

**United Way of Lane County
2010/2011 Strategic/Preventive Proposal**

- A. Name of Organization: Relief Nursery, Inc.
1. Contact Person: Walt Letkiewicz, Grants Coordinator
2. Address: 1720 West 25th Avenue
Eugene, Oregon 97405
3. Phone: 541-485-0007 x 206 Email: grants@reliefnursery.org
- B. Name of Proposed Services: Early Literacy Project
- C. Amount of Funding Requested for a 12 month period: \$10,000

The undersigned confirm that the information provided in this application is true and accurate and that the application has received / will receive Board approval.


Signature: Agency Director 03/04/10
Date


Signature: President, Board of Directors 03/04/10

SECTION I: Strategic/Preventive Action Area

Which Community Investment Strategic Action Area do the proposed services primarily address? (Please see **Appendix A UWLC 2010 Strategic/Preventive Goals and Funding Strategies for EDUCATION, INCOME and HEALTH.**)

1. Action Area: (select one)

- Education:** Preparing children to succeed in school and life.
- Income:** Moving families from poverty to financial stability.
- Health:** Ensuring people have basic access to healthcare.

- 2. Strategies:** Based on your selection above, list the specific strategy or strategies the proposed services are designed to address. (*Note: Strategy or strategies listed must come from Appendix A referred to above.*)
- Research-based strategies to increase the early literacy/language and social/emotional development of high-risk children.
- 3.** Provide a *brief* (no more than one paragraph) executive summary of how you will address the strategies you listed in Question 2, above. Details will be expanded in Section II, questions 1-3.

The evidence-based Early Words training initiative will be used as the foundation for both monthly Family Literacy Events and professional development and training of new Teacher/Interventionists. Children will receive free books to take home, and parent/child reading opportunities will be supported. Family Literacy Events will provide information on milestones of typical child development for language and literacy and social/emotional growth, development and support. All services and materials provided will be available in both English and Spanish.

SECTION II: SERVICE IMPACT

1. Need, Target Population and Program Description

A. Need/Target Population

Identify the community problem/need the strategies described in Section I address, including the number of Lane County residents affected. Clearly link the need to the Community Investment Strategic Action Area goals and strategies selected in 1 and 2 above. *Also, include local trend information over the last five years as available/appropriate.* Describe how the proposed service(s) reach the intended target population for your Action Area (see Appendix A) and is appropriate to the need.

Need: Each year the Relief Nursery serves more than 1000 children (and their families) from the target population (see description, below); about half of these families are served through our Therapeutic Early Childhood Program. There are multiple indicators showing that many children in this population lack an environment designed to promote literacy skills, and that their parents may be unaware of the desirability of providing an age-appropriate literacy environment and opportunities. Low-income families (under 250% FPL) may additionally feel they lack the resources to provide such an environment.

- All of these families are low income, and most of them are living in poverty, having limited resources with which to purchase books and other materials to promote

literacy.

- 45% of the parents in this population have limited education (less than 8th grade equivalent) and may be deficient in their own literacy skills (nearly a quarter of the population (23%) are known to lack adequate literacy skills)
- Many of these families are often unaware of literacy resources available within the community (such as libraries, book fairs, etc.)

Additionally, early literacy activities support bonding and family stability, by providing opportunities for positive parent-child interaction, at a time when many parents are struggling with how to interact appropriately with their young children.

Target Population: Young children (aged from birth to six years), from low income Lane County families, who are at high risk for child abuse or neglect. “Low income” is defined (by Federal HUD standards) as a family with less than 250% of the Federal Poverty Level (FPL) income. (Note: close to 70% of our client population have incomes which are actually *below* the minimum FPL incomes.) These children *and* their parents and/or primary care-givers will be included in early literacy activities. 23% of our client population consists of Hispanic/Latino families.

B. Service Description

Describe the proposed services for which you are requesting funds. Be very specific. The description should be a clear and logical response to needs outlined in Section 2, question 1A. Describe how your proposed services are designed to effectively meet the Community Investment Strategic Action Area goals and strategies selected in Section 1. Describe the research or evidence based methods which justify the proposed approach. Describe the proposed strategic services for which you are requesting funds. Be specific.

