849*

4. WASHINGTON COUNTY VOLUNTEER CENTER (continuation)

Goal III: Tualatin Valley Food Center (TVFC)

To provide a County wide food distribution network which exists to coordinate the solicitation, storage, and distribution of donated usable food to organizations serving hunger needs.

810,139 1,620,278
 56,450 112,900
 47 51
 2281
 (7794 individ)
 3660 7320

Objective I: To obtain and distribute at least ~~663,670~~ pounds of salvageable food to ~~47~~ participating members who will provide emergency food boxes to meet the needs of at least ~~50,000~~ low income people.

Objective II: To provide at least ~~2,000~~ Christmas baskets to families in need.

Objective III: To obtain at least ~~5,500~~ volunteer hours in the operation of TVFC activities.

Cost: ~~-\$99,208~~ 93,148

Revenue:

3750	United Presbystery Grant	\$4,500
14,000	FEMA	\$10,000
27,056	USDA	\$15,494
15,438	Food Handling	\$12,000
43,990	CSBG-WCCAO	\$43,990
	Sub Total:	\$85,984

Contingencies:

.50 FTE Special Projects	
Coordinator & Fringe	\$7,747
Volunteer Mileage	\$1,400
Sell Fork Lift	\$5,000
	<u>\$14,147</u>

Fundraising Goal : \$13,224
 Total Revenue: \$99,208 117,183

+ 24,035

Goal IV: Washington County Wood Cooperative

To utilize volunteers in the cutting and hauling of donated firewood to low-income seniors and handicapped people living in Washington County whose primary source of heat is wood.

208 250
 219 438
 6157 12,314

Objective I: To increase membership to at least ~~300~~²²⁵ families.

Objective II: To cut and distribute at least ~~875~~³⁵⁰ cords of wood.

Objective III: To obtain at least ~~4,000~~ volunteer hours for program operation.

Cost: ~~\$20,001~~ 18,414

Revenue:

CSBG-WCCAO	\$13,990✓
Savings Account	1,000
Council on Aging	1,000✓
Sub-Total:	\$15,990
Fundraising Goal:	\$4,011
Total Revenue:	<u>\$20,001</u>

3925

Other Potential Revenue:

Use funds from sale of Wood Truck	\$2,700
Allocate from corporate Fund balance	\$1,311
	<u>\$4,011</u>

5. ENERGY PROGRAM

Overall Goal: To assist low-income people in the acquisition of affordable energy.

Energy Assistance

1628 4000

Goal I: To provide energy assistance funding and/or emergency aid funding to at least 4,000 low-income households in Washington County.

Goal II: To provide information and referral regarding energy conservation and utility policies to at least 4,000 low-income households in Washington County.

Energy Access

Goal I: To involve at least 20 socially and economically disadvantaged people in activities that will lessen the impact of rising energy costs.

Goal II: To enable at least 20 socially and economically disadvantaged people to advocate on their own behalf for more affordable energy through training and networking.

72 75
10 12

Goal III: To enable at least ⁷⁵100 low and moderate income people to decrease their energy costs through ¹⁰16 skills training workshops in energy conservation techniques and application of low cost weatherization materials to their homes.

Weatherization

122

Goal: To save energy and lower the fuel costs of at least ¹⁰⁵175 low-income households in Washington County through application of materials to stop heat loss and consumer education.

