



Strengthening Inland Southern California through Philanthropy

2017 S.L. Gimbel
Foundation Fund
Grant Application

| | |
|--------------------|----------|
| Internal Use Only: | |
| Grant No: | 20180165 |

CURRENT I.D.: 22586

2016 1st DOCKET RESUBMIT

Organization / Agency Information

| | | |
|---|-------------|---|
| Organization/Agency Name: Virginia League for Planned Parenthood | | |
| Physical Address: 201 North Hamilton St, Richmond, VA 23221 | | |
| Mailing Address: 201 North Hamilton St, Richmond, VA 23221 | | |
| CEO or Director: Ms Paulette McElwain Title: President & CEO | | |
| Phone: (804) 482-6136 | Fax: | Email: paulettmcelwain@vlpp.org |
| Contact Person: Melissa Meadows | | Title: Education Director |
| Phone: (804) 482-6140 | Fax: | Email: mmeadows@vlpp.org |
| Web Site Address: http://www.vlpp.org | | Tax ID: 54-0505973 |

Program / Grant Information

Interest Area: Animal Protection Education Environment Health Human Dignity

| | | | |
|---|--|--|---|
| Program/Project Name: Continuing Sexuality Education at VLPP | | | Amount of Grant Requested: \$25,000 <i>de</i> 4/18/18 |
| Total Organization Budget: \$8,922,566 | Per 990, Percentage of Program Service Expenses (Column B / Column A x 100): 90.4% | Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100): 6.1 | Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 9.6 |
| Purpose of Grant Request (one sentence): Funding from the S.L. Gimbel Foundation will support salary and program needs for the Virginia League for Planned Parenthood's tenth-grade family life education program in Newport News Public Schools. | | | |
| Program Start Date (Month and Year): 7/1/2018 | | Program End Date (Month and Year): 6/30/2019 | |
| Gimbel Grants Received: List Year(s) and Award Amount(s) 2016: \$47,600 | | | |

Celia Cudiamat

From: Hannah Updike <hupdike@vlpp.org>
Sent: Wednesday, March 14, 2018 1:39 PM
To: Celia Cudiamat
Cc: Melissa Meadows
Subject: S.L. Gimbel Foundation resubmission: Virginia League for Planned Parenthood
Attachments: Gimbel Foundation Final Report_VLPP.pdf; 2018 Gimbel App - Project Budget and Narrative_VLPP.pdf

Hello Celia,

Thank you again for the opportunity to resubmit our application. Please find attached two documents: the revised budget and revised previous grant evaluation report. Revisions for the budget, grant report, and full application (copied below in the body of the email) are noted in bold, red type.

Thank you again, and please let me know if I can provide you with any additional information.

Best,

Hannah

2017 S. L. Gimbel Foundation Fund Grant Application
Welcome Page
Welcome to the 2017 S. L. Gimbel Foundation Fund Grant Application

Thank you for applying to the S. L. Gimbel Foundation Fund Grant. The mission of the S.L. Gimbel Foundation is to enhance the quality of life for people and animals by providing effective support in the Founder's specific fields of interest: Animal Protection, Education, Environmental Protection and Enhancement, Health, and Human Dignity. Please take a moment to review the grant application guidelines before continuing the process (use "Guidelines" link above). After you have read and understood the guidelines, please proceed with the grant application process. Should you have any questions, please check the "FAQs" link above or refer to "Application Procedures" on our website. If your questions are not answered via FAQs or Application Procedures, contact us using the "Contact Us" link above.

Organization Information

NOTE: If you have already started an online application and would like to resume, please [CLICK HERE](#) to login to your Applicant Account Page.

| |
|---|
| Organization/Agency Information |
| Organization/Agency Name (If operating as a DBA, enter DBA name here) |

Virginia League for Planned Parenthood

Legal Name

If different from DBA/Organization/Agency Name

Virginia League for Planned Parenthood

Tax ID

540505973

Tax Status

501(c)3

Organization Mailing Address

Street Address or P.O. Box (No residential addresses, please)

201 North Hamilton St

City

Richmond

State

VA

Zip Code

23221

Organization Physical Address

Street No. and Name, City, State, Zip (No residential addresses, please)

201 North Hamilton St

Richmond, VA 23221

Website Address

www.vlpp.org

Organizational Leadership (Please list CEO, President, Board Chair, Executive Director)

Prefix

Ms

First Name

Paulette

Last Name

McElwain

Title

President & CEO

Work Phone

(xxx-xxx-xxxx)

(804-482-6136)

Extension**Cell Phone**

(xxx-xxx-xxxx)

Fax

(xxx-xxx-xxxx)

E-mail Addresspaulettemcelwain@vlpp.org**Program/Project Contact Person****Check this box if the Program/Project Contact Person is the same as the organization's primary contact listed above**

Fields in this section will auto-fill.

No

Prefix

Ms

First Name

Melissa

Last Name

Meadows

Title

Education Director

Work Phone

(xxx-xxx-xxxx)

(804-482-6140)

Extension

Office Fax

E-mail Address

mmeadows@vlpp.org

Organization/Agency Background

Organization Background

What is the history, mission, and purpose of your organization?

VLPP's mission is to ensure that individuals and families have the freedom, information, and ability to make their own informed reproductive choices. We believe that each individual has a basic right to control his/her reproductive life. Individual control will lead to a better quality of life and stronger families and communities. Reproductive health decisions must be voluntary and private. VLPP has provided reproductive health care services to the Greater Richmond Metro area for over 75 years, and received its 501(c)3 status in 1942. In January of 2015, VLPP merged with Planned Parenthood of Southeastern Virginia, which expanded our service area to include the Greater Hampton Roads Metro area. VLPP currently operates three health centers in Richmond, Virginia Beach, and Hampton.

Length of Service (number of years)

How long has the organization been providing programs and services to the community?

75

Organizational Accomplishments

What are some of your past organizational accomplishments in the last 3 years?

Over the last three years, VLPP has seen a number of organizational accomplishments.

