



2014 1st DOCKET

2013 S.L. Gimbel Foundation Fund Grant Application

Internal Use Only:	
Grant	20140449

\$25,000

**Organization / Agency Information**

<b>Organization/Agency Name:</b> Relief Nursery, Inc.		
<b>Physical Address:</b> 1720 West 25th Avenue		<b>City/State/Zip:</b> Eugene, Oregon 97405
<b>Mailing Address:</b> Same as Above		<b>City/State/Zip:</b>
<b>CEO or Director:</b> Kelly Sutherland		<b>Title:</b> Executive Director
<b>Phone:</b> (541) 343 - 9706	<b>Fax:</b> (541) 683 - 9257	<b>Email:</b> kellysu@reliefnursery.org
<b>Contact Person:</b> Walt Letkiewicz		<b>Title:</b> Grants Coordinator & CIS Manager
<b>Phone:</b> (541) 485 - 0007 x204	<b>Fax:</b> (541) 284 - 4362	<b>Email:</b> grants@reliefnursery.org
<b>Web Site Address:</b> http://www.reliefnursery.org		<b>Tax ID:</b> 93-0784800

**Program / Grant Information**

**Interest Area:**  Health  Environment  Animal Protection  Education  Human Dignity

<b>Program / Project Name:</b> Accessing Success, Parents for Recovery		
<b>Amount of Grant Requested:</b> \$25,000	<b>Total Organization Budget:</b> \$2,646,853	<b>Percentage of Organization's Total Budget used for Administration:</b> 23.4%
<b>Purpose of Grant Request (one sentence):</b> Provide family-centered substance-abuse recovery support services for parents of young children (ages birth to 6 years).		

**Signatures**

<b>Board President / Chair:</b> (please print) Phil Speers	<b>Title:</b> Board President
<b>Signature:</b>	<b>Date:</b> 12/06/13
<b>CEO / Director:</b> (please print) Kelly Sutherland	<b>Title:</b> Executive Director
<b>Signature:</b>	<b>Date:</b> 12/06/13

## I. Organization Background

### A. Mission, Target Population, and History

MISSION STATEMENT: *The Relief Nursery's mission is to prevent the cycle of child abuse and neglect by early intervention that focuses on building successful and resilient children, strengthening parents, and preserving families.*

The Relief Nursery (RN) was founded in Lane County, Oregon in 1976 to address the growing problem of child abuse and neglect in the community. For more than 37 years we have been offering comprehensive family support services to Lane County Families who: 1) are low income; 2) have a child or children aged from birth to six years old; 3) have a family profile which places their children at high risk for child abuse or neglect -- almost half the children we see have an existing history with Child Protective Services (CPS). RN incorporated as a 501(c)(3) agency in 1980 and began the ongoing process of educating the community on child abuse issues and establishing a diversified funding base to stabilize operations, while providing innovative, responsive services to children and families. From the beginning we have solicited input from client families themselves as to what services they felt they needed to maintain a healthy environment in which their children would thrive. On the basis of this input, coupled with research-supported best practices, we have developed several programs over the years, beginning with our core Therapeutic Early Childhood Program (TECP), which provides a developmentally appropriate early childhood environment, mental health assessments and counseling, special education assessments and services, home visits, parenting education and support, and family advocacy.

### B. Accomplishments

Our chief and on-going accomplishment is the prevention of child abuse and neglect, and the strengthening of families in the communities we serve. Each year the Relief Nursery serves more than 1000 young children and their families. These families come to us with extreme high-risk profiles for child abuse and neglect, and half of them have a history with state Child Protective Services at time of intake to the RN. After one year of services in our core programs, fewer than 4% of these children have had any additional incidents of abuse or neglect. 100% of our children are making age appropriate developmental progress, or are receiving necessary special needs services, as indicated by periodic developmental assessments. In addition, fewer than 3% of our children require foster care or other out-of-home placement, and those who come to us already in foster care spend an average of 100 fewer hours in foster care each year than the general foster care population. Our long record of success has created a demand for our service model in other communities, and the RN has been successfully replicated at 21 sites in Oregon and one site in Texas, to date.

### C. Key Programs, Activities, Demographics

Our overall goal has always been to provide as complete an array of family services as will be most effective for our families, under one roof. To this end we have developed -- with client input and community support -- a variety of programs and services, including: *Therapeutic Early Childhood Program*, a site-based program, providing twice weekly classroom sessions in a developmentally appropriate early childhood environment, mental health assessments and counseling, special education assessments and services, home visits, parenting education and support, and family advocacy; *Outreach Connections*, providing individualized, immediate-response crisis intervention, home visits, respite childcare, developmental screenings, safety monitoring, and parenting information, for families requiring immediate intervention, or on our waiting list to enter other programs; *Healthy Start/Healthy Families*, a collaborative community effort, providing RN services, parenting education, and support to first-birth parents; families are referred to the program, and services begin, before the birth of the child; *Parenting Education*, an intensive parent training program providing weekly parenting classes, interactive parent/child labs, mental health assessments and counseling referrals, special education assessments and referrals, and home visits; **Accessing Success**, a substance abuse recovery-support program, integrated with all other RN programs, for parents of young children, which provides drug and alcohol assessment, counseling, peer support, childcare, transportation, and social skill activities to help parents achieve and maintain recovery. All services are available in both English and Spanish.

