

**COMMUNITY ACTION ORGANIZATION
2000-2001 PROPOSED BUDGET
NARRATIVE**

1. CAO's 2000-2001 proposed budget totals \$7,673,372, which is an \$824,512, or a 9.7 % decrease over our 1999-2000 amended budget (\$8,497,884). The decrease is primarily due to the transfer out of ABC Soup coupled with increased Head Start funding and the addition of the new Oregon Energy Services program. Attached is the budget document, a detailed revenue list and a description of program changes.
2. Administration represents 8.6% of the total budget. Administration has 11 FTE, which is down 4.5 FTE from 1999-2000. This budget includes a new Human Resources Manager position.
3. The budget includes a 2.6% COLA for all staff. Head Start provided additional funds to cover this cost and require that Head Start staff receive a COLA. The Board Personnel and Finance committees have recommended that all employees receive a 2.6% COLA. Employee benefit costs have increased 1.9%.
4. The Community Services Block Grant (CSBG) allocation is \$200,000. It is recommended that these funds be allocated as follows: Child Care Resource and Referral, \$47,056; A Kid's Domain, \$33,596; Information & Referral, \$33,456; Shelter Home, \$40,118; Housing Services, \$33,151; and Energy Assistance, \$12,623. With CSBG support, these programs are \$9,892 short of being fully funded with known revenue, which will be made up during the course of the year.
5. Resource Development has 3.8 FTE and proposes to raise a total of \$833,000. Of this total, \$715,049 is included in this years budget to be spent as follows: \$341,795 to support development costs, \$338,049 (confirmed) designated for program expenses and \$35,173 for deficit reduction. If the entire goal is achieved, an additional \$117,983 will be available to the board for separate action. Attached is the fundraising plan.

Summary Program Budget Sheet

Program:	Total	ADMIN	Head St.	Res Dev	CCRR	AKD	Op Doors	I&R	Shelter	HOUSING	ENERGY	Weatherization	Emerg.
Revenue:													
ALL OTHER	\$ 7,131,881	\$ 626,939	\$ 3,627,280	\$ 377,000	\$ 133,542	\$ 98,440	\$ 89,392	\$ 19,500	\$ 312,698	\$ 201,318	\$ 1,153,471	\$ 355,812	\$ 136,489
CSBG	\$ 200,000				\$ 47,056	\$ 33,596		\$ 33,456	\$ 40,118	\$ 33,151	\$ 12,623		
Carry Over	\$ 30,465						\$ 30,465						
Resource Development Designated	\$ 338,049	\$ 29,200			\$ 37,500	\$ 50,800	\$ 112,782	\$ 17,106	\$ 39,761		\$ 7,326		\$ 43,574
Total Revenue	\$ 7,700,395	\$ 656,139	\$ 3,627,280	\$ 377,000	\$ 218,098	\$ 182,836	\$ 232,639	\$ 70,062	\$ 392,577	\$ 234,469	\$ 1,173,420	\$ 355,812	\$ 180,063
Exepnses													
Administration		\$ 322,828	\$ 33,553	\$ 19,411	\$ 16,272	\$ 20,705	\$ 6,236	\$ 34,939	\$ 20,868	\$ 104,434	\$ 31,667	\$ 16,026	
Occupancy	\$ 340,329	\$ 196,698	\$ 28,261	\$ 27,681	\$ 12,207	\$ 3,288	\$ 10,173	\$ 3,288	\$ 3,288	\$ 40,694	\$ 14,751		
Client Expenses	\$ 1,088,884	\$ 66,704		\$ 560	\$ 8,052		\$ 15,700	\$ 46,189	\$ 815,190		\$ 136,489		
Program Expenses	\$ 1,356,150	\$ 222,172	\$ 491,524	\$ 67,000	\$ 17,900	\$ 7,900	\$ 74,652	\$ 9,001	\$ 142,904	\$ 45,299	\$ 85,130	\$ 192,668	
Personel Costs	\$ 4,261,070	\$ 433,967	\$ 2,549,526	\$ 213,013	\$ 155,891	\$ 148,038	\$ 124,228	\$ 44,625	\$ 196,830	\$ 122,113	\$ 152,716	\$ 92,576	\$ 27,548
Total Expenses	\$ 7,673,372	\$ 656,139	\$ 3,627,280	\$ 341,827	\$ 220,883	\$ 184,977	\$ 230,924	\$ 70,035	\$ 393,661	\$ 237,757	\$ 1,198,164	\$ 331,663	\$ 180,063
Surplus/ (Deficit)	\$ 27,023	\$ (0)	\$ 0	\$ 35,173	\$ (2,785)	\$ (2,141)	\$ 1,715	\$ 27	\$ (1,084)	\$ (3,288)	\$ (24,744)	\$ 24,149	\$ 0
Total	\$ 27,023												
Program Deficits	\$ (9,892)												
Total Resource Development \$	\$ 715,049												
Resource Development Goal	\$ 833,000												



2000-2001 Proposed Revenue

Administration

Outside Rent	9,200
Technology Gift	20,000
Total	\$29,200

Head Start

Federal Grant - HHS	1,994,503
State Grant - ODE	1,486,114
USDA	98,663
Migrant Head Start Fees	8,000
Neighborhood House Bus Fees	25,000
Gaston Child Care fees	15,000
Total	\$3,627,280