We launched a pilot primary care program at our Richmond health center in 2010, and we now offer comprehensive primary care services at all three health centers.

In September 2016, VLPP launched our transgender health care services program, and VLPP saw 500 patients in the first year of the program, far exceeding the projected patient volume for the first year of the program.

We continue to expand our robust sex education program to continue to reach youth and young adults who are at high risk for unintended pregnancy and STIs. VLPP has provided sex education in Newport News Public Schools (NNPS) since 2008, and between 2008-2015, the teen pregnancy rate declined 55% in Newport News. Teen birth rate data has also been collected at each high school by school nurses and there has been a 66% decline in teen births between 2011 and 2017 across all schools and grade levels. VLPP's success in NNPS has encouraged surrounding counties in southeastern Virginia to reach out to VLPP for technical assistance as well as programming needs. VLPP recently secured funding to pilot a sex education program in the Western Tidewater region to address high teen pregnancy rates in the region.

Programs and Activities

What are some of your current key programs and activities? Describe the communities you serve. Include populations and geographic locations.

VLPP's service area encompasses 50 cities and counties in the Greater Richmond and Greater Hampton Roads areas. Our average patient is a woman between the ages of 18-26, who is either employed or in school, and is either uninsured or underinsured.

VLPP provides a full range of high-quality, affordable reproductive and primary health care services, including annual exams, diagnosis and treatment of precancerous cervical conditions, sexually transmitted infection (STI) screenings and treatment, abortion services, comprehensive primary care services, and transgender health services.

VLPP provides sexuality education programming to high-risk youth throughout the Greater Richmond and Greater Hampton Roads Metropolitan areas. In November 2015, VLPP launched a sexual wellness pilot program for women and gender nonconforming people who are 18 and older called Pleasure 101. Our advocacy team works to protect, maintain, and expand access to reproductive health care by engaging supporters of reproductive health initiatives.

Program/Project Information

Program / Project Information

Interest Area

Health

Program or Project Name

Continuing Sexuality Education at VLPP

Amount of Grant Requested

Use whole dollars, do not use \$ sign, comma, or decimal

25000

Total Organization Annual Operating Budget

Use whole dollars, do not use \$ sign, comma, or decimal

8922566

Per 990, Percentage of Program Service Expenses

Column B divided by Column A, x 100 (Please enter no more than 2 digits, i.e., 7.9)

90.4

Per 990, Percentage of Management & General Expenses Only

Column C divided by Column A, x 100 (Please enter no more than 2 digits, i.e., 7.9)

6.1

Per 990, Percentage of Management & General Expenses and Fundraising

Column C + Column D, divided by Column A, x 100 (Please enter no more than 2 digits, i.e., 7.9)

Purpose of Grant Request

Please summarize the project (in 25 words or less).

Funding from the S.L. Gimbel Foundation will support salary and program needs for the Virginia League for Planned Parenthood’s tenth-grade family life education program in Newport News Public Schools.

Use of Grant Funds

How will you use the grant funds?

Grant funds will be used to support the salary of a full-time Health Educator and program needs for the tenth-grade family life program at NNPS.

Project Start Date

Month and Year

7/1/2018

Project End Date

Month and Year

6/30/2019

Gimbel Grants Received

List previous years with award amounts, if applicable

2016, \$47,600

Statement of Need

Specify the community need you want to address and are seeking funds for.

The need for age-appropriate, medically accurate sex education is great in our communities, particularly for youth who are at a high risk of experiencing an unintended pregnancy or STI. Older teens are at the highest risk for unintended pregnancy and STIs. Teens from low-income backgrounds, teens who have experienced violence, teens in foster care or correctional facilities, and teens with disabilities are at an even greater risk. According to the CDC, only half (51%) of all teen mothers in the United States receive a high school diploma before age 22, compared to 89% of women who did not have a teen birth. Despite the profound impact of teen pregnancy for both mother and child, there are few comprehensive sex education programs in our service area.

The education program outlined in this proposal takes place in the city of Newport News. Newport News has a population of 181,825. The median household income is \$50,077, which is \$14,938 lower than the state median household income of \$65,015. 16.8% of persons in Newport News live in poverty. 25.7% of children live in poverty in Newport News, compared to the state rate of 15%, and 64.1% of children in Newport News qualify for free or reduced lunch (state 41.8%).

Newport News has substantially higher rates of teen pregnancy and STI rates than the overall state rates. The rate of teen pregnancy in Newport News is 18.6 per 1,000 teen girls, compared to the state rate of 12 per 1,000. The STI rates in Newport News are also significantly higher than the state rates. Gonorrhea (326.3 per 100,000) occurs at a rate over three times higher than the state average, chlamydia (959.2 per 100,000) at nearly 2

times the state rate, syphilis (32.2 per 100,000) at three times the state rate, and HIV/AIDS (20.8 per 100,000) at three times the state rate.

Project Description

Describe your project. How will this project enable this organization to better meet community needs? What is unique and innovative about this project?

VLPP's goal is to reduce the teen pregnancy and STI rates in Newport News by providing comprehensive sex education to youth so they are able to make healthy and empowered decisions about their futures. Reaching youth at this time in their lives is ideal, especially youth who are at high risk of experiencing an unintended pregnancy or STI.

VLPP has provided sex education in NNPS since 2008. Between 2008 and 2015, the teen pregnancy rate (ages 10-19) declined 55% in Newport News and has dropped at a faster rate than several of its neighboring counties, including Portsmouth City, Norfolk City, and Hampton City.

In our tenth-grade health program in Newport News Public Schools (NNPS), every student enrolled in Health II from eight different high schools will participate in seven and a half hours of instructional lessons (five class sessions) during school hours. The curriculum will be delivered by a qualified Health Educator, and complies with the Virginia Standards of Learning (SOLs) for tenth-grade family life. During the program, students will be taught comprehensive, age-appropriate and medically accurate information about sexual health and will participate in educational activities that will help them make healthy choices, demonstrate healthy behaviors, and give them the tools to stay safe. This program will reach approximately 1,700 youth in NNPS each year.