Relief Nursery, Inc. serves families in Lane County, Oregon, from sites based in Eugene and Springfield. We serve a highly diverse community, with more than a third of our population self-identifying as racial and/or ethnic minorities: 1% Asian; 4% African American; 16% Hispanic; 1% Pacific Islander; 3% Native American; 2% other non-white ethnicity; 11% multiracial/ethnic. From a list of 48 risk factors which research has closely correlated with increased risk for child abuse/neglect, 85% of our families have more than five of these risk factors; 55% have more than ten. Risk factors most frequently seen include: low income (100%); poverty (FPL standard) (75%); unemployment (75%); substance abuse (55%); single parent (52%); domestic violence (46%); CPS history (44%). Other common risk factors are: teen parents; developmental/medical/physical disability; homelessness; criminal justice system involvement; and mental illness.

## II. Project Information

### A. Statement of Need

Our Early Interventionists have long recognized a connection between substance abuse and child abuse. Fifty-five percent of our families documented substance abuse issues at time of intake, and subsequent disclosures by families indicated that the true figure is closer to 75-80%. Parenting a child under six is a challenging undertaking for any parent; for a parent desperately trying to maintain recovery from drug or alcohol addiction, the challenge takes on near epic proportions. Each year the RN works with hundreds of parents struggling with these issues, and our waiting list numbers indicate that we are reaching only a small part of the community need.

### B. Project Goal, Objectives and Methodology

Goal: To bring the recovery support services of our *Accessing Success* program to 40-50 parents of young children in our community, helping them to remain clean and sober; improve their parenting skills; and strengthen their families. Services to be provided include: one-to-one peer support intervention; drug and alcohol assessment and counseling; recovery support group; parents for recovery support group; clean and sober social skills activities; facilitation of integration with other Relief Nursery family services (TECP; home visits; respite childcare, *et al*); childcare, transportation; referral to other community services and resources as needed.

Uniqueness: *Accessing Success* was among the first programs to pilot a peer-oriented recovery approach specifically targeted to clients who were parents of very young children (1991, NCAAN Grant #90CP0105). The program's unique approach and high success rate (85% remaining clean and sober throughout a 17 month evaluation period) motivated the Board of Directors to make it a permanent part of the Relief Nursery service model, and has led to a number of programs across the country being based on the *Accessing Success* model. The US Administration for Children, Youth, and Families, in a 2002 publication, described the Relief Nursery as "an innovative program with noteworthy aspects". In its focus on *parenting* in recovery, *Accessing success* remains unique among the treatment and recovery programs in our community.

Objectives: The first objective will be to get families involved in the program -- always a primary objective with addiction programs, and an outcome in itself (SAMHSA, 2000). The project will serve approximately 40-50 clients in recovery, and their families, over the one-year grant period.

The second objective will be to keep clients clean and sober: at least 80% of the clients served will be clean and sober for the duration of their participation in the project, as monitored and reported by regular contact with a Peer Support Interventionist.

The third objective will be to keep children safe: at least 90% of the children of clients participating in project services will not require any reports of child abuse or neglect to Child Protective Services (Relief Nursery personnel are *mandatory reporters*).

Time line: If funded, the project will begin April 1, 2014; all necessary infrastructure is in place for an immediate start on that date. The project will last one year, ending on March 31, 2015.

Target Population: This is the same as the Relief Nursery's general target population, which has been described in detail, above: low-income, Lane County parents-in-recovery of a child under age six, who is at high risk for abuse or neglect. Approximately 40-50 adults, and their families, including approximately 60

children, will be impacted by the project.

Community and Volunteers: No other agency or program in the community provides the unique blend of services available through the Relief Nursery and our Accessing Success program. We collaborate extensively in the community, and regularly work with treatment agencies such as Willamette Family Treatment and Emergence. Although none of these are involved directly in this project, we will receive referrals from, and make referrals to these programs as necessary. The Relief Nursery makes extensive use of volunteers to support our infrastructure, and in some programs; the nature of the issues faced by Accessing Success clients are such that the use of volunteers is generally not appropriate to provide services in that program.

Outcomes and Evaluation: Outcomes have been noted in the "objectives" section, above: 1) 40-50 parents in recovery will participate in the project; 2) at least 80% of parents will remain clean and sober; 3) at least 90% of children of project participate will not require abuse or neglect reports to CPS. The Relief Nursery has an extensive system in place for tracking, evaluating, and reporting client participation, progress, and outcomes. Direct service staff met weekly with supervisors, and file regular reports with the Grants Office, through an interlocking system of forms and databases. A clearly defined data trail and frequent multilevel feedback assures the completeness, integrity, and security of the information collected and evaluated. Reports can be made available on a quarterly, semiannual, and annual basis to funders, as desired.