Cost: ~~\$389,500~~ 388,843

Revenue:

Other Potential Revenue:

State Community Services-Low
Income Heating Assistance
Funds \$69,670
Community Development Block
Grant Funds \$40,000
Department of Energy \$92,693
SCSP-LIEAP Weatherization \$136,945
SHOW \$5,000
PGE \$20,000

Supplementary SCSP Funds \$9,775
Fred Meyer Charitable Trust \$11,704
Church Contributions \$5,000
\$26,479

Contingencies:

LIEAP Staff Reductions \$9,775
Eliminate Energy Access
Goals I & II \$11,704
Reduce Weatherization
Staff/Material Costs \$3,713
\$25,192

Sub Total: \$364,308
Fundraising Goal: \$25,192
Total: \$389,500

390,827

23,500 Home Repair



WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION

245 SE Second, Hillsboro Oregon 97123

January 6, 1986

TO: WCCAO Board of Directors
FROM: Pam Banks, Energy Program Director *PSB*
RE: Revision of Weatherization Program Goal for FY '85-'86

Central Office

245 S.E. 2nd
Hillsboro, OR 97123

- *Administration
648-6646
- *Head Start
648-6646
- *LIEAP Fuel Assistance
640-8951
- *Energy Coalition
640-8951

Weatherization

2575 N.E. Kathryn
#10 & #11
Hillsboro, OR 97123
640-8811

Emergency Shelter House

210 S.E. 12th
Hillsboro, OR 97123

- *Emergency Services & Shelter
648-0820 & 648-0829
- *Welfare Hotline
648-0514
- *Employment Access
*648-0514

Washington County Volunteer Center

20515 S.W. Blanton
Aloha, OR 97007

- *Retired Senior Volunteer Program
- *Wood Co-op
- *Crop Gleaners
- *Tualatin Valley Food Center
- *VISTA Project
642-3236

NARRATIVE:

The goal for weatherization approved by the WCCAO Board as part of the 1985-86 Program & Financial Plan was to weatherize at least 175 low-income households in Washington County. That goal needs to be changed to 105 for the following reasons:

1. This goal was developed in January/February 1985 during the initial stage of program planning; changes since that time were not taken into account in terms of their effect on the annual goal.
2. New regulations from DOE (effective 4/1/85) allowed expenditures per home to increase from \$1200 to \$1600.
3. We were mandated by our funding source, SCS, to add wall insulation as another measure that we should complete on each home.
4. We were strongly encouraged in new contract language from SCS to complete the maximum weatherization on each home as was possible, in order to maximize energy savings; in order to accomplish this end, we were also strongly encouraged to "piggy-back" LIEAP Weatherization funds with DOE funds on homes that needed more weatherization than one funding source by itself could complete.

Our original goal of 175 did not take into account factors 2,3 or 4 stated above. Because of these changes, we are unable to weatherize as many homes, but each home we do weatherize is receiving more complete weatherization and, therefore, will realize greater energy savings.

RECOMMENDED ACTION:

Revise Weatherization Program goals for FY '85-'86 to read:

"To save energy and lower the fuel costs of at least 105 low-income households in Washington County through application of materials to stop heat loss and consumer education."

WASHINGTON COUNTY COMMUNITY ACTION
1985-86 PROGRAM & FINANCIAL GOALS

1. WCCAO EMERGENCY ASSISTANCE

Overall Goal: To provide housing related emergency services, shelter and paralegal assistance to at least 5650 individuals while emphasizing and guiding toward self-sufficiency.

Emergency Shelter

Goal I: To provide emergency shelter to at least 350 family units, representing 650 low income individuals and a total number of 4,730 bed days.

Emergency Services

Goal II: To provide housing related emergency assistance to 600 homeless families, representing 1500 homeless individuals, unable to be housed at the shelter.

Goal III: To provide at least \$5,000 in emergency financial assistance to 200 homeless and/or sheltered families (500 individuals) to reduce crisis and meet emergency needs, while emphasizing self-sufficiency.

Goal IV: To prevent the eviction of 600 families or 1500 low income individuals by dispersing FERMA rent assistance funds while providing support counseling.

Goal V: To assure that general emergency needs are met by actively supporting the expansion of existing community resources and the development of new delivery systems.

Emergency Para-Legal Assistance

Goal VI: Provide paralegal assistance to at least 1500 low income households having questions or problems related to Welfare, Food Stamps, or SSI (3500 individuals).

Goal VII: To transfer this service to the Hillsboro Legal Service's Office for technical assistance and supervision.