Project Goal, Objectives, Activities, Expected Outcomes, and Evaluation: In fields below, state in the following order: **1. ONE Project Goal** that is a broad, aspirational statement of purpose for the project and **ONE Objective** that is a specific, measurable, verifiable, action-oriented, realistic, and time-specific statement intended to guide your organization's activities toward achieving the goal. **2. Specify the Project Activities** you will undertake to meet the objective and number of participants for each activity. **3. Expected Outcomes** are the individual, organizational, or community-level changes that can reasonably occur during the grant period as a result of the proposed activities or services. What are the key anticipated outcomes of the project and impact on participants? State in quantifiable and verifiable terms. **4. Evaluation** How will progress towards the objectives be tracked and outcomes measured? Provide specific information on how you will collect relevant data and statistics that meet your objective and validate your expected outcomes in a quantifiable manner as you describe your evaluation process.

1. Project Goal and Objective

Project Goal: To reduce the teen pregnancy and STI rates in Newport News Public Schools (NNPS) by providing comprehensive sex education to youth so they are able to make healthy and empowered decisions about their futures.

Project Objective: To provide research-based, comprehensive, multi-session sexual health education programming to 1,700 tenth-grade youth in NNPS during the 2018-19 spring, summer, and fall semesters.

2. Project Activities

Project Activity 1: VLPP's Health Educators will provide research-based, comprehensive, multi-session sexual health education programming to approximately 1,700 tenth-grade youth at high risk of unintended pregnancy and STIs in NNPS.

Project Activity 2: VLPP's Health Educators will administer a pre and post test measuring knowledge and behavioral intention to approximately 1,700 student participants.

3. Expected Outcomes

Outcome 1: VLPP expects to provide 1,700 youth in the tenth-grade family life program in NNPS with research-based, comprehensive, multi-session sexual health education programming. The 1,700 youth who participate in VLPP's tenth-grade family life program in NNPS will demonstrate a statistically significant growth in knowledge (at least a 12% increase between pre and post tests) on a variety of sexual health topics and will exhibit growth in positive behavioral intention.

Outcome 2: 1,700 student participants will complete pre and post tests. Pre and post test data from the 1,700 student participants will be used, along with secondary data from the Virginia Department of Health, to produce a comprehensive program evaluation report for community stakeholders.

4. Evaluation

1,700 student participants will be given a pretest at the beginning of VLPP's program and a posttest at the conclusion of the program. VLPP will track our progress in providing research-based, multi-session sexual health education programming to 1,700 youth. Data from 1,700 student participants will be collected and compiled using Datalink equipment and software, and then coded and analyzed using SPSS.

Program effectiveness will be determined by evaluating the change in pre and post test scores among all 1,700 participants. When all of the pretest and posttest scores are compiled and the changes in pre and post tests scores of the 1,700 student participants are evaluated, participants will demonstrate a statistically significant growth in knowledge (at least a 12% increase between pre and post tests) and will exhibit growth in positive behavioral intention about a variety of sexual health topics.

Additionally, VLPP will regularly review aggregate data collected and made available by the Virginia Department of Health and internal teen birth rate data (by school) provided by school nurses at NNPS. Trends in teen births will be analyzed and will affect programming decisions as necessary.

***Below are some examples of how to list your Goals, Objectives, Activities, Expected Outcomes, and Evaluation: Objective, Outcome, and Evaluation should align and should be written in a linear format, using actual numbers and data that are quantifiable and verifiable.**

STATE ONE GOAL, ONE OBJECTIVE, ONE OUTCOME:

- **GOAL:** House all homeless youth ages 18-24 in Mariposa County who are physically, mentally, and legally able to work within 24 hours and help them become self-sufficient in 90 days.
- **OBJECTIVE:** House up to 145 homeless youth referred or who contact us within 24 hours.
- **OUTCOME:** We expect to provide rapid rehousing to over 45 homeless youth in

2017. EVALUATION: Using Build Futures' Salesforce database client management and tracking system, generate reports on the number of clients served and housed. Track our role in housing 145 youth. Account for additional success or lower numbers of youth in the program.

Target Population

Who will this grant serve? How many people will be impacted? Provide a breakdown: Number of children, youth, adults, seniors, animals.

This grant will support our programs that reach youth at the highest risk for unintended pregnancy and STIs in NNPS. VLPP has worked with NNPS to develop a tenth-grade family life curriculum that best suits the needs of the participants and meets all state-mandated requirements for sex education. A total of 1,727 youth participated in VLPP's tenth-grade family life education program in NNPS between September 2016 and July 2017.

We expect this program to serve approximately 1,700 youth in NNPS each year as we work to help change the course of future peninsula health profiles.

Project Timeline

Provide a timeline for implementing the project. Include timeframes for specific activities, as appropriate.

VLPP will provide programming for the tenth-grade family life program in Newport News Public Schools (NNPS). The timeline for this project begins 7/1/2018 and ends 6/30/2019.

Projects in the Community

How does this project relate to other existing projects in the community? Who else in the community is providing this service or has a similar project? Who are your community partners, if any? How are you utilizing volunteers?

VLPP works with the following public high schools in Newport News: Achievable Dream High School, Denbigh High School, Enterprise Academy, Heritage High School, Menchville High School, Warwick High School, Woodside High School, and Point Option High School.

VLPP received a federal (Personal Responsibility Education Program (PREP) grant in September 2015 to support education programming for the ninth-grade family life curriculum in NNPS through fall 2018. VLPP's tenth-grade family life curriculum builds upon this ninth-grade curriculum and includes information about pregnancy prevention, STI prevention, healthy communication, healthy relationships, dating violence prevention, and healthy pregnancies.

Project Future

Project Future / Sustainability

Explain how you will support the project after the grant performance period. Include plans for fundraising or increasing financial support designated for the project.

Our education program has grown substantially over the past several years. We have established an endowment fund for education to sustain programming in the future, and we continue to look for grant funding and individual support to maintain the program.

Governance, Executive Leadership, and Management: Key Personnel / Staff Qualifications

Governance and Executive Leadership

Describe your Board of Directors and the role it plays in the organization. What committees exist within your Board? How does your Board make decisions?

The board of directors' purpose is to establish the legal and corporate existence of the affiliate and to assume overall accountability for its actions. The board of directors meets four times per year. The following committees operate within our board: Executive, Governance, Finance, Fund Development, and Medical Committees.

Management

Describe the qualifications of key personnel/staff responsible for implementing the project.

Paulette McElwain, VLPP's President and CEO, joined VLPP in 2004 and has served as CEO since 2007. In the over a decade under her leadership, VLPP has grown significantly in size, scope, and impact. VLPP now serves more than 18,000 patients each year.

Melissa Meadows, VLPP's Education Director, joined VLPP in May 2017. She has a Master's in Teaching from UNC Chapel Hill and a Master's in Public Health from East Tennessee State University. Most recently, she worked as a health educator at East Tennessee State University providing dating violence prevention and healthy sexuality programming. She also recently worked with the Intimate Partner Violence Prevention Task Force in Buncombe County, NC to help create a county-wide plan to prevent domestic violence, sexual assault, and child maltreatment.

Attachments

Attachments

REQUIRED .PDF ATTACHMENTS: The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions such as "exe", "com", "vbs", or "bat" cannot be uploaded. You must **1. BROWSE FILES** on your computer, **2. SELECT FILES**, then **3. CLICK UPLOAD** to attach files. ***IMPORTANT: For each set of required documents below**, please scan all pages of each set into one .pdf, as only a single document upload is permitted for each item being requested.

1. Project Budget and Budget Narrative

Please provide a detailed line-item budget for your **entire** project. Download the **V. Project Budget and Narrative Worksheet**, complete, and **Upload**. SEE **SAMPLE Budget & Narratives Worksheet**,

2. Sources of Funding

Please list your current sources of funding and amounts. Download the **VI. Sources of Funding Worksheet**, complete, and **Upload**.

3. Financial Analysis

Please provide all information requested for your **entire organization**. Included any notes that may explain any extraordinary circumstances. Download the **VII. Financial Analysis Worksheet**, complete, and **Upload**.

4. Current Year Operating Budget

Please provide a copy of your current year's operating budget

5. Budget Comparison

Download the **SAMPLE Budget Comparison Worksheet**, complete, and **Upload**.

6. Part IX only of the 990 form

Statement of Functional Expenses (one page). If you completed a 990-EZ, Download the **Part IX Functional Expenses sample** of the 990 form using figures from your 990 EZ, complete, and **Upload**.

7. Financial Statements

Please provide a copy of your most recent year-end financial statements (audited, if possible)

8. Most Recent 990

Please provide a copy of your most recent 990 form

9. Tax Exemption Letter

Please provide an electronic copy of your IRS 501 (c) (3) determination letter.

10. Board of Directors List

Please provide a list of your current Board of Directors, including their name, position on the board, and professional affiliation(s).

11. Evaluation & Expenditure Report

For past grantees, provide a copy of your most recent final evaluation report, including your most recent expenditure report.

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Hannah Updike
Development Associate
The Virginia League for Planned Parenthood
201 N. Hamilton Street
Richmond, VA 23221
804.482.6133

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Organization Name:

Virginia League for Planned Parenthood

V. Project Budget and Narrative (Do not delete these instructions on your completed form).

A) **Budget Table:** Provide a detailed line-item budget for your entire project by completing the table below.

Requested line items should be limited to Ten (10) line items. The less the better.

A breakdown of specific line item requests and attendant costs should include:

- 1) Line item requests for materials, supplies, equipment and others:
 - a. Identify and list the type of materials, supplies, equipment, etc.
 - b. Specify the unit cost, number of units, and total cost
 - c. Use a formula/equation as applicable. (i.e. 40 books @ \$100 each = \$4000)
- 2) Line item requests for staff compensation, benefits: **Do not use FTE percentages.**
 - a. Identify the position; for each position request, specify the hourly rate and the number of hours (i.e. \$20/hr x 20 hours/week x 20 weeks = \$8,000)
 - b. For benefits, provide the formula and calculation (i.e. \$8,000 x 25% = \$2,000)
- 3) Line items on Salaries/Personnel included in budget (contribution or in-kind) but NOT requested from the Gimbel Foundation must be broken down per number 2) above: Provide rate of pay per hour and number of hours.
- 4) Line Item Description should be **no more than two lines**; otherwise, it will get cut off. Additional descriptions should be included in the Budget Narrative.

| Line Item Request | Line Item Description <i>(Maximum two lines)</i> | Support From Your Agency | Support From Other Funders | Requested Amount From Gimbel/TCF | Line Item Total of Project |
|--|---|--------------------------|----------------------------|----------------------------------|----------------------------|
| Personnel Salary: Health Educator | \$19.23/hr x 40 hrs/wk x 52 weeks=\$40,000 | \$19,250 | \$0 | \$20,750 | \$40,000 |
| Personnel Benefits: Health Educator | \$40,000 x 21.5%=\$8,600 | \$7,600 | \$0 | \$1,000 | \$8,600 |
| Office Supplies | Paper, pencils, markers, staplers, flip charts | \$50 | \$0 | \$250 | \$300 |
| Program Supplies | Pamphlets, flash cards, DVDs, visual aids | \$250 | \$0 | \$500 | \$750 |
| Staff Training | TBD training opportunities | \$1,000 | \$0 | \$250 | \$1,250 |
| Travel/Related Expenses | Mileage: \$.545/mile | \$2,200 | \$0 | \$1,000 | \$3,200 |
| Overhead costs | Rent & utilities, phone reimbursement | \$1,150 | \$0 | \$1,250 | \$2,400 |
| | | | | | |
| TOTALS: | | \$31,500 | \$0 | \$25,000 | 56,500 |