Use of grant funds: Funds requested in this proposal will specifically be used to support 1.75 FTE of Peer Support Interventionist in the Accessing Success program, along with necessary supervision and administrative support. Please see project budget for details.

### **III. Project Future**

Sustainability: The *Accessing Success* program upon which this project is based is an integral part of the Relief Nursery service model, and has been maintained since 1991, without interruption. As can be seen from our budget, multiple funding sources are being employed for the project, and this is true of the program as well. The Relief Nursery maintains fiscal stability by securing a broad base of financial support, including government contracts, foundation grants, business support, fund raising events and individual donations from hundreds of community members. When a particular service (such as this project) is found to be of value to our families, our strategy is always to integrate that program into the fabric of the comprehensive family services we provide, and thereby connect the service to multiple funding streams. This strategy has worked to provide a great deal of program stability by assuring that a service will not die should a single particular funding stream dry up. We have been highly successful with this approach for nearly 40 years, and have never curtailed a program needed by our client population due to cessation of a particular grant.

### **IV. Governance, Executive Leadership and Key Personnel/Staff Qualifications**

#### **A. Board Role, Committees, Decision Process**

The primary role of the Relief Nursery Board is to set general corporate governance policies, secure a solid basis for community fund-raising and education, and to supervise the Executive Director. Standing committees include: Executive; Finance; Personnel; Program; Fund-raising/Community Relations; Legislative; and Membership. Other committees are established as needed. The 36 member Board meets monthly, except for August and December, and makes decisions through a deliberative process followed by majority vote, according to standard RRO meeting protocols. A quorum consisting of a majority of members currently in office must be present for a binding vote.

#### **B. Key Staff Qualifications**

The key staff person responsible for this project will be Ray Brown, Accessing Success Program Director. Ray is a Certified Alcohol and Drug Counselor, who began as a Peer Support Interventionist with Accessing Success in 1994. In 2004, he became an A&D Specialist/Mentor, facilitating groups for the program, and in 2005 he became program supervisor. Ray's experience, knowledge of the recovery support field, and extensive network of community contacts have been a key factor in the Accessing Success program's success for the past decade.

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### V. Project Budget

- A) Please provide a detailed line-item budget for your project by completing the table below.  
Include all sources of funding for the proposed project.

Line Item Description	Line Item Explanation (Formula/equation used as applicable. Example: 40 books @ \$100 each = \$4000)	Support From Your Agency	Support From Other Funders	Requested Amount From TCF	Line Item Total of Project
Peer Interventionist	1.75 FTE	\$12,478	\$33,050	\$12,005	\$57,533
Childcare Staff	\$12.38/ hour x 2.5 hours/ week x 30 weeks x 2 people			\$ 1,857	\$ 1,857
Bus Driver	\$12.38/ hour x 2 hours/week x 30 weeks			\$ 743	\$ 743
Supervision	.24 FTE	\$ 7,555		\$ 4,601	\$12,156
Food for Parenting	\$35/ class x 30 classes = \$1,050			\$ 1,050	\$ 1,050
Client Transportation	Estimated bus costs inc'l fuel and maintenance			\$ 1,744	\$ 1,744
Mileage	Estimated 8,888 miles x .45/ mile = \$4,000		\$ 3,500	\$ 500	\$ 4,000
Office Supplies /Printing			\$ 750	\$ 500	\$ 1,250
Facility & Technology		\$ 5,000	\$ 2,000	\$ 1,000	\$ 8,000
Administrative Overhead		\$ 2,000	\$ 1,700	\$ 1,000	\$ 4,700
<b>TOTALS:</b>		\$27,033	\$41,000	\$25,000	\$93,033

### VI. Sources of Funding: Please list your current sources of funding and amounts.

#### *Secured/Awarded*

Name of Funder: Foundation, Corporation, Government	Amount
Oregon Community Foundation	\$15,000
USDA Supplemental Nutritional Assistance Program	2,000
Oregon Access to Recovery Program	24,000

#### *Pending*

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date

## VII. Financial Analysis

Agency Name: Relief Nursery, Inc.

Most Current Fiscal Year (Dates): From July 1, 2012 To: June 30, 2013

This section presents an overview of an applicant organization's financial health and will be reviewed along with the grant proposal. Provide all the information requested on your entire organization. Include any notes that may explain any extraordinary circumstances. Information should be taken from your most recent 990 and audit. Double Check your figures!

**Program to Total Expenses Ratio:** Percentage of expenses used to support programming versus how much is spent for general management and fundraising. A general rule is that at least 75 percent of total expenses should be used to support programs – the higher the percentage the better.