Proposed Strategic Services: The *Early Literacy* project will build on an existing infrastructure, dovetailing with other literacy components of our Therapeutic Early Childhood Program, strategically enhancing the program in the area of improving school readiness. The Relief Nursery *Early Literacy* project will provide a package of services that will encourage and enhance parents' support of the language and literacy development of their young children.

- All services and materials provided will be available in both English and Spanish.
- The evidence-based Early Words training initiative will be used as the foundation for both monthly Family Literacy Events and for the professional development and training of new Teacher/Interventionists.
- Family Literacy Events will provide information on milestones of typical child development for language and literacy and social/emotional growth, development and support.
 - Activities may include a book giveaway, a nutritious family meal, puppet show or skit based on the book being given away, reading of the book, and/or paper book making.
 - Information about local literacy activities such as library story times will be provided to participants, and information/assistance for obtaining library cards.
 - A Parent Educator with background in Early Childhood Education will organize and implement these Events. Event capacity will be 15 families per month (impacting the families of a minimum of 100 children over the full project year).
- Training provided as a part of this project will support expanding the language development and literacy services provided on home visits (home visits are provided by Therapeutic Early Childhood Program Teacher/Interventionists), and in a classroom setting. This training will enable new Interventionists to focus part of their visits on developing early literacy skills in the home (e.g., arrangement of a reading space, building a family library, application for a library card, and developing and maintaining a reading routine). In addition, the teachers will gain an understanding of how to support early childhood literacy in the classroom. The majority of our teachers have received extensive training on

supporting early childhood literacy; part of the funds requested through this initiative will be used to train new teacher/interventionists.

- Families will receive free books on each of these home visits. Books will be age-appropriate and will support children's social/emotional development. Additional needs of the families served will be accommodated in a variety of ways including: providing limited transportation to Literacy Events; providing meals at each event; accommodation and support of the individual literacy levels of the parents; and English as a Second Language (ESL) classes will be available for Relief Nursery families, free of charge.

We are requesting \$10,000 from United Way for this project, which we will match with funds from our First Book and Cressy Foundation grants.

2. 2010/2011 Service Objectives and Outcomes

A. Service Objectives (# people to be served and/or services provided):

You may choose the 12-month reporting period that best matches your data collection system as long as the period begins in calendar year 2010.

12-Month Service Objectives: 7/1/ 2010 through 6/30/2011
(Month/Day/Year) (Month/Day/Year)

Proposed Service Objectives:

Our objective is to enrich all of the families in our Therapeutic Early Childhood Program (TECP) with Early Literacy Support and services through classroom literacy activities, book distribution, literacy support for parents during home visits, and regular family literacy events. The TECP serves about 400 families each year; based upon previous implementation of these services under an Oregon Community Foundation grant virtually all of these families will benefit from this project. Family literacy events are limited in scope by facility capacity and available staff, however, all previous events have been very well attended: we project that a minimum of 100 families will participate in these events through the one-year grant period.

B. Proposed Services Outcomes (measurable statement of intended effect on target population.)

Dates should match the service objective dates you specified in question 2 A.

12-Month Outcomes: 7/1/ 2010 through 6/30/2011
(Month/Day/Year) (Month/Day/Year)

Proposed Outcomes and Performance Measures (provide in table format, correlating measures to proposed outcomes):

Outcomes	Measures
<i>Parents of at least 80 children (80%) will participate in at least one literacy event</i>	<i>Number of children with parents participating in Literacy Events</i>
<i>Parents of at least 80 children (80%) will complete a Parent Satisfaction Survey designed for the Literacy Event</i>	<i>Number of participating parents who complete surveys</i>
<i>At least 75% of parents completing the Survey (parents of 60 children) will express satisfaction with the Event and indicate that they wish to attend again</i>	<i>Number/percent of parents completing Survey who express satisfaction with the event and indicate they would like to attend again.</i>
<i>Families of at least 80 children (80%) will receive at least one home visit per family per month which</i>	<i>Number of families receiving home visits; number of home visits provided.</i>

<i>includes a literacy component</i>	
<i>Each child in the TECP will receive an average of at least 2 books each month</i>	<i>Number of children in TECP receiving books; number of books distributed</i>
<i>Participating parents of at least 80 children (80%) will demonstrate support and/or show improvement on question #13 of the Family Assessment Tracking Form (child's social and emotional development)</i>	<i>Number of parents showing improvement on Family Assessment Tracking Form, page 4, question #13, and staff observations (during home visits) of parents' support of children's social and emotional development.</i>

3. **Tracking Systems**

What systems will be used to track the impacts and outcomes of the services provided and support continuous improvement? (e.g., telephone logs, client files, client satisfaction survey, pre-test/post-test, software systems, etc.) Please note if a tracking system is already in use, or if it will be developed to support the program.

The Relief Nursery tracking system already in place will be used to track outcomes for the services provided and support continuous improvement. This system includes interlocking forms, evaluation tools, and computer databases, and forms the basis for our tracking and reporting on more than a dozen programs, involving more than 2000 clients (children and parents), to more than 50 grantors and contractors. Some of the items which will directly track this project include a Family Intake Form; Family and Child Assessment Tracking Forms (FAT); Client Contact Log; Home Visit Logs; and the Parent Literacy Event Satisfaction Survey.

SECTION III: SERVICE MANAGEMENT

1. **Client Involvement**

Describe your client involvement systems and how they lead to more efficient and effective services. For example: How are clients involved in service planning, offering feedback or making suggestions about your services? How do you measure client satisfaction? How do your feedback systems lead to more effective services? Please provide examples.

All Relief Nursery programs include some form of parent satisfaction survey, which provide valuable feed back for program evaluation and design. Indeed, some Relief Nursery programs were created to address feedback received from parent surveys and focus groups (for example, our A&D family-centered recovery support program, Accessing Success; and the integration of bilingual services throughout our programs under the *La Familia y los Hijos* project.). Clients are involved in every aspect of their service plan. Family Assessment Tracking forms provide a profile of family strengths and needs, and parents meet with interventionists within the first month after program intake to discuss their strengths and needs, define goals, and formulate a Family Services Plan. Progress towards goals established in this plan are discussed with parents during home visits, and the plans are updated at six-month intervals, to address changing family status.

2. **Coordination/Collaboration**

Describe specifically how you work with others in the community to maximize service to the people you serve. List any formal relationships, the nature of the partnership and the type of agreement (i.e. Memorandum of Understanding, Service Agreement, Contract or other documentation.)

Coordination/Collaboration: Our Early Childhood Literacy Specialist has conducted trainings for early childhood professionals in other community programs, such as Birth to Three, and Healthy Start. Our ability to provide books to our families is supported by several community

partnerships. We receive First Book grants for our Healthy Start and Therapeutic Early Childhood programs, which allow us to provide an age-appropriate book per month for each child. As the recipient of this grant for many years, we anticipate continuing our relationship with First Book throughout this project and beyond. A grant from the Cressy Family Foundation has contributed to our literacy efforts during the past two years, and supported some literacy events. We have also received support from Reading is Fundamental, and we receive hundreds of donated books (both new and used) from the community on a regular basis, which are incorporated into the classrooms and/or distributed to the children in our programs.

3. Diversity / Accessibility

“United Way of Lane County believes that respect for and understanding of all cultures, peoples, and lifestyles are central to our mission of helping people care for one another. To that end, United Way will demonstrate that it values diversity in its funding of programs in Lane County. We will attempt to promote and recognize programs and organizations which provide culturally appropriate services, ensure access for people needing those services, and show a valuing of diversity in volunteer, staff, and service systems.” --United Way of Lane County’s Diversity Statement

Describe how diverse segments of the community have access to the proposed services. Describe your efforts to continuously improve services to underserved populations. Diversity can include but is not limited to: race, gender, ethnicity, physical ability, sexual orientation, age, familial status, economic status, rural/urban location.

The Relief Nursery provides services regardless of race or ethnic background, with special attention towards treating all individuals with mutual respect and dignity. We actively seek to reflect the diversity of our community in all aspects of our recruiting, including staff; clients; Board members; and volunteers. The Relief Nursery currently serves a non-Caucasian child population of 33%, while the total minority population of Lane County is about 6%; about 23% of our client families have at least one Hispanic parent.

The Relief Nursery has a strong commitment to diversity and accessibility, and is known in the community as an innovator in efforts to bring services to diverse (and often underserved) populations. For example: Since 1996, we had been providing bilingual parent training services to our community's Hispanic population. When we noticed that the proportion of Hispanic and Latino families in the community was increasing steadily, but the size of our own Hispanic population remained relatively static, we invited members of that community to meet with us for several focus groups to advise us on improvement we could make to better meet the needs of that population. The result has been our on-going *La Familia y los Hijos* project which integrated bilingual and bicultural support throughout our agency, and increased our Hispanic/Latino population fourfold. As a county administrator commented at a public hearing not long ago, "lots of agencies talk about diversity; the Relief Nursery does something about it."

4. Use of Volunteer and Partnership Resources

Describe how you use volunteers. Include type of positions they hold, number of volunteers, and total volunteer hours per year. Describe your capacity to mobilize additional community partners and/or in-kind resources in conjunction with the proposed services.

The Relief Nursery Therapeutic Early Childhood program began in 1976 as a collaboration between Lane County DHS-Child Welfare (then *Children's Services Division*) and volunteers from the Junior League of Eugene. The home visit component began in 1987 through a VISTA volunteer program, and throughout the years, volunteers have continued to be an integral part of service delivery in Relief Nursery programs.

Currently more than 80 volunteer positions are filled each week in the Therapeutic Early Childhood Program alone, helping to provide a nurturing environment for our children and bringing the adult-child classroom ratio to 1:3, often lower. Classroom volunteers are recruited from among high school and college students, business and professional people, retirees, homemakers, nurses, and other community members. All program volunteers are carefully interviewed and screened by the Volunteer Coordinator. References are called and a criminal background check is made on each new volunteer. Each volunteer receives a packet that contains a detailed job description and a statement of the Relief Nursery's philosophy, policies, and procedures. Seminars and small-group workshops are presented frequently, providing formal volunteer training. Classroom volunteers also receive ongoing information and support from the Early Intervention Specialists and are invited to attend a variety of on-site staff trainings. Volunteers are carefully supervised in the classroom by the Early Intervention Specialists, on the bus route by the bus driver, and in the office by the Office Manager. To ensure optimum safety, volunteers are with Relief Nursery children only when a staff member is present.

This program also mobilizes additional community partners and in-kind support. In-kind support is represented by efforts such as the "First Books" program, which allows us to provide free books for the children in our classrooms. Book Givers makes donations which provide books for both our families and our classrooms.

Volunteers help the Relief Nursery outside the classroom as well. For example: A group of volunteers formed a Relief Nursery Auxiliary to provide extra support to teachers and families. Volunteers help to gather and sort donated items such as clothing, toys, and food; each day volunteers ride in the Relief Nursery buses to help insure the safety of children during transportation, and more than 30 community members committed to providing effective services to protect children from abuse make up the Relief Nursery Board of Directors. Last year 328 volunteers provided over 8100 hours of service for the Relief Nursery and its programs. Additionally, volunteers play a very important role in our Early Literacy services, providing support for staff at the extremely well-attended Literacy Events.

5. Budget

A. Complete the budget form (Appendix B) included separately. *Form was uploaded separately.*

B. Describe the return on the UWLC investment. Include such factors as demonstrated cost effectiveness and efficiency of service delivery, how you will leverage other financial investments to support the work and the sources of other financial investment for this work. Describe how the work improves the effectiveness of the human services network in Lane County.

The Relief Nursery has a demonstrated history of cost effectiveness and efficiency of service delivery. One year of full Therapeutic Early Childhood Program (TECP) services, with all supporting ancillary services, costs about \$5000 per family. This is a fraction of the cost of foster care (about \$44,000/year) or mental health services: the TECP has been shown to reduce the need for both of these services in our population. The advantages of adding early literacy services to such a program are clear: promotion of school readiness; additional opportunity for quality parent/child interaction; improvement of parent/child bond; establishment of life-long literacy values which will continue to propagate through the community.

The Relief Nursery also has a long history of sustaining programs and services found to be of value to our clients through the strategic leveraging and application of funds. In more than 33 years the Relief Nursery has never terminated an active, effective program due to lack of funding. This has been accomplished through a multi-tiered system of support: (a) our Board of Directors is committed to maintaining services for our families; (b) the Relief Nursery

has developed, and maintains, a broad base of community support; and (a) a widely diversified system of funding that includes federal, state, and local government grants; foundation grants; fund-raising; donations; and investment. This external diversification of funding streams is matched by an internal system of funding allocation: no on-going program is ever solely funded by a single funding source, so the impact of the loss of a single funding source is diffused across the agency as a whole, and doesn't force a program shutdown. As noted, the proposed Early Literacy Project will be funded by multiple sources, and we will continue to seek additional funding sources during the project period, to assure continuity.

Collaboration is one of the keys to the effectiveness of Relief Nursery programs. The Relief Nursery has been recognized as an integral part of Lane County's continuum of care in providing essential family services in areas of early childhood intervention (collaboration with DHS; Healthy Start, and many other service providers), education (collaboration 4J and Springfield school districts; EC-CARES; and Head Start), mental health services (collaboration with LaneCare), and recovery support services (collaboration with Willamette Family; Emergence; Lane County Drug Court.) Our model services combined with this extensive network of family service system collaborations and contacts assures that the return on the UWLC will have county-wide impact.

C. if you are requesting funding for Capital investment, including funding for physical space or renovation, you must include the full cost of the capital project and how you will fund the balance outside the UWLC amount. *Not Applicable to this Project*

6. Follow-Up

If you received a United Way Allocation in 2009, the United Way volunteer-led review panel will receive copies of your most recent panel summary report. Were there any concerns or conditions for continued funding identified by the United Way review panel during the last review?

Yes No

If yes, how have these been addressed by your agency?

7. Governance, Management & Organizational Capacity

Briefly describe how this program fits into your organizational structure, how it will be managed, and how oversight will be provided. ***Complete Appendix C, Required Compliance Documentation, Exhibit A – Best Organizational Practices and Management.***

Describe the ability of the organization to carry out the proposed services successfully and efficiently based on current resources, i.e. expertise of staff, diversity of funding sources, board composition and involvement, fiscal and governance systems and facilities.

The Relief Nursery has a 33 year history of successfully implementing and managing family services projects of all sizes and levels of complexity, ranging from our Circle of Security attachment program, with 15 families, to national demonstration projects under federal grants, such as our recently completed SAMHSA peer-to-peer recovery support project, with served more than 600 families over 4 years, and replicated our program model in three communities. We have been a United Way agency continuously for more than three decades, and were core partners in the planning and implementation of many Success by 6 activities, including the Parent Help Line.

The Early Literacy Project for which funding is being requested in this proposal is a continuation of a project which was originally established under a 3-year Oregon Community Foundation grant. Thus all necessary infrastructure for the project is already in place, and we have a 3-year background of experience in managing, tracking, and evaluating the project and its outcomes.

Relief Nursery, Inc. is governed by a Board of Directors which meets monthly to manage the general policies and procedures for accomplishing the Nursery's mission, "...to prevent child abuse and neglect..." Administration and management of the day-to-day affairs of the Nursery are under the direction of the Executive Director. Since receiving its first federal grant in 1985, the *Relief Nursery* has operated in compliance with a number of federal, state, and local government granting agencies, meeting all documentation, monitoring, and reporting requirements. The *Relief Nursery* complies with generally accepted accounting principals. Annually, an independent audit is conducted in accordance with standards issued by the Comptroller General of the United States, and the provisions of Office Management and Budget (OMB) Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions." To date, we have also completed two federal single audits, with no findings. 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.