B) Narrative: The budget narrative is the justification of “how” and/or “why” a line item helps to meet the project deliverables. Provide a description for each line item request as necessary. Explain how the line item relates to the project. If you are requesting funds to pay for staff, list the specific duties of each position. See attached SAMPLE Project Budget and Budget Narrative

1. **Personnel Salary: Health Educator: The Health Educator will be responsible for implementing the tenth-grade family life program in Newport News Public Schools: $\$19.23/\text{hr} \times 40 \text{ hrs/wk} \times 52 \text{ weeks} = \$40,000$**
2. **Personnel Benefits: Health Educator: The Health Educator will be responsible for implementing the tenth-grade family life program in Newport News Public Schools: $\$40,000 \times 21.5\% = \$8,600$**
3. **Office Supplies: Office supplies required for program implementation include paper, pencils, markers, staplers, flip charts, etc.: \$300**
4. **Program Supplies: Program supplies required for program implementation include pamphlets, flash cards, DVDs, and visual aids: \$750**
5. **Staff Training: Ongoing training on best practices in sexuality education will be imperative to delivering high-quality programs. Planned Parenthood and other leading organizations in the field offer various training opportunities throughout the year for education staff about a wide variety of topics, including LGBTQ inclusivity, trauma-informed practice, classroom management, and strategies for meeting the needs of vulnerable populations. Training dates and locations have not been determined: \$1,250**
6. **Travel/Related Expenses: The Health Educator will need to travel from VLPP's Hampton office to public schools in Newport News, and will need to be reimbursed for mileage. Mileage reimbursement is \$.545/mile: \$3,200**
7. **Overhead costs: The Hampton Roads education staff shares office space in our Hampton health center. The Hampton health center is only open three days per week to patients, but the education staff uses the office even on non-clinic days. This covers the partial cost of upkeep of our Hampton health center building as well as telephone reimbursement: \$2,400**

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

Secured/Awarded

| Name of Funder: Foundation, Corporation, Government | Amount |
|---|---------------|
| Federal Personal Responsibility Education Program (PREP) grant: Newport News Public Schools 9th-grade program | \$338,880 |
| | |
| | |
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| | |
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| | |

Pending

| Name of Funder: Foundation, Corporation, Government | Amount | Decision Date |
|--|---------------|----------------------|
| N/A | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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 | \$ 1,497,209 | 16.5% | Program Fees | \$5,333,795 | 59% |
| Fundraising/Special Events | \$ | | Interest Income | \$20,140 | .2% |
| Corp/Foundation Grants | \$ 1,727,117 | 19% | Other: | \$106,787 | 1% |
| Government Grants | \$ 338,880 | 4% | Other: | \$32,372 | .3% |

Notes:

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VII. Financial Analysis

Agency Name: Virginia League for Planned Parenthood

Most Current Fiscal Year (Dates): From 7/1/2018 To: 6/30/2019

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!**

Form 990, Part IX: Statement of Functional Expenses

1) Transfer the totals for each of the columns, Line 25- Total functional expenses (page 10)

| (A) Total Expenses | (B) Program service expenses | (C) Management & general expenses | (D) Fundraising expenses |
|-----------------------|---------------------------------|--------------------------------------|-----------------------------|
| \$7,450,582 | \$6,733,254 | \$454,521 | \$262,207 |

2) Calculate the percentages of Columns B, C, and D, over A (per totals above)

- Program services (B) – A general rule is that at least 75% of total expenses should be used to support programs
- Management & general administration (C) – A general rule is that no more than 15% of total expenses should be used for management & general expenses
- Fundraising (D) – A general rule is that no more than 10% of total expenses should be used for fundraising

| (A) Total Expenses | (B) Program service expenses | (C) Management & general expenses | (D) Fundraising expenses |
|-----------------------|---------------------------------|--------------------------------------|-----------------------------|
| 7,450,582 | Columns B / A x 100 | Columns C / A x 100 | Columns D / A x 100 |
| Must equal 100% | 90.4 % | 6.1 % | 3.5 % |

3) Calculate the difference between your CURRENT year budget for management & general expenses and your previous management & general expenses per your 990 (Column C)

| Percentage of Organization's Current Total Budget used for Administration | Column C, Management & general expenses per 990 above | Differential |
|---|---|--------------|
| 4.3 % | 6.1 % | -1.8 % |

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

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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 |
|-----------------|-------------------------------|-----------------------------|----------------------|
| \$ 2,333,901.78 | \$ 81,783.70 | 1,817,674.12 | 1.33 |

Excess or Deficit for the Year:

| Excess or (Deficit) Most recent fiscal year end | Excess or (Deficit) Prior fiscal year end |
|--|--|
| \$ 1,071,635 | \$ 149,142 |

Notes:

VLPP saw an unprecedented number of unrestricted gifts during our most recently completed fiscal year.

BUDGET FY 2018

| | CLINIC | EDUCATION | ADVOCACY | FUNDRAISING | ADMIN | TOTAL |
|-------------------------------------|---------------------|---------------------|--------------------|-------------------|---------------------|---------------------|
| Income | | | | | | |
| CLIENT FEES | 6,245,355.63 | | | | | 6,245,355.63 |
| GRANT FUNDS | 755,000.00 | 518,880.00 | 225,000.00 | 700,000.00 | | 2,198,880.00 |
| CONTRACEPTIVE INCOME | 37,500.00 | | | | | 37,500.00 |
| UNRESTRICTED CONTRIBUTIONS | | | | | | |
| OTHER REVENUE | 15,000.00 | 2,500.00 | 368,206.32 | 8,500.00 | 46,624.20 | 440,830.52 |
| Total Income | 7,052,855.63 | 521,380.00 | 593,206.32 | 708,500.00 | 46,624.20 | 8,922,566.15 |
| Expense | | | | | | |
| SALARIES & BENEFITS | 3,684,191.25 | 484,313.87 | 483,202.09 | 123,089.88 | 272,596.42 | 5,047,393.51 |
| PROFESSIONAL FEES | 532,367.61 | 3,568.71 | 3,029.63 | 101,981.92 | 34,894.00 | 675,841.87 |
| CONTRACEPTIVES | 12,500.00 | | | | | 12,500.00 |
| PROGRAM COSTS & SUPPLIES | 1,703,758.56 | 56,303.13 | 133,225.67 | 50,684.69 | 48,440.29 | 1,992,412.34 |
| INFRASTRUCTURE & OTHER DEPRECIATION | 672,900.00 | 77,434.50 | 60,315.08 | 44,916.25 | 34,475.00 | 890,040.83 |
| Total Expense | 6,605,717.42 | 621,620.21 | 679,772.47 | 320,672.74 | 390,405.71 | 8,618,188.55 |
| Net Surplus (Deficit) | 447,138.21 | (100,240.21) | (86,566.15) | 387,827.26 | (343,781.51) | 304,377.60 |

SAMPLE Budget Comparison

| | Actuals | | Budget Projections | | Variance |
|---|------------------------------|----------|---------------------|----------|--------------------|
| | Most Recently Completed Year | | Current Year | | |
| | 20 17 | | 20 18 | | |
| Income | | | | | |
| Individual Contributions | 1,057,778.83 | - | 700,000 | - | -357,778.83 |
| Corporate Contributions | - | - | - | - | - |
| Foundation Grants | 1,918,889.05 | - | 1,160,000 | - | -758,889.05 |
| Government Contributions | 338,880 | - | 338,880 | - | 0 |
| Other Earned Income | 5,294,338.85 | - | 6,245,355.63 | - | 951,016.78 |
| Other Unearned Income | 426,278.38 | - | 469,830.52 | - | 43,552.14 |
| Interest & Dividend Income | 20,140 | - | 8,500 | - | -11,640 |
| Total Income | 9,056,301.11 | - | 8,922,566.15 | - | -133,734.96 |
| Expenditures | | | | | |
| Personnel | | | | | |
| Salary CEO | 3,574,927.27 | - | 4,282,213.14 | - | 707,285.87 |
| Salary Assistant | - | - | - | - | - |
| Payroll Taxes | 260,094.96 | - | 343,386.69 | - | 83,291.73 |
| Insurance - Workers' Comp | 15,363.76 | - | 18,340 | - | 2,976.24 |
| Insurance - Health | 293,952 | - | 392,798 | - | 98,846 |
| Payroll Services | - | - | - | - | - |
| Retirement | 32,501 | - | 28,995 | - | -3,506 |
| Total Personnel | 4,176,838.99 | - | 5,085,732.83 | - | 888,893.84 |
| General Program/Administrative | | | | | |
| Bank/Investment Fee | 18,971.32 | - | 20,461.60 | - | 1,490.28 |
| Publications | - | - | - | - | - |
| Conferences & Meetings | 54,754.90 | - | 43,750 | - | -11,004.90 |
| Mileage | 126,550.66 | - | 115,046 | - | -11,504.66 |
| Audit & Accounting | 24,154 | - | 25,000 | - | 846 |
| Program Consultants | 101,000 | - | 110,400 | - | 9,400 |
| Insurance Expense | 146,320 | - | 185,000 | - | 38,680 |
| Telephone Expense - Land Lines | 99,345.30 | - | 91,100 | - | -8,245.30 |
| DSL & Internet | - | - | - | - | - |
| Website | - | - | - | - | - |
| Office Supplies | 54,312.48 | - | 51,853.65 | - | -2,458.83 |
| Postage & Delivery | 18,338.84 | - | 24,100 | - | 5,761.16 |
| Printing & Copying | 40,611.73 | - | 43,100 | - | 2,488.27 |
| Miscellaneous | 3,123,487.89 | - | 2,843,394.42 | - | -280,073.47 |
| Total General Program/Administrative | 3,807,827.12 | - | 3,552,455.66 | - | -255,371.46 |
| Total Expenditures | 7,984,666.11 | - | 8,618,188.49 | - | 633,522.38 |
| Revenue Less Expense | 1,071,635 | - | 304,377.66 | - | -767,257.34 |

**VIRGINIA LEAGUE FOR PLANNED PARENTHOOD
INCORPORATED**

54-0505973 Page 10

Form 990 (2015)

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 or note to any line 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 domestic organizations and domestic governments. See Part IV, line 21 | 237,475. | 237,475. | | |
| 2 Grants and other assistance to domestic individuals. See Part IV, line 22 | | | | |
| 3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 | | | | |
| 4 Benefits paid to or for members | | | | |
| 5 Compensation of current officers, directors, trustees, and key employees | 197,376. | 133,229. | 49,344. | 14,803. |
| 6 Compensation not included above, to disqualified persons (as defined under section 4958(l)(1)) and persons described in section 4958(c)(3)(B) | 3,206,036. | 3,040,803. | 97,261. | 67,972. |
| 7 Other salaries and wages | | | | |
| 8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) | 285,069. | 270,866. | 6,473. | 7,730. |
| 9 Other employee benefits | 251,882. | 237,361. | 8,407. | 6,114. |
| 10 Payroll taxes | | | | |
| 11 Fees for services (non-employees): | | | | |
| a Management | 48,644. | 36,347. | 5,076. | 7,221. |
| b Legal | 42,776. | 31,962. | 4,464. | 6,350. |
| c Accounting | | | | |
| 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.) | 569,981. | 425,888. | 59,482. | 84,611. |
| 12 Advertising and promotion | 37,203. | 26,526. | 1,560. | 9,117. |
| 13 Office expenses | 66,972. | 62,131. | 3,818. | 1,023. |
| 14 Information technology | | | | |
| 15 Royalties | | | | |
| 16 Occupancy | 109,253. | 90,488. | 15,768. | 2,997. |
| 17 Travel | | | | |
| 18 Payments of travel or entertainment expenses for any federal, state, or local public officials | 47,142. | 32,420. | 8,251. | 6,471. |
| 19 Conferences, conventions, and meetings | 31,374. | 26,071. | 3,220. | 2,083. |
| 20 Interest | 113,203. | 109,509. | 1,918. | 1,776. |
| 21 Payments to affiliates | 162,835. | 1,370. | 161,465. | |
| 22 Depreciation, depletion, and amortization | 136,150. | 134,150. | 1,060. | 940. |
| 23 Insurance | | | | |
| 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.) | 1,087,626. | 1,087,626. | | |
| a MEDICAL SUPPLIES | 385,937. | 356,692. | 13,250. | 15,995. |
| b REPAIRS AND MAINTENANCE | 117,360. | 108,252. | 6,272. | 2,836. |
| c UTILITIES | 66,122. | 66,122. | | |
| d LABORATORY FEES | 250,166. | 217,966. | 7,432. | 24,768. |
| e All other expenses | 7,450,582. | 6,733,254. | 454,521. | 262,807. |
| 25 Total functional expenses. Add lines 1 through 24e | | | | |
| 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 98-2 (ASC 958-720)

Form 990 (2015)



The Virginia League for Planned Parenthood

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The Virginia League for Planned Parenthood

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Ms. Paulette M. McElwain
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Cell: (804) 301-5478
paulettemcelwain@vlpp.org

Questions 1-15 are required and must be completed

- 1. Organization name:** Virginia League for Planned Parenthood
- 2. Grant #:** 20160408
- 3. Grant Period:** August 1, 2016—July 31, 2017
- 4. Location of Services (City and State):** Newport News, VA
- 5. Name and Title of person completing evaluation:** Hannah Updike, Development Associate
- 6. Phone Number:** (804) 482-6133
- 7. Email address:** hupdike@vlpp.org
- 8. Total number of clients served through this grant funding:** 1,727
- 9. Describe the project's key outcomes and results based on the goals and objectives.**

Objective 1: Youth who participate in VLPP's education programs will demonstrate statistically significant increases in knowledge about sexual health and show significant improvements in attitudes related to risk reduction.

VLPP's goal is to reduce the teen pregnancy rate and STI rates in Newport News by providing comprehensive sex education to youth. In order to measure knowledge gained as a result of VLPP's sex education program, VLPP Health Educators distribute a pretest at the beginning of each program and a posttest at the conclusion of the program to all program participants. Data was collected and compiled using Datalink equipment and software, then coded and analyzed using SPSS. Program effectiveness is determined by evaluating the increase in test scores among all participants. VLPP anticipated a 15% increase in knowledge about sexual health as a result of our sex education programs.

Based on estimates of student enrollment numbers for the 2016-2017 school year, VLPP expected to see approximately 2,000 youth in the tenth-grade family life program in Newport News Public Schools (NNPS) during the grant period. According to NNPS, 1,875 total students were enrolled in the tenth-grade family life program (Health II) in Newport News Public Schools (NNPS) during the 2016-2017 school year. From July 1, 2016 to June 30, 2017, VLPP served 1,727 students with *The Power to Decide*, a multi-session, evidence-informed, comprehensive sex education program for 10th graders. The difference between number of students enrolled in the tenth-grade family life program and the number of students served by VLPP's sex education program is likely due to a variety of factors, including student absence, students dropping out of school, and/or students moving out of the school district. VLPP saw a 12% growth in knowledge between pre and post test scores (n=1,198). Post test scores indicated students were better able to identify early symptoms of pregnancy, stages of fetal development, and prenatal care guidelines as a result of this program. Additionally, students improved their knowledge (a 27% increase) of the role that alcohol plays in impairing someone's ability to give consent to sexual activity. Youth who participated in *The Power to Decide* also demonstrated a 3% positive shift in attitudes and beliefs about sexual health. Specifically, students showed increased

willingness to visit healthcare professionals if needed (5% increase), more willingness to use condoms during sexual activity (4% increase), and indicated they would be more likely to practice abstinence as a result of program participation (4% increase).

Objective 2: Youth who participate in VLPP's education programs will be more likely to make healthy choices to protect themselves or their partner from pregnancy and/or STIs.

Since VLPP began our partnership with Newport News public schools in 2008, the teen pregnancy rate (ages 10-19) declined 55% in Newport News (Virginia Department of Health, 2015). Rates of teen pregnancy in Newport News have dropped at a faster rate than several of its neighboring cities including Portsmouth City (37%), Norfolk City (40%), and Hampton City (46%). As a result of increased access to education and preventative health care services, we expect the teen pregnancy and STI rates to continue to decline in this area.

10. Please describe any challenges/obstacles the organization encountered (if any) in attaining stated goals & objectives.

Two challenges were identified with regard to meeting the objectives for *The Power to Decide*. First, *The Power to Decide* is an evidence-informed curriculum that uses evidence-based strategies from a variety of sources. 2016-2017 was the first year this specific curriculum was implemented in Newport News Public Schools and some of the lessons had to be adjusted during implementation due to time constraints and participant feedback.

Secondly, there are various behavioral challenges that arise during program implementation at Newport News Public Schools. A classroom teacher is present during program implementation and each teacher has different strategies for maintaining control of the classroom. It is common for VLPP Health Educators to have to stop teaching to redirect behavior (or wait for the classroom teacher to do so) during class and this can make time management and maintaining fidelity a challenge. Though our educators are trained and adept at classroom management, we do anticipate this to be a continued challenge in Newport News Public Schools.

11. How did the organization overcome and/or address the challenges and obstacles?

This summer, the VLPP Education staff analyzed pre and post test data from *The Power to Decide* in an effort to streamline the curriculum and the evaluation tools for the 2017-2018 school year. During the curriculum revision, the most popular and engaging activities were identified and the least engaging were replaced with something different. Therefore, though behavioral issues are inevitable during the 2017-2018 school year, VLPP Health Educators now have a better sense of which lessons and activities help keep students on track during the program. Due to these changes, we anticipate a growth in knowledge of over 12% during the 2017-2018 school year.