Resource Development

Private Grants	\$140,000
Major Gifts from Individuals	\$100,000
Events	\$82,000
Appeals	\$55,000
Total	\$377,000

Child Care Resource & Referral (CCR&R)

Community Services Block Grant	47,056
Metro CCR&R	16,992
Adult and Family Services	38,022
CCF Washington County	63,808
Program Fees	12,720
United Way	37,500
City of Beaverton	2,000
Total	\$218,098

A Kid's Domain (AKD)

Community Services Block Grant	33,596
Adult and Family Services	3,553
Commission on Children & Families	4,455
United Way	50,800
State Child Care Division - Migrant	21,320
Parent Fees	69,112
Total	\$182,836

Opening Doors

Commission on Children & Families	61,892
United Way	31,282
Washington County Great Start	7,500
Oregon MothersCare	20,000
Kaiser Permanente	10,000
Blue Cross Blue Shield	10,000
Tuality Health Care	10,000
Tuality Health Alliance	7,500
Meridian Park Medical Foundation	10,000
Legacy Health Systems	10,000
Providence St. Vincent	20,000
March of Dimes	4,000
Total	\$202,174

Information & Referral

Community Services Block Grant	33,456
City of Beaverton	3,000
City of Hillsboro	6,000
City of Cornelius	500
Fees	10,000
United Way	17,106
Total	\$70,062

Homeless Services

Community Services Block Grant	40,118
Emergency Services Grant	20,000
Oregon Emergency Housing Account (EHA)	157,061
State Homeless Assistance Program (SHAP)	70,484
United Way	23,999
County General Funds	10,000
Ore. Community Foundation (Bottles & Cans)	11,000
NCCED Funds/Southminster Presbytery	4,500
FEMA	18,751
Hillsboro School District/McKinney Homeless	36,402
Total	\$392,315

Transitional Housing

Community Services Block Grant	33,151
Emergency Services Grant	4,350
City of Beaverton	8,000
SAFAH - HUD	160,808

Oregon Housing Stabilization Program 28,160

Total **\$234,469**

Emergency Needs

City of Tigard (Neighborshare)	11,000
City of Tualatin (Neighborshare)	3,500
City of Sherwood (Neighborshare)	1,500
FEMA - DVRC	18,750
FEMA - GNC	18,750
FEMA - OFB	21,635
FEMA - Rent Assistance	27,044
FEMA - Motels	1,082
FEMA - Administration (maximum 2% of grant total)	2,164
Washington County General Fund	15,000
United Way - CAO	10,410
United Way - OFB	10,228
WESTCO	15,000
Neighborshare Emergency Fund	18,000
Hillsboro Emergency Fund	6,000

Total **\$180,063**

Energy Assistance

Community Services Block Grant	12,623
Oregon Energy Assistance - SB 1149 Funds	758,345
Low-Income Energy Assistance Program (LIEAP)	392,615
Forest Grove Power & Light	1,250
Gas Assistance Program (GAP)	615

Total **\$1,165,448**

Weatherization

LIEAP Weatherization	117,103
PGE/NW Rebates	50,000
Oregon Department of Energy (DOE)	88,731
Bonneville Power Administration (BPA)	54,978
Community Development Block Grant (CDBG)	45,000

Total **\$355,812**

2000-2001 Fundraising Plan

Strategy to raise \$833,000

1. *Implement agency's capacity building plan to achieve a \$833,000 goal. Goal includes a zero-based budget requirement of \$333,500 in program/restricted funds and \$377,500 in development/unrestricted funds. Above and beyond our budgeted goal, an additional \$122,000 in restricted or unrestricted funds is required to meet our capacity building goal.*
2. *Raise \$448,500 in major gifts and grants from foundations, corporations and individuals, including:*
 - a. *\$271,000 from foundations, including*
 - \$140,000 to support development capacity*
 - \$131,000 to support programs*
 - b. *\$77,500 from corporations to support programs (primarily Opening Doors)*
 - c. *\$100,000 from individuals in unrestricted support*
3. *Raise \$114,500 from the following events:*
 - a. *\$55,000 from the Celebration of Community Spirit Dinner (unrestricted)*
 - b. *\$12,000 from the wine raffle (unrestricted)*
 - c. *\$15,500 from corporate "team builders" and "employee volunteer" events (restricted)*
 - d. *\$5,000 from the shelter home anniversary party (restricted)*
 - e. *\$27,000 from community sponsored events, including \$2,000 from the Rotary golf tournament; \$4,000 from the air show; \$1,000 from McMennamins "friends and family" night; \$20,000 from the Fred Meyer Challenge (only \$2,000 restricted)*
4. *\$270,000 from the following appeals (\$46,000 is unrestricted):*
 - a. *\$20,000 from the Holiday Appeal*
 - b. *\$10,000 from the spring appeal/lybunt letter and unsolicited donations*
 - c. *\$5,000 from the newsletters*
 - d. *\$5,000 from the 1500 Club*
 - e. *\$5,000 from the BOD campaign*
 - f. *\$1,000 from brick sales and car donations*
 - g. *\$39,000 from community sponsored appeals (WESTCO, etc.)*
 - h. *\$185,000 from United Way (\$170,000 allocation; \$15,000 donor choice)*