Program Expenses	/Total Operating Expenses	= Program Expense Ratio
\$2,199,610	\$2,797,684	78.6%

990: Part IX, Column B, Line 25      990: Part IX, Column A, Line 25

Administrative Expense (100%-Program Expense ratio) per 990 above	Percentage of Organization's Current Total Budget used for Administration (from cover page)	Differential
21.4 %	23.4 %	2 %

If the differential is above (+) or below (-) 10%, provide an explanation:

**Quick Ratio:** Measures the level of liquidity and measures only current assets that can be quickly turned to cash. A generally standard Quick Ratio equals 1 or more.

Cash	+ Accounts Receivables	/Current Liabilities	= Quick Ratio
\$299,444	\$304,749	\$379,084	1.59

### Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
\$141,900	\$743,884

**Notes: Current liabilities do not include the current portion of long-term debt because this debt is to be paid with Pledges receivable restricted to investment in property (\$696,683).**

**Diversity of Funding Sources:** A financially healthy organization should have a diverse mix of funding sources. Complete those categories that apply to your organization using figures from your most recent fiscal year.

Funding Source	Amount	% of Total Revenue	Funding Source	Amount	% of Total Revenue
Contributions	\$421,471	13%	Program Fees	\$142,696	5%
Fundraising/Special Events	\$740,679	24%	Interest Income	\$59,409	2%
Corp/Foundation Grants	\$385,328	12%	In Kind	\$31,881	1%
Government Grants	\$1,097,068	35%	Investments	\$237,713	8%

Notes:

## Relief Nursery Board of Directors – 2013 - 2014

Board Position	Name		Title or Affiliation	Phone	Email
	Aiken,	Ann	Federal Court Judge	431-4140	Ann_Aiken@ord.uscourts.gov
	Alberts,	Stacie	Community Volunteer	342-1400	staciealberts@hotmail.co
	Alltucker	Kevin	Prof., Univ. of Oregon	683-1729	kalltuck@uoregon.edu
	Anderson,	James	General Mgr: Truck N Travel	868-2880	jsaj@truckntravel.com
	Barclay,	Ed	Ward Insurance	687-1117	edward@wardinsurance.net
	Bennett	Jenny	Banker, Siuslaw Bank	342-4000	Jenny.bennett@siuslawbank.com
	De George,	Beth	Community Volunteer	543-4634	beth@riversedgellc.com
	Duffy,	Rosemary	Past President, Auxillary	484-5310	duffyrosie@aol.com
	Feinman,	Howard	Attorney	686-8833	feinman@gleaveslaw.com
	Gardner,	Alex	Attorney	682-4261	whaler22@earthlink.net
	Grant	Debbie	Volunteer Coord., PeaceHealth	554-6189	mgrant8767@aol.com
Secretary	Hartley	Dale	Financial Consultant	915-6828	dale_hartley@ml.com
	Hemphill,	Nori	Community Volunteer	683-8390	norihemphill@hotmail.com
	Kauble,	Susan	Investments	683-0766	skauble@integra.net
	Koke,	Doug	QSL Printing, Owner	284-2599	dougkoke@qslcom.com
	Kurtz Jack,	Shelley	Community Volunteer	342-4961	kurtz@kval.com
Past President	Lance,	Don	Accountant	687-1170	dlance@ksbc.com
	Laney,	Rob	Attorney	431-4107	rob_laney@ord.uscourts.gov
Vice President	McConnell,	Patricia	Old Dominion Carstar	485-3368	pattym@olddominioncollision.com
	McMahon,	Tom	Cascade Title Companies	687-2233	thomasmcmahon@msn.com
	Moser,	Patsy	Pharmacist	510-8576	Pfm217@aol.com
	Palaniuk,	Janet	Community Volunteer	484-6786	jpalaniuk@gmail.com
	Roberts,	Susan	Community Volunteer	343-6656	rohnsusan@aol.com
Memb.at Large	Rooke-Ley	Ilisa	Circuit Judge, Lane County	344-0768	ilisa.rooke-ley@ojd.state.or.us
	Sheehan	Beth	Community Volunteer	954-8305	bethsheehan@comcast.net
	Smith,	Becky	Community Volunteer	342-3343	rebeccar_smith@yahoo.com
	South,	Scott	Emerald West Equipment	689-4321	scott.south@emeraldwest.com
President	Speers	Phil	Sheppard Motors	343-8811	phil@sheppardmotors.com
	Sterling- Christopherson,	Jami	Sterling Management, Inc.	684-8141	jsc@sterlingmanagement.net
Treasurer	Terrall,	Rodger	Umpqua Bank	434-2994	rodgerterrall@umpquabank.co
	Trahan,	Susie	Community Volunteer	344-1673	trahan8777@comcast.net
	Turner	Thomas	Lane County Sheriff	682-6790	tom.turner@co.lane.or.us
	Ulum,	Jennifer	Peace Health	954-6819	julum@ulum.com
	Walsh,	Jim	Rosboro	736-2117	jimwalsh@rosboro.com
	Williams,	Kim	Commercial Real Estate Development and Management	485-4711	kim@oakwaycenter.com
	Williams,	Kitty	Travel Agency Owner	747-0909	kitty@premiertrav.com