Cost: \$188,990

Other Potential Revenue:

<u>Revenue:</u>	United Way	\$54,000	Washington County	\$20,000
	Hillsboro	8,000	Catholic Charities	3,000
	Beaverton	12,000	Homeless Fund Increase	10,000
	Forest Grove	4,000	Total:	<u>\$33,000</u>
	Sherwood	500		
	Tualatin	1,500	<u>Contingencies:</u>	
	Portland	2,000	1. .15 FTE Counselor/Fringe	\$2,324
	Client Fees	400	2. .50 FTE Counselor/Fringe	7,747
	State Homeless Fund	38,190	3. Paralegal Support Costs	975
	Emergency Fund	5,000	4. .50 FTE Paralegal/Fringe	7,747
	CDBG	12,528	Total:	<u>\$18,793</u>
	CSBG-WCCAO	32,793		
	Sub-Total:	\$170,911		
	Fundraising Goal:	\$18,079		
	Total Revenue :	<u>\$188,990</u>		

2. WASHINGTON COUNTY HEAD START

Overall Goal: To serve four and five year old low income children and their families in a learning experience that includes pre-school education, health care and social activities.

Objective: To provide comprehensive preschool services to 144 low income and handicap children.

Objective: To provide social services and parent involvement opportunities to the parents of Head Start children.

Objective: To ensure that all children enrolled receive a physical and dental exam, update immunizations and receive treatment for identified problems.

Objective: To provide for 1/3 of the daily nutritional requirements of the children each day they attend school.

Cost: \$455,600

Revenue:

Health & Human Services:

Primary Grant	\$371,953	
Handicap Funds	23,666	
Training Funds	6,540	
USDA Reimbursements	18,500	
CSBG-WCCAO	32,202	
Sub Total:	\$452,861	
Fundraising Goal:	2,739	
Total Revenue:	\$455,600	

Contingency: Close the Center
3 days early.

Total: \$3,000

3. YOUTH EMPLOYMENT PROGRAM

Overall Goal: To serve approximately 800 low income youth in Washington County with job placement and training needs, while emphasizing efforts that will break the cycle of poverty through greater self-sufficiency.

Year Round Program

Goal I: To enroll approximately 300 low income youth in employment and to place approximately 160 of these youth in unsubsidized employment.

Summer Youth Employment Program

Goal II: To enroll 502 youth in employment and training activities and to place approximately 150 of these youth in unsubsidized employment. Approximately 225 of the youth served through the summer program will have special needs to be addressed to assure their employability.

3. YOUTH EMPLOYMENT PROGRAM (continuation)

Goal III: To maintain an active Washington County Youth Employment & Training Coalition by establishing memorandum of understandings, meeting regularly and involving their participation in long range program planning and development.

Cost: \$1,056,171

Revenue:

Multnomah Washington Private Industry Council-
Job Training Partnership Act Funds.

85-86 Year Round	\$500,000 (estimated)
1985 Summer	<u>\$556,171</u>
	<u>\$1,056,171</u>

4. WASHINGTON COUNTY VOLUNTEER CENTER

Overall Goal: To strengthen and enhance volunteer involvement in Center self-help projects, as well as promote individual, family and community involvement in service to those in need, while increasing visibility, obtaining needed resources, improving co-ordination and increasing services.

Goal I: R.S.V.P. Program

RSVP is designed to provide a variety of opportunities for retired people age 60 and older to participate more fully in the life of their community through significant volunteer services with non-profit organizations and school systems in the community.

Objective I: Increase the variety and number of volunteer opportunities by establishing at least 24 new Volunteer Stations, with an emphasis on service to youth (literacy) and crime prevention.

Objective II: Increase the number of active RSVP volunteers to 350 to provide (at an average of 172 volunteer hours per volunteer per year) 51,643 service hours.

Objective III: To develop a participatory well informed Advisory Council by establishing at least six permanent subcommittees to help support the program achieve its goals in areas of program need.