8. **Policy Adherence**

UWLC requires all service partner organizations to follow and adhere to the following UWLC Policies and Certification Documents:

- **Non-Discrimination Certification**
- **USA Patriot Act Anti-Terrorism Compliance Measures**
- **Agency Direct Fundraising Policy**
- **Donor Designation Policy**

Read and sign Exhibit B, United Way of Lane County Policies and Certification Documents, included in Appendix C.

All Required Compliance Documentation has been previously provided as specified, submitted with our Basic Needs Application, on January 15, 2010.

Strategic/Preventive Investment Application

Proposed Services BUDGET

(fill in the yellow cells)



Agency Name:

Relief Nursery, Inc

Proposed Services:

Early Literacy Project

	Prior 12 Months	Future 12 Months
--	-----------------	------------------

REVENUE/SUPPORT

	Prior 12 Months	Future 12 Months
United Way Funding/Request (do NOT include Donor Designations)	\$0.00	\$10,000.00
Public Support: Contributions/Fundraising Events (include Donor Designations)	\$0.00	\$12,500.00
Government Funding	\$0.00	\$0.00
Foundation/Corporation/Other Grants or Major Gifts	\$22,233.00	\$2,000.00
Program Service Fees or Membership Dues	\$0.00	\$0.00
Other Revenue	\$0.00	\$0.00
Total Revenue	\$22,233.00	\$24,500.00

	Actual	Estimated
--	--------	-----------

EXPENSES

	Actual	Estimated
Personnel Related	\$15,800.00	\$17,000.00
Client Assistance	\$0.00	\$0.00
Other Direct Program Expenses	\$4,620.00	\$5,700.00
Administrative Overhead	\$1,813.00	\$1,800.00
Total Expenses	\$22,233.00	\$24,500.00

NET (should be zero)	\$0.00	\$0.00
-----------------------------	---------------	---------------

What percent of your agency budget do these proposed services represent?	1%	1%
What percent of your agency revenue is the United Way request?	0%	0.40%
Number of employee FTE's (full-time equivalents) in proposed services?	0.29	0.34
Percentage United Way request to overall proposed services revenue	0%	41%
Administrative overhead percentage applied to proposed services	9%	8%

Completed by:

Celia Weimer, Relief Nursery budget & Finance Manager

Attachment A

United Way of Lane County Best Organizational Practices and Management

Agency Name: Relief Nursery, Inc.

The following questions represent generally accepted best practices for the management and governance of non-profit organizations. Please respond with **Yes** or **No**. If **No**, provide a brief explanation. (Note: These are not required and some policies and activities may not be appropriate for your agency.)

ORGANIZATIONAL MISSION AND DIVERSITY	Yes	No	Other/Explain
A. Mission			
1. Our agency has a written mission statement that reflects our purposes and values.	X		
2. The board regularly reviews our agency's mission statement.	X		
3. Our agency engages in annual planning that helps define organizational and divisional goals.	X		
B. Diversity			
1. Our agency's governance and operations strive to be inclusive of all parts of our community.	X		
2. Our agency strives to reflect the diversity of the community we serve.	X		
3. Our agency has a written policy and practice of non-discrimination in the following areas:	X		
a. Employment (recruitment, hiring, assignment, promotion, discipline, termination)			
b. Board and committee participation			
c. Volunteer selection			
d. Service delivery			

FINANCIAL MANAGEMENT	Yes	No	Other/Explain
A. Audit			
1. Our agency has an annual audit or review done by an independent certified public accounting firm.	X		
2. If yes, the reports and management letter (if provided) are reviewed by a finance committee or the board.	X		No Management letter received, this year.
B. Financial Transactions and Controls	Yes	No	Other/Explain
1. Our board has approved a policy specifying that dual signatures are required on checks over a certain amount.	X		
2. Our board has approved a delegation of authority to specified levels of management that shows types and limits of spending or approval authority.	X		