**Relief Nursery, Inc**  
**July 2013 - June 2014 Operating Budget Summary**

	<b>2012 - 13 Actual</b>	<b>2013-14 Budget</b>
<b>Resources</b>		
Donations	\$ 142,261	\$ 150,100
United Way	85,635	80,000
Grants	1,376,060	1,377,353
Misc./Fee for Service	192,586	213,000
Fund Raising	740,680	748,800
Operating Interest/Dividends	574	600
In-Kind Contributions	20,703	19,000
<b>Total Resources</b>	<b>\$ 2,558,499</b>	<b>\$ 2,588,853</b>
<b>Requirements</b>		
Personnel	\$ 2,189,576	\$ 2,055,124
Materials & Services	665,773	560,654
In-Kind	18,123	19,000
<b>Total Requirements</b>	<b>\$ 2,873,472</b>	<b>\$ 2,634,778</b>
<b>Fund Transfers</b>		
Building Fund Transfer	\$ (2,337)	\$ (13,000)
General Fund Balance Contribution (Usage)	(312,636)	(32,925)
<b>Total Fund Transfers</b>	<b>\$ (314,973)</b>	<b>(45,925)</b>
<b>Total</b>	<b>\$ 2,873,472</b>	<b>\$ 2,634,778</b>
<b>Program Resources</b>		
Therapeutic Preschool	\$ 789,834	\$ 857,631
Parent Education	29,484	18,300
Development	894,551	928,800
Support	30,025	5,700
Accessing Success	315,818	315,610
Mental Health	140,382	155,000
Outreach	120,693	58,668
Healthy Start	237,712	249,144
<b>Total Program Resources</b>	<b>\$ 2,558,499</b>	<b>\$ 2,588,853</b>
<b>Program Requirements</b>		
Therapeutic Early Childhood Program	\$ 891,045	\$ 874,804
Parent Education	80,700	43,949
Development	425,429	452,566
Support	209,324	166,992
Accessing Success	408,632	416,813
Mental Health	209,630	168,400
Outreach	391,270	244,338
Healthy Start	240,342	235,776
Building	17,100	31,140
<b>Total Program Requirements</b>	<b>\$ 2,873,472</b>	<b>\$ 2,634,778</b>
<b>Fund Transfers</b>		
Building Fund Usage	\$ (2,337)	\$ (13,000)
General Fund Balance Usage	(312,636)	(32,925)
<b>Total Fund Transfers</b>	<b>\$ (314,973)</b>	<b>(45,925)</b>
<b>Total</b>	<b>\$ 2,873,472</b>	<b>\$ 2,634,778</b>



**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response to any question in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the United States. See Part IV, line 21				
2 Grants and other assistance to individuals in the United States. See Part IV, line 22				
3 Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	116,775.	99,493.	7,670.	9,612.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	1,664,453.	1,406,630.	114,716.	143,107.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	24,396.	19,765.	2,738.	1,893.
9 Other employee benefits	192,909.	176,738.	6,871.	9,300.
10 Payroll taxes	178,815.	150,965.	12,493.	15,357.
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	33,000.		33,000.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	27,034.	11,290.	3,265.	12,479.
12 Advertising and promotion	6,147.	471.	4,282.	1,394.
13 Office expenses	77,444.	43,103.	21,811.	12,530.
14 Information technology				
15 Royalties				
16 Occupancy	58,892.	49,898.	6,509.	2,485.
17 Travel	35,311.	32,843.	1,584.	884.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	11,153.	10,340.	464.	349.
20 Interest	14,841.		14,841.	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	81,034.	70,338.	4,252.	6,444.
23 Insurance	34,757.	22,949.	10,798.	1,010.
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a <b>CUSTODIAL AND GARDENING</b>	100,838.	32,188.	66,138.	2,512.
b <b>EQUIPMENT</b>	37,576.	28,804.	2,444.	6,328.
c <b>FOOD AND FOOD SERVICE S</b>	22,444.	22,140.	304.	0.
d <b>VEHICLE EXPENSE</b>	16,027.	15,806.		221.
e All other expenses	63,838.	5,849.	36,502.	21,487.
25 Total functional expenses. Add lines 1 through 24e	2,797,684.	2,199,610.	350,682.	247,392.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here  If following SOP 88-2 (ASC 958-720)

Internal Revenue Service  
District Director

Department of the Treasury

Date: 23 SEP 1981

Employer Identification Number:  
93-0784800  
Accounting Period Ending:  
May 31  
Foundation Status Classification:  
509(a)(1) and 170(b)(1)(A)(vi)  
Advance Ruling Period Ends:  
May 31, 1983  
Person to Contact:  
John Sutton  
Contact Telephone Number:  
(206) 442-5106  
SEA:EO:81-1557

▷ Lane County Relief Nursery Inc.  
2839 Willamette Street  
Eugene, OR 97405

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

P.O. Box 21224, Seattle, Washington 98111

(over)

Letter 1045(DO) (6-77)

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.