Cost: \$69,236

Revenue:

ACTION-RSVP	\$34,963
Required Match	\$14,374
CSBG-WCCAO	\$9,167
Cedar Chest	\$2,000
Sub-Total:	<u>\$60,504</u>
Fundraising Goal:	<u>\$8,732</u>
	<u>\$69,236</u>

Contingencies:

Sell Van	\$2,000
.50 FTE Secretary	<u>\$6,527</u>
	<u>\$8,527</u>

4. WASHINGTON COUNTY VOLUNTEER CENTER (continuation)

Goal II: VISTA Program

To place up to 15 VISTA volunteers for one year to work full time on the following projects serving the needs of low income and disadvantaged persons in Washington County.

Wood CoOp:

To mobilize existing resources in Washington County to cooperatively and effectively meet the needs of 200 senior and handicapped persons requesting emergency wood as a primary heating source.

Volunteer Center:

To develop a cooperative economic development plan that will generate 25,000 the first year and create stable funding base for programs housed in the Volunteer Center, that are serving the basic human needs of over 50,000 low income persons.

Foster Parent's United Support Group:

To provide coordinated support services needed to improve the quality of life and opportunities of 280 Washington County Foster Children.

Housing Services of Oregon:

To provide emergency temporary shelter and independent living skills to 200 displaced youth in Washington County.

Community Housing Resource Board:

To promote better and increased housing for low income families in Washington County.

Energy Program:

To provide at least 4, 000 low income households in Washington County with the opportunity to acquire skills, knowledge or resources needed to assure their access to affordable energy.

Petra Perez Senior Center:

- A. To establish an ongoing Senior Media Project that will train four senior workers, provide Petra Perez funding stability and increase 500 senior and low income households and resources available in Washington County.
- B. To provide a meaningful program of activities to serve at least 178 hispanic and non-hispanic seniors who visit the Center.
- C. To coordinate a volunteer run transportation program which will meet the basic needs of at least 100 seniors by delivering meals to the homebound and transporting seniors to health care providers, shopping and senior activities.

Centro Cultural:

To provide better services addressing basic human needs of food, housing, employment and literacy to 5,000 low income and Hispanics in Washington County by conducting a culturally oriented needs assessment.

Cost: \$26,255

Revenue:

ACTION-VISTA	\$10,000
CSBG-WCCAO	\$16,255
	<u>\$26,255</u>

4. WASHINGTON COUNTY VOLUNTEER CENTER (continuation)

Goal III: Tualatin Valley Food Center (TVFC)

To provide a County wide food distribution network which exists to coordinate the solicitation, storage, and distribution of donated usable food to organizations serving hunger needs.

Objective I: To obtain and distribute at least 663,670 pounds of salvageable food to 47 participating members who will provide emergency food boxes to meet the needs of at least 50,000 low income people.

Objective II: To provide at least 2,000 Christmas baskets to families in need.

Objective III: To obtain at least 5,500 volunteer hours in the operation of TVFC activities.

Cost: \$99,208

Revenue:

United Presbystery Grant	\$4,500
FEMA	\$10,000
USDA	\$15,494
Food Handling	\$12,000
CSBG-WCCAO	\$43,990
Sub Total:	<u>\$85,984</u>

Contingencies:

.50 FTE Special Projects Coordinator & Fringe	\$7,747
Volunteer Mileage	\$1,400
Sell Fork Lift	\$5,000
	<u>\$14,147</u>

Fundraising Goal :	<u>\$13,224</u>
Total Revenue:	<u>\$99,208</u>

Goal IV: Washington County Wood Cooperative

To utilize volunteers in the cutting and hauling of donated firewood to low-income seniors and handicapped people living in Washington County whose primary source of heat is wood.

Objective I: To increase membership to at least 300 families.

Objective II: To cut and distribute at least 875 cords of wood.

Objective III: To obtain at least 4,000 volunteer hours for program operation.

Cost: \$20,001

Revenue:

CSBG-WCCAO	\$13,990
Savings Account	1,000
Council on Aging	1,000
Sub-Total:	<u>\$15,990</u>
Fundraising Goal:	<u>\$4,011</u>
Total Revenue:	<u>\$20,001</u>

Other Potential Revenue:

Use funds from sale of Wood Truck	\$2,700
Allocate from corporate Fund balance	\$1,311
	<u>\$4,011</u>

5. ENERGY PROGRAM

Overall Goal: To assist low-income people in the acquisition of affordable energy.

Energy Assistance

Goal I: To provide energy assistance funding and/or emergency aid funding to at least 4,000 low-income households in Washington County.

Goal II: To provide information and referral regarding energy conservation and utility policies to at least 4,000 low-income households in Washington County.

Energy Access

Goal I: To involve at least 20 socially and economically disadvantaged people in activities that will lessen the impact of rising energy costs.

Goal II: To enable at least 20 socially and economically disadvantaged people to advocate on their own behalf for more affordable energy through training and networking.

Goal III: To enable at least 100 low and moderate income people to decrease their energy costs through 16 skills training workshops in energy conservation techniques and application of low cost weatherization materials to their homes.

Weatherization

Goal: To save energy and lower the fuel costs of at least 175 low-income households in Washington County through application of materials to stop heat loss and consumer education.

Cost: \$389,500

Revenue:

State Community Services-Low Income Heating Assistance Funds	\$69,670
Community Development Block Grant Funds	\$40,000
Department of Energy	\$92,693
SCSP-LIEAP Weatherization	\$136,945
SHOW	\$5,000
PGE	\$20,000
Sub Total:	<u>\$364,308</u>
Fundraising Goal:	\$25,192
Total:	<u><u>\$389,500</u></u>

Other Potential Revenue:

Supplementary SCSP Funds	\$9,775
Fred Meyer Charitable Trust	\$11,704
Church Contributions	\$5,000
	<u>\$26,479</u>
<u>Contingencies:</u>	
LIEAP Staff Reductions	\$9,775
Eliminate Energy Access Goals I & II	\$11,704
Reduce Weatherization Staff/Material Costs	\$3,713
	<u><u>\$25,192</u></u>

WASHINGTON COUNTY COMMUNITY ACTION
HOUSING RESOURCES AND SHELTER PROGRAM

"You cannot help men by doing for them what
they could and should do for themselves."

Abraham Lincoln

The philosophy of the Housing Resources and Shelter Program is to help people help themselves. Support Counselors provide information and referrals, advocacy, counseling and direct assistance aimed at enhancing their clients' self-sufficiency and sense of self-worth. They assist families and individuals with job and housing search, in setting long- and short-term goals, prioritizing objectives and deciding on a plan of action. Problem-solving techniques, communication skills and job search strategies are taught in weekly workshops.

Direct services are offered to shelter residents and to those who are homeless.

- * Shelter
- * Food-food boxes are available to shelter residents who don't have other food resources.
- * Small loans for rent, transportation, medical expenses, clothing, and employment access needs can be obtained from an Emergency Fund provided by local donors. Availability depends on donations and eligibility guidelines.

Support services are offered to shelter residents, homeless individuals and those having housing-related problems.

- * Information and Referral
- * Counseling
- * Advocacy
- * Life Planning Workshops

A Washington County resident who has a housing-related problem or needs housing information may call between 8:00 a.m. and 4:00 p.m. M-F.

ABOUT THE EMERGENCY SHELTER.....

Temporary emergency housing for homeless, low-income or no-income families and individuals is provided in a family atmosphere at Washington County Community Action Organization's (WCCAO's) Emergency Shelter House. Located near downtown Hillsboro, the Shelter serves those who have no other housing resources.