C. Money & Investments	Yes	No	Other/Explain
1. Bank deposits are FDIC insured and account balances are at or below the \$250K limit.	X		
2. The board has adopted an investment policy that is regularly reviewed.	X		
3. Securities, mortgages, insurance policies and similar instruments are under the control of the executive director, chief financial officer, or board member.	X		
D. Capital Equipment	Yes	No	Other/Explain
1. The board approves all equipment purchases, leases, and related renewals over a certain dollar amount.	X		
2. Periodic physical inventories are taken and compared with the capital equipment ledgers.	X		
E. Accounts Payable	Yes	No	Other/Explain
1. The board has approved a written purchasing policy.	X		
2. All deposits for payroll taxes, employee retirement contributions, etc. are made in a timely manner.	X		
3. Purchases for or on behalf of employees are made pursuant to a board-established policy.	X		
4. Credit cards are issued in the agency's name but assigned to specific employees and in line with board policy.	X		
5. Credit card usage by employees is limited to use specified by board policy and is periodically reviewed by supervisors or, in the case of the executive director, the budget or finance committee.	X		
F. Employees Expense/Reimbursement	Yes	No	Other/Explain
1. We have a board-approved policy governing if and when salary advances (draw), travel advances, and per diems are provided to staff.	X		
2. There is a travel and employee expense reimbursement policy approved by our board.	X		
3. Employees are required to submit expense reports for all reimbursements within 60 days of expenditures.	X		
4. The board assures that the executive director's travel and expense reimbursement are reviewed and approved.	X		
G. Budgeting and periodic financial reports	Yes	No	Other/Explain
1. Our agency forecasts financial requirements for proposed program activity and optimum use of funds.	X		
2. The executive director prepares an annual comprehensive operating budget and capital budget, presents the budget to the board for approval, and establishes controls to assure that budgetary objectives are achieved.	X		
3. Substantial changes in the budget are presented to the board for approval.	X		
4. Our board, or the financial committee:	X		
a. Reviews the financial statements (statement of activities, statement of position) on a quarterly basis			

b. Receives explanations of major variances.			
c. Receives a comparison of actual to budgeted expenditures for the reporting period and year-to-date by program.			
d. Reviews source and amounts of funding by function.			
GOVERNANCE	Yes	No	Other/Explain
A. Board of Directors			
1. Our agency has a governing board of citizen leaders.	X		
2. Our board is a volunteer group serving without compensation.	X		
3. Each board member has received training, as well as guidance materials on board governance and our agency operation.	X		
4. Our board ensures the creation of and approves agency policies and procedures.	X		
5. Our board hires, terminates, evaluates, and sets compensation for the executive director.	X		
6. Our board delegates responsibility for day-to-day agency operations to the executive director.	X		
7. Our board meets at least quarterly. Indicate how often: monthly, except Aug. & Dec.	X		
8. Our agency creates and maintains permanent board minutes.	X		
9. Our agency ensures continuity by having overlapping board member terms.	X		
10. Our board's nominating process ensures that the board remains appropriately diverse with respect to gender, ethnicity, culture, economic status, disabilities, and skills and/or expertise.	X		
11. Our board has a process for handling urgent matters between meetings.	X		
12. Each board member has contact information for the entire board.	X		
13. Our board evaluates the executive director on an annual basis.	X		
14. Over the last year, at what percent of your board meetings did you have a quorum in attendance? Indicate percentage_100%	X		
B. Bylaws and Policies	Yes	No	Other/Explain
1. Our agency has written bylaws.	X		
2. Our agency provides each board member a copy of the bylaws.	X		
3. Our bylaws state the requirements for a board quorum.	X		
4. Our board regularly reviews the bylaws.	X		
5. Our agency has written operational policies and	X		

procedures.			
6. Our board has approved a code of ethics for both staff and volunteers, which includes provisions for ethical management, client confidentiality, publicity and fundraising practices.	X		
7. Our agency has a written conflict of interest policy and a mechanism for resolving conflicts should they occur.	X		
8. Our board ensures that the agency has personnel policies and written job descriptions.	X		
C. Board Committees	Yes	No	Other/Explain
1. Our agency has standing and special committees that have been established to achieve efficiency of operations and share responsibility for decision-making.	X		
2. Our agency's board members serve on at least one board committee.	X		
3. Our agency committees meet on a regular basis (monthly or quarterly).	X		
4. Our agency committees' activities and recommendations are reported to the board (verbally or in writing) for approval/action.	X		
D. Compliance with legal requirements	Yes	No	Other/Explain
1. Our agency complies with all applicable legal, local, state, and federal operating and reporting requirements, including non-discrimination and non-profit requirements.	X		
2. We have been the subject of a governmental investigation in the last 24 months.		X	
E. Insurance	Yes	No	Other/Explain
1. We have liability insurance covering volunteers, staff and board of directors.	X		
2. We have general liability coverage.	X		

Agency Name: Relief Nursery, Inc.