You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



cc: John F. Rouda

District Director

Internal Revenue Service  
District Director

Department of the Treasury

Date: 01 NOV 1983

Our Letter Dated:  
September 23, 1981  
Person to Contact:  
Ellen Oliver  
Contact Telephone Number:  
(206) 442-5106

▷ Lane County Relief Nursery, Inc.  
2839 Willamette Street  
Eugene, OR 97405

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

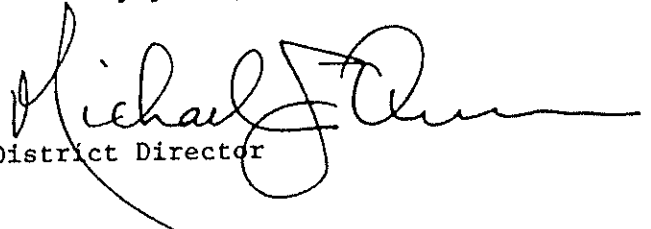
Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section 509(a)(2). Your exempt status under section 501(c)(3) of the code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(2) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(2) organization.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above

Sincerely yours,

  
District Director

rh

RECEIVED AUG 24 1992

Internal Revenue Service  
District Director

Department of the Treasury

Date: AUG 13 1992

Employment Identification Number:

93-0784800

Person to Contact:

EOMF COORDINATOR HARRIET REED

Contact Telephone Number:

(213) 894-2339

Internal Revenue Code Section: 501(c)(3)

RELIEF NURSERY INC  
144 E 14TH NO 5  
EUGENE, OR 97401-3564

Dear Taxpayer:

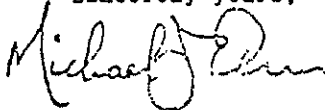
Thank you for submitting the information shown below or on the enclosure. We have made it a part of your file.

The changes indicated do not adversely affect your exempt status and the exemption letter issued to you continues in effect.

Please let us know about any future change in the character, purpose, method of operation, name or address of your organization. This is a requirement for retaining your exempt status.

Thank you for your cooperation.

Sincerely yours,



Item Changed

From

To

(NAME)

LANE COUNTY RELIEF NURSERY, INC. (SEE ABOVE)

RECE

UL 30

Internal Revenue Service  
District Director

Department of the Treasury

Date: **JUL 21 1993**

Employment Identification Number:

93-0784800

Person to Contact:

EOMF COORDINATOR

Contact Telephone Number:

(213) 725-1235

Internal Revenue Code Section: 501(c)(3)

**V. Arciniega**

REFIEF NURSERY INC  
1720 WEST 25TH AVENUE  
EUGENE, OR 97405-1663

Dear Taxpayer:

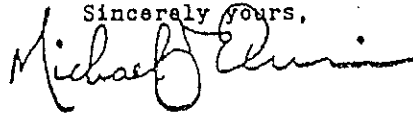
Thank you for submitting the information shown below or on the enclosure. We have made it a part of your file.

The changes indicated do not adversely affect your exempt status and the exemption letter issued to you continues in effect.

Please let us know about any future change in the character, purpose, method of operation, name or address of your organization. This is a requirement for retaining your exempt status.

Thank you for your cooperation.

Sincerely yours,



Item Changed

From

To

(ADDRESS)

(SEE ABOVE)

144 E. 14TH NO. 5  
EUGENE, OR 97401-3564

MCCASLIN INDUSTRIAL PARK  
2 CUPANIA CIRCLE  
MONTEREY PARK, CA 91754-7406

Letter 976(DO) (Rev. 1-87)



# The Community Foundation

Serving the Counties of Riverside and San Bernardino

## S. L. Gimbel Foundation Fund

BOARD OF DIRECTORS July 24, 2014

James Cuevas  
Chair of the Board

Philip Savage IV  
Vice Chair of the Board

Pat Spafford, CPA  
Chief Financial Officer

Sean Varner  
Secretary of the Board

Glenda Bayless

Sergio Bohon

Rabbi Hillel Cohn

Andrea Dutton

Robert Fey

Paul Granillo

Stanley Grube

Kirk Harns

Dr. Albert Karnig

D. Matthew Pim

Patrick O'Reilly

Rose Salgado

Beverly Stephenson

Grover Trask  
Immediate Past Board Chair

Dr. Jonathan Lorenzo Yorba  
President and CEO

Ms. Kelly Sutherland  
Executive Director  
Relief Nursery, Inc  
1720 West 25th Avenue  
Eugene, OR 97405

Dear Ms. Sutherland:

Congratulations! A grant has been approved for **Relief Nursery, Inc** in the amount of **\$25,000** from the S.L. Gimbel Foundation. The **performance period for this grant is August 1, 2014 to July 31, 2015**. Additional funding beyond the performance period is not guaranteed. It is highly recommended that alternative funding sources be sought accordingly. The grant is to support the following as specified in your proposal:

*Accessing Success, Parents for Recovery: Provide family centered substance abuse recovery support services for parents of young children (ages birth to 6 years).*

This grant is subject to the terms outlined in the enclosed Grant Agreement. After you have reviewed the terms and conditions of the Grant Agreement, please sign and date the enclosed copy and return the original copy to The Community Foundation within the next two weeks. Please retain a copy of the signed agreement for your records. Funds will be released upon receipt of the signed Grant Agreement.

A condition of this grant is that you agree to submit the Grant Evaluation Form which includes a narrative report and fiscal report. The **Grant Evaluation is due on August 15, 2015** and a copy will be available online at [www.thecommunityfoundation.net](http://www.thecommunityfoundation.net) under Grants/Forms.

If you have any questions, please call me at 951-684-4192 ext. 114 or email me at [ccudiamat@thecommunityfoundation.net](mailto:ccudiamat@thecommunityfoundation.net).

Sincerely,

Celia Cudiamat  
Executive Vice President

Relief Nursery, Inc      20140449      GIMB1/2



Confirmed in Compliance  
with National Standards for  
U.S. Community Foundations

## 2014 S.L. Gimbel Foundation Fund

### Grant Agreement

**Organization:** Relief Nursery, Inc  
**Grant Amount:** \$ 25,000 **Grant Number:** 20140449  
**Grant Period:** August 1, 2014 through July 31, 2015 (Final report due by August 15, 2015)  
**Purpose:** Accessing Success, Parents for Recovery: Provide family centered substance abuse recovery support services for parents of young children (ages birth to 6 years).

#### 1. Use of Grant Funds

Grant funds must be expended within the grant period, for the purpose and objectives described in your grant proposal. Grant funds may not be expended for any other purpose without prior written approval by The Community Foundation. If there are significant difficulties in making use of the funds as specified in your proposal, or if the grant funds cannot be spent within the grant period, notify us in writing promptly.

Formal requests for extensions or variances must be submitted to the Foundation's Board of Directors for approval a minimum of 60 days before the end of the grant period.

Requests for variances or extensions are reviewed on a case-by-case basis and approved by the Board of Directors. If a request is denied, unused funds must be immediately refunded to the Foundation.

#### 2. Payment of Grant Funds

The grant funds will be paid in full by the Foundation upon receipt of the signed Grant Agreement. Challenge grant funds will be paid in full upon receipt of the signed Grant Agreement and upon receipt of documentation providing evidence that condition(s) of the challenge grant has/have been met.

#### 3. Certification and Maintenance of Exempt Organization Status

This grant is specifically conditioned upon Grantee's status as an eligible grantee of The Community Foundation. The Foundation has obtained a copy of the Grantee's IRS determination letter. Grantee confirms that it has not had any change in its tax-exempt status, and shall notify the Foundation immediately of any such change.

#### 4. Final Report and Records

The Grantee will submit the Grant Evaluation report per the deadline set forth in the award letter. This report includes a narrative on outcomes based on goals and objectives set forth in the grant proposal and an expenditure report documenting use of grant funds. If equipment was purchased, copies of receipts need to be included.

#### 5. Grantee's Financial Responsibilities

Grantee will keep records of receipts and expenditures of grant funds and other supporting documentation related to the grant at least four (4) years after completion of the grant and will make such records of receipts, expenditures and supporting documentation available to the Foundation upon request.

#### 6. Publicity

The Community Foundation recommends publicity for the grant and acknowledging The Community Foundation in internal correspondence, brochures as appropriate; newsletters, annual reports and email blasts or e-newsletters.

The credit line of "Made possible in part by a grant from the "S.L. Gimbel Foundation Advised Fund at The Community Foundation – Inland Southern California" is suggested. When your donors are listed in printed materials, include the S.L. Gimbel Foundation Advised Fund at The Community Foundation in the appropriate contribution size category. When



publishing our name, please note the "The" at the beginning of our name is a legal part of our name. It should always be used and capitalized. Attaching our logo is also appreciated. Our logo can be downloaded from our website at [www.thecommunityfoundation.net](http://www.thecommunityfoundation.net).

**7. Indemnification**

In the event that a claim of any kind is asserted against the Grantee or the Foundation related to or arising from the project funded by the Grant and a proceeding is brought against the Foundation by reason of such claim, the Grantee, upon written notice from the Foundation, shall, at the Grantee's expense, resist or defend such action or proceeding, at no cost to the Foundation, by counsel approved by the Foundation in writing.