HOUSING RESOURCES &
SHELTER PROGRAM
Page Two

To be eligible, applicants must be at least 18 years of age (unless court emancipated or accompanied by a legal guardian), must be in good mental and emotional health without current drug or alcohol problems, and must demonstrate willingness to become self-sufficient through setting goals, deciding a plan of action, and following through on the objectives they set for themselves.

Length of stay varies with individual situations.

Residents are required to follow house rules and help with upkeep. Referring agencies are asked to call before sending clients over. A personal interview at the Shelter is necessary before eligibility can be determined.

The facility is open seven days a week with staff on duty 24 hours a day.

For Shelter information/referral call: 648-0829 or 648-0820.

* Tours and slide show presentations of our program are offered on request. Monetary donations for the Emergency Fund and volunteer services are always needed and are tax-deductible.

Emergency Para-legal assistance is sponsored by the Housing Resources & Shelter Program, but will be located at the Hillsboro Legal Services Office, 230 N. E. 2nd, Hillsboro, OR 97123-648-0513.

HOUSING RESOURCES AND
SHELTER PROGRAM
210 S. E. 12TH
HILLSBORO, OREGON 97123

648-0829 & 648-0820



sponsored by

Washington County Community Action Org. Inc.
245 S. E. 2nd Street
Hillsboro, OR 97123
648-6646



WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION

245 SE Second, Hillsboro Oregon 97123

July 11, 1985

Central Office

245 S.E. 2nd
Hillsboro, OR 97123

*Administration

648-6646

*Head Start

648-6646

*LIEAP Fuel Assistance

640-8951

*Energy Coalition

640-8951

Weatherization

2575 N.E. Kathryn
#10 & #11
Hillsboro, OR 97123
640-8811

Emergency

Shelter House

210 S.E. 12th
Hillsboro, OR 97123

*Emergency Services &
Shelter

648-0820 & 648-0829

*Welfare Hotline

648-0514

*Employment Access

648-0514

Washington County

Volunteer Center

20515 S.W. Blanton
Aloha, OR 97007

*Retired Senior Volunteer
Program

*Wood Co-op

*Crop Gleaners

*Tualatin Valley Food
Center

*VISTA Project

642-3236

Dear Friends,

Washington County Community Action Organization regretfully announces the closure of its general Emergency Services Program, effective July 1, 1985. Unfortunately, the lack of sufficient funds to meet the continued high demand for services have necessitated this action. We are contacting you to describe the restructuring of our program and what services we plan to continue. We appreciate the support your agency has lent us in the past and value the close network we have formed in serving the emergency needs of Washington County's low income population.

Over the past 12 years our Comprehensive Emergency Service program has provided information, referral, advocacy, advice, and direct assistance through three services: the Shelter Home (temporary emergency shelter), the Welfare Hotline (emergency para-legal services for public assistance problems) and the Emergency Services Program (direct assistance, advocacy, and information and referral for basic needs).

Our newly reorganized program services will be as follows:

1. Emergency Shelter - We will continue to provide temporary shelter to eligible families and individuals.
2. Housing Services -
 - A. For shelter residents or the homeless we will provide information and referral, counseling, advocacy, as well as loans, bus tickets and food boxes when available.
 - B. For non-shelter residents having housing related problems we will provide information and referral, emergency housing vouchers, rent assistance, and housing counseling.
3. Welfare Hotline - We will continue to provide emergency para-legal assistance for persons having problems with food stamps, welfare, SSI and/or Medicaid. The phone number will remain the same (648-0513) but the service will be located at the Hillsboro Legal Services Office, 230 N.E. 2nd, Hillsboro.

Dear Friends
July 11, 1985
Page Two

The major program change is the elimination of our general emergency services to low income families who do not have housing related problems. We realize that this cutback in our services may directly impact your organization. We are concerned about this impact and remain committed to providing the assistance you may require in order to prepare for any increased request for help. Toward this end, we have enclosed information which we hope will be useful to you.

The following is a list of organizations to which you might wish to make referrals:

1. Adult and Family Services - 648-0711
(public assistance programs: food stamps, welfare, medicaid)
2. Centro Cultural of Washington County - 648-4815 or 357-9939
(information, referral, advice, translations, hot meals program.
Bilingual staff available.)
3. United Way Information and Referral - 222-5555
(comprehensive information, referral and advice for Washington County needs)
4. Salvation Army - 640-4311
(information, referral, advice, clothing, foodboxes)
5. St. Vincent de Paul - (central number) 235-8431
(primarily assists with food boxes. Other services vary depending on individual local chapters)
6. Your local FISH organizations: (primarily assist with food)
Forest Grove 648-7104
Beaverton 646-1141
Tigard 639-2012
7. West Tuality Childcare Services, Inc. - 648-0838
(information and referral regarding county child care services available)
8. Oregon Legal Services - 648-7163
(legal advocacy and advice for civil problems)
9. Senior Centers:
Hillsboro 648-3823
Beaverton 643-9434
Forest Grove 357-2021
North Plains 647-5866
Cornelius 648-6420
Sherwood 625-5644
Tigard 620-4613
Tualatin/Durham 692-6767

July 11, 1985

Page Three

For crisis situations, or after hour emergencies please refer to the phone numbers on the attached "Life Line" cards. Also, enclosed is a handout concerning utility rights. Many utility problems can be resolved by providing an individual with this valuable information. Although we will no longer be responding directly to general emergency needs (unless they are housing or public assistance related) our staff will be available to assist your organization with any other information or technical assistance you might require. Please refer to the phone numbers listed on our stationary for assistance in other WCCAO program areas.

There has been a great deal of interest by area churches and businesses to join together in coordinating and providing emergency services. A group has already formed in Beaverton to address the needs of east county. This group is called Care to Share. The point of contact for that project is Pat Zandanotti of Holy Trinity Church at 641-1842. Groups or individuals interested in forming a network for the western end of the county may contact Donna Butler at the WCCAO Shelter Home at 648-0820.

We regret any inconvenience or stress this cutback of our services may cause your organization and truly wish to work with you and other interested community members to develop alternative service delivery systems.

It is our hope that by concentrating on preventing homelessness and providing advocacy assistance that we can help to break the cycle of poverty for some. We deeply regret the cut backs in our services but accept the challenge to focus our efforts on long range solutions to the problems of the homeless and others who are economically disadvantaged.

Again, thank you for your continued support of our programs. We will keep in touch about future developments.

Sincerely,

JM
Jackie Hanes

Jackie Hanes, Director
Comprehensive Emergency Services Program
Washington County Community Action Organization

JH/ij

ORGANIZATIONAL CHART 1985-1986

BOARD OF DIRECTORS

Policies
Oversight
Legal Responsibility

BOARD COMMITTEES

Executive
Program & Financial Planning
Personnel
Fund Raising & Public Relations

EXECUTIVE DIRECTOR

Board Support
Program Administration
Budget Management
Program & Financial Planning
Personnel Officer
Development Officer
Public Relations

HEAD START DIRECTOR II

Family Services
Health & Nutrition
Education
Handicap Services

COMPTROLLER

Accounting
Technical Assistance
Property Management
Affirmative Action Officer
Risk Management
Benefit Administration

VOLUNTEER CENTER DIRECTOR II

Christmas Clearing Bureau
Retired Senior Volunteer Program
Tualatin Valley Food Center
VISTA Program
Washington County Wood CoOp

ENERGY PROGRAM DIRECTOR II

Heating Assistance
Energy Access
Weatherization
Rural Home Repair

HOUSING & EMERGENCY SERVICES DIRECTOR II

Emergency Shelter Home
Housing Services
Emergency Services

YOUTH EMPLOYMENT DIRECTOR II

Pre Employment Training
Job Skill Training
GED/Alternate Education
Try Out Employment Classes
Work Experience
On the Job Training