12. Describe any unintended positive outcomes as a result of the efforts supported by this grant.

VLPP's Health Educators asked *The Power to Decide* participants to write on post-it notes anything they enjoyed or would like to change to improve the program (photo attached). This feedback was used to help make necessary changes to the curriculum during the summer revision process. Some of the student feedback highlights include:

- "I like that Family Life [*The Power to Decide*] was honest and the teacher was very passionate about her job."
- "I like that if there was a question there was no judgment."
- "I like how we spoke about different families and relationships and one day, just one day, I can forgive my mom for not being in my life."
- "I like that you used the term 'intellectually disabled' instead of 'mentally retarded' when referring to the ID population."
- "I like that we learned about what makes relationships unhealthy because there are too many victims of abuse in this world."
- "I like that we were educated enough to the point to make our own decision[s] in life."

13. Briefly describe the impact this grant has had on the organization and community served.

VLPP's goal is to reduce the teen pregnancy rate and STI rates in the Greater Richmond and Greater Hampton Roads areas by providing comprehensive sex education to youth so they are able to make healthy and empowered decisions about their futures. VLPP provides education and support in public schools, colleges, and community-based organizations such as homeless shelters, foster care service agencies, and residential treatment centers.

The need for age-appropriate, medically accurate sexuality education is great in our communities, particularly for youth who are at a high risk of experiencing an unintended pregnancy or STI. Older teens are at the highest risk for unintended pregnancy and STIs, and teens from low-income backgrounds, those who have experienced violence, those in foster care or correctional facilities, and those with disabilities are at an even higher risk. Participants in our programs learn about topics such as contraception, sexually transmitted infections, condom use, healthy relationships, communication skills, negotiation skills, healthy relationships, decision making, pregnancy, and family planning.

This grant has supported VLPP's efforts to reduce the teen pregnancy and STI rates among school-aged youth in Newport News. VLPP has provided sex education in Newport News Public Schools since 2008. Between 2008 and 2015, the teen pregnancy rate (ages 10-19) declined 55% in Newport News and has dropped at a faster rate than several of its neighboring counties, including Portsmouth City, Norfolk City, and Hampton City. All Newport News public high schools showed a drop in teen birth rates between 2011 and 2017, most significantly at Woodside High School, which had 21 teen births (all grades) in 2011 and only 3 (all grades) in 2017.

VLPP's success in Newport News Public Schools has also encouraged surrounding counties in southeastern Virginia to reach out to VLPP for technical assistance as well as for programming needs. For example, VLPP recently secured funding to pilot a sex education program in Suffolk, Franklin, and Southampton Counties to address high teen pregnancy and STI rates in the region.

14. Please provide a narrative on how the funds were used to fulfill grant objectives. Support documents (receipts, expense reports or marketing materials) can be emailed to grant-info@thecommunityfoundation.net or faxed to 951-684-1911 or mailed to The Community Foundation, 3700 Sixth St. Suite 200, Riverside, CA 92501

Grant funds from the S.L. Gimbel Foundation were used to support the salary of a full-time Health Educator and program needs for *The Power to Decide*, our tenth-grade comprehensive sex education program in Newport News Public Schools.

15. Please relate a success story.

A 10th grade female student in one of the Newport News Public high schools wrote VLPP's Health Educator a letter on the last day of the program (attached). The letter described how much she enjoyed working with the educator and how much she got out of the program. Toward the end of the letter, the student expressed that after the program, she felt inspired to pursue a career as an obstetrician.

Questions 16-24 are optional questions and relate to demographic information on clients served. This helps us provide a broader picture of your organization and populations being served. (Q16-17 optional space to relate additional success stories)

18. Which category best describes the organization. Please choose only one.

The Power to Decide was taught exclusively in public high schools in Newport News, Virginia for 10th grade students.

19. What is the organization's primary program area of interest?

VLPP's education department works primarily with youth ages 12-18 to help them gain knowledge and build skills that will allow them to make healthy choices about sexuality. Our program utilizes several evidence-based and evidence-informed curricula to achieve this goal. The main focus of each of our curricula include increasing knowledge about contraception, STI prevention, and healthy communication skills, with the ultimate goal of reducing the rate of unplanned pregnancy and STI transmission among teenagers.

20. Approximate percentage of clients served through grant in each ethnic group category. Total must equal 100%.

| Racial / Ethnic Group | Percentage |
|-----------------------|-------------|
| African American | 53.3% |
| White | 25.3% |
| Hispanic | 12.5% |
| Asian | 2.5% |
| Other | 6.4% |
| Total | 100% |

(Newport News Public School Data, 2016: <http://www.nnschools.org/overview/>)

21. Approximate percentage of clients served from grant funds in each age category.

All of the students who participated in the *Power to Decide* were in 10th grade ranging from 14 to 17 years old.

22. Approximate percentage of clients served with disabilities from grant funds.

At Newport News Public Schools, 11.5% of children are in the exceptional children's program (Newport News Public School Data, 2016: <http://www.nnschools.org/overview/>). Specific information about disability status was not collected from program participants.

23. Approximate percentage of clients served in each economic group.

At Newport News Public Schools, 62.8% of students are categorized as "economically disadvantaged" (Newport News Public School Data, 2016: <http://www.nnschools.org/overview/>). Specific information about income was not collected from program participants.

24. Approximate percentage of clients served from grant funds in each population category.

N/A



CINCINNATI OH 45999-0038

In reply refer to: 0248367576
Apr. 21, 2015 LTR 4168C 0
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BODC: TE

VIRGINIA LEAGUE FOR PLANNED
PARENTHOOD INC
201 N HAMILTON ST
RICHMOND VA 23221

Employer Identification Number: 54-0505973
Person to Contact: Ms. Yates
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Apr. 10, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in July 1974.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

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VIRGINIA LEAGUE FOR PLANNED
PARENTHOOD INC
201 N HAMILTON ST
RICHMOND VA 23221

If you have any questions, please call us at the telephone number
shown in the heading of this letter.

Sincerely yours,

Doris P. Kenwright

Doris Kenwright, Operation Mgr.
Accounts Management Operations 1