Grantee hereby agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Foundation, its offices, directors, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission by Grantee, its employees, or agents in applying for or accepting the Grant, in expending or applying the Grant funds or in carrying out any project or program supported by the Grant, except to the extent that such claims, liabilities, losses, and expenses arise from or in connection with any bad faith act or omission by the Foundation, its officers, directors, employees, or agent.

**8. Termination**

The Community Foundation may terminate this agreement, withhold payments, or both at any time, if, in the Community Foundation's judgment: a) The Community Foundation is not satisfied with the quality of the Grantee's progress toward achieving the project goals and objectives; b) the Grantee dissolves or fails to operate; c) the Grantee fails to comply with the terms and conditions of this agreement.

**9. Limitation of Support**

This Agreement contains the entire agreement between the parties with respect to the Grant and supersedes any previous oral or written understandings or agreements.

\*\*\*\*\*

I have read and agree to the terms and conditions of the Grant Agreement.

Kelly Sutherland  
Signature

July 25<sup>th</sup>, 2014  
Date

Kelly Sutherland  
Printed Name

Executive Director  
Title

Organization: 20904 Relief Nursery, Inc  
Grant Number: 20140449

cc  
9/19/14



The  
Community  
Foundation

Serving the Counties of Riverside and San Bernardino

*S. L. Gimbel Foundation Fund*

BOARD OF DIRECTORS September 19, 2014

James Cuevas  
Chair of the Board

Philip Savage IV  
Vice Chair of the Board

Pat Spafford, CPA  
Chief Financial Officer

Sean Varner  
Secretary of the Board

Glenda Bayless

Sergio Bohon

Rabbi Hillel Cohn

Andrea Dutton

Robert Fey

Paul Granillo

Stanley Grube

Kirk Harns

Dr. Albert Karnig

D. Matthew Pim

Patrick O'Reilly

Rose Salgado

Beverly Stephenson

Grover Trask  
Immediate Past Board Chair

Dr. Jonathan Lorenzo Yorba  
President and CEO

Ms. Kelly Sutherland  
Executive Director  
Relief Nursery, Inc  
1720 West 25th Avenue  
Eugene, OR 97405

Dear Ms. Sutherland:

The Community Foundation is pleased to enclose a grant check for **\$25,000** from the S. L. Gimbel Foundation, a component fund at The Community Foundation. By cashing the grant check, you are agreeing to the conditions stated under the *Terms of Grant* which you have signed and returned. The completed Grant Evaluation form is due by August 15, 2015 and will be available online on The Community Foundations website under Grants/Forms. Please note that any grant variances or extensions must be requested in writing and in advance. Any remaining grant funds must be returned to The Community Foundation at the end of the grant period.

We greatly appreciate any help you can give us in publicizing the grant. Please use the following credit in any grant announcements or materials funded by the grant: "The (name of project/program) is supported by a grant from The S. L. Gimbel Foundation." You may send copies of articles printed in local papers, stories in your agency newsletter, annual report, press releases, and other publications for our files.

If you have any questions, please contact me at 951-684-4194.

Sincerely,

Celia Cudiamat  
Executive Vice President

20140449

37807

GIMBR1-2



Confirmed in Compliance  
with National Standards for  
U.S. Community Foundations

VOID WATERMARK (INVERTED) CONTROL (REVERSE) MARK (REVERSE) WITH (REVERSE) DETECTION (REVERSE) (REVERSE) (REVERSE)

37807

**F** The Community Foundation  
Serving the Counties of Riverside and San Bernardino

3700 SIXTH STREET, SUITE 200  
RIVERSIDE, CA 92501  
951-241-7777 / FAX 951-684-1911

**CITIZENS BUSINESS BANK**  
A Financial Services Company  
3495 Main Street, Riverside, CA 92501  
90-3414-1222

CCM™ Check Fraud Protection for Business

PAY \* Twenty-Five Thousand and no/100 \*

TO THE ORDER OF

Relief Nursery, Inc  
1720 West 25th Avenue  
Eugene, OR 97405

DATE 07/28/2014 AMOUNT \$ \*\*\*\*25,000.00



*Jonathan Lopez Jabe*  
*Chris Endersmat*  
AUTHORIZED SIGNATURE

Security features. Details on back.

⑈037807⑈ ⑆122234149⑆ 244124437⑈

The Community Foundation				37807
20904	Relief Nursery, Inc	07/28/2014	037807	
20140449	07/24/2014 Accessing Success, Parents for Recovery			25,000.00
GIMB	S.L. Gimbel Foundation Advised Fund			25,000.00

CHECK TOTAL: \$ \*\*\*\*25,000.00

The Community Foundation				37807
20904	Relief Nursery, Inc	07/28/2014	037807	
20140449	07/24/2014 Accessing Success, Parents for Recovery			25,000.00
GIMB	S.L. Gimbel Foundation Advised Fund			25,000.00

CHECK TOTAL: \$ \*\*\*\*25,000.00