Prepared By (Name): Walt Letkiewicz

Title: Grants Coordinator

Date: 01/14/10

Attachment B

**United Way of Lane County
UWLC Policies and Certification Documents**

"I hereby certify that

_____Relief Nursery, Inc. _____

agrees to follow and adhere to the following UWLC Policies and Certification Documents:"

- **Non-Discrimination Certification**
- **USA Patriot Act Anti-Terrorism Compliance Measures**
- **Agency Direct Fundraising Policy**
- **Donor Designation Policy**

Signature, Agency Director: Sharri da Silva

Print name: Sharri da Silva, Executive Director of Programs.

Date: 01/15/10

United Way of Lane County

NON-DISCRIMINATION CERTIFICATION OF COMPLIANCE

“I hereby certify that our agency/organization is in compliance with all applicable Federal, State, and local laws that may apply to our agency regarding discrimination on the basis of: race, religion, color, sex, national origin, marital status, familial status, age, source of income, disability, sexual orientation, and any other category protected by such laws.”

ANTI-TERRORISM COMPLIANCE MEASURES

“I hereby certify that our agency/organization is in compliance with the USA Patriot Act and other counterterrorism laws, United Way of Lane County requires that each agency certify that all United Way funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders.”

AGENCY DIRECT FUNDRAISING POLICY

Intent

The intent of this agreement is to adapt current fundraising agreements to the new community impact model and foster a spirit of cooperation within our current system. United Way does not wish to regulate fund raising that has little impact on workplace giving. It is the position of this agreement that, in good faith, agencies will not engage in any development activities that would interfere with United Way's workplace efforts.

Agreement

- Member agencies will dedicate as much staff and volunteer effort as possible, in support of each other, to increase community giving from September to November.
- Agencies agree to grant United Way exclusive rights and leadership of the workplace campaigns.
- Member agencies agree to co-market with all fundraising activities as noted in the agency agreement and clearly identify themselves as a United Way agency.

DONOR DESIGNATION POLICY

United Way of Lane County conducts an annual, community-wide campaign for the purpose of raising funds and recruiting volunteers. The objective is to increase good will and public involvement and commitment to community goals by addressing high priority health and human care issues in Lane County, Oregon. Donor designations are offered within that context as a service to our donors.

Accepting Donor Designated Gifts

United Way of Lane County will accept donor designated gifts within the framework of the following choices:

- a designation to the Live United Fund
- a designation to a specific action area (Education, Income, Health)
- a designation to a specific eligible organization or another United Way
- a designation to exclude a specific United Way participating agency from receiving any portion of a donor's gift

A donor may designate all or part of their gift.

Eligibility Criteria

Organizations must meet the following criteria to be eligible for receiving designations through the United Way campaign:

- Contributions to the organization must be fully tax deductible to the donor. Specifically excluded in accord with this policy are political campaigns, political action groups, tuition, dues, or other payment for services.
- The organization must be in compliance with all necessary registration and filing requirements for charitable organizations.

United Way reserves the right to review the status of any organization at any time as it relates to eligibility for designations.

Promotion of the Donor Designation Program

Organizations—both United Way participating, as well as non-United Way—are expected to promote the United Way concept when engaged in activities surrounding the campaign. United Way of Lane County reserves the right to deny eligibility for designated funds to any organization that engages in or encourages activities designed to result in direct designations to their own organization through the annual United Way campaign.

Service Fees

United Way will forward designated gifts to specific agencies on a quarterly basis. Payouts will be based on the actual cash collected from donors less a service fee to help cover the fundraising and administrative costs. The amount of the fee is dependent on the amount of the donor's total gift or their employer.