



THE
HOUSE
OF
ACTS



RECEIVED
Housing and Community
Development Division

JAN 29 2015

Referred to _____



The House of Acts

Alcohol and Substance Abuse Treatment Program

627 Grant Street

Vallejo, CA 94590

www.houseofacts.org

Telephone: (707) 553-1042 Fax (707) 553-8146

Guy L. Ricca, Senior Community Development Analyst
Housing and Community Development, City Of Vallejo
1432 or 200 Georgia Street
Vallejo Ca 94590
January 30, 2015

RECEIVED
City of Vallejo
Housing and Community
Development Division
JAN 29 2015

Referred to

Dear Mr. Ricca,

On behalf of the House of Acts, I am pleased to submit this application to serve the men and women of City of Vallejo and beyond. House of Acts has successfully offered a viable Alcohol & Drug treatment option to parolees, probationers and homeless who would benefit from our highly structured, social model approach since 1989. Under this RFP, we are seeking funding to continue providing Computer Training, GED preparation, Basic Literacy Course, resume writing classes, retail and customer service training through our thrift shop- Hidden Treasures, and job readiness skills through our Work Force Helping Hands project. These programs are designed to break the cycle of addiction, end their criminal lifestyle, decrease the prison and homeless population, and increase the opportunity of employment of a productive lifestyle. We are requesting \$40,000.00 to serve all residents within the contract years of FY 2015-2016. If you have any questions or concerns please free to contact me.

Sincerely,

 1-27-15

Hattie Smith-Miles; BA/CADC
Founder/Program Director

It is the policy of The House of Acts that we do not discriminate on the basis of age, race, creed, color, religion, national origin, handicap or disability.



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Executive Summary

1. Agency Information; and Key Personnel and their resumes and qualifications
2. Overview of Organization/Mission
3. Services Proposed with Staffing Plan
4. List of Board of Directors and Their Expertise
5. Authorizing Governing Board Resolution (Roll Call Vote)
6. Note: Organizations receiving CDBG Program funds in FY 2014/2015 are not required to submit documentation responding to items 6 through 11 below
7. (12) Organizational Viability
8. (13) Timeline/Project Schedule
9. (14) Program and Overall Organizational Budgets
10. (15) Collaboration
11. (16) References
12. (17) Insurance Coverage and Workers Compensation

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**THE HOUSE OF ACTS
SCOPE OF SERVICES
CDBG PROPOSAL
FISCAL YEAR: 2015-2016**

1.AGENCY INFORMATION:

The House of Acts administrative office is located at 627 Grant St., Vallejo. The Founder/ Program Director and point of contact is Hattie Smith-Miles, BA / CADC, telephone: (707) 553-1042, fax: (707)553-8146. E-mail: houseofacts@comcast.net

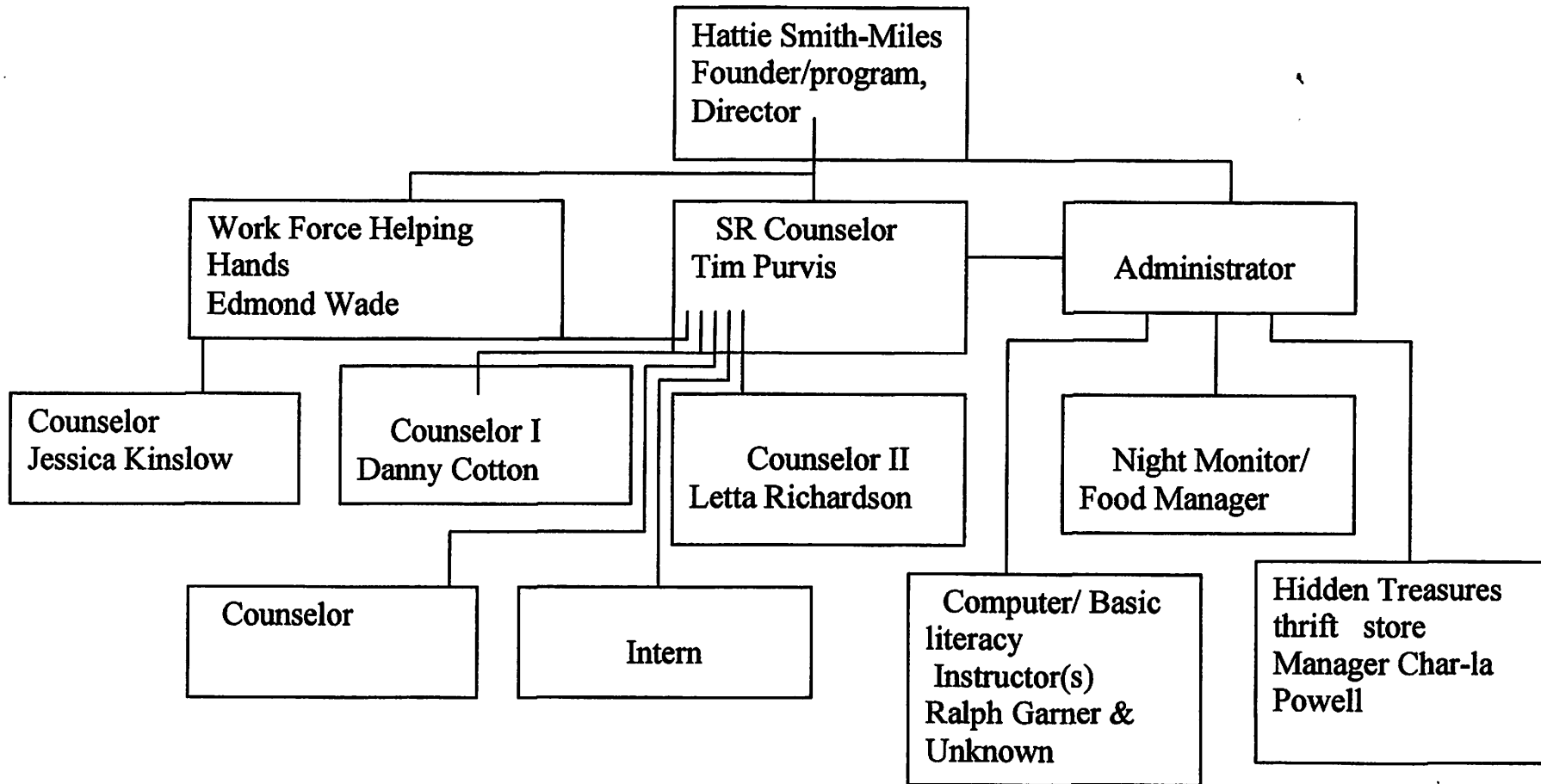
a. Organizational chart and the resumes of key personnel who will be associated with proposed program or project, and a list of their qualifications:

Please see the following page



The House Of Acts

Alcohol and Substance Abuse Treatment Program



1419 Valle Vista
Vallejo, Ca 94589

Phone (707) 648-8316
Fax (707) 553-8146
houseofacts@sbcglobal.net

Hattie Smith-Miles

Summary of qualifications	1968 to 1994 Solano County Legal Assistance Intake Worker/Paralegal. Referring person to appropriate social service agencies and acting as a liaison between attorney, client and agency personnel. Conduct initial client interview to determine financial eligibility, define legal problem and write brief summary regarding client problem. Performed notary duties; All office operations; Benchmark Institute trainer, trained intake workers and receptionist. National Association of Paralegal Studies, conducted workshops on wills, probate and bankruptcy.	Vallejo, CA
Education	1968 to 1994 Certificates of Completion BA in Business Administration , Paralegal Degree, CADC, Drug & Alcohol Counseling, Anger Management	Multiple Colleges CA
Colleges	Clayton University, Solano Community College, Merritt College, University of California, Davis, Napa Valley College, Sonoma State University	
Professional experience	1980 to 1992 Director/Administrator Organized and directed a program to assist the mentally ill in living in a home environment working toward an independent living goal. Planned activities for clients; Maintained client records, wrote reports; conferred with social workers, clients' family and doctors. Provided transportation to and from necessary appointments and outings. Provided food and shelter. Referred clients to AA and NA.	Miles Group Home Vallejo, CA
Continued	1989 to Present House Of Acts Alcohol and Substance Abuse Program Founder/Director Has 5 years experience running a program, has attended school for CADC, Posses a BA in Business Administration, is available for emergency, is able to perform all duties to run program. Facilitates and administers staff meetings, keeps open dialogue with outside agencies to assist residents. Obtains grants and communicates with grant writers to solicit funds. Acts as a liaison between residents, staff, and others to assist in clean and sober living. Responsible for keeping all records and files updated. Case Management. Ability to screen and hire all staff. Facilitates all aspects of Administration. Has strong community background, and knowledge of agencies to assist in clean and sober living. Also proficient in computers.	Vallejo, CA
Objective	To serve effectively on a commission working on behalf of the City of Vallejo. I want to make an impact on my community for the betterment of mankind, and also to assist my community and the persons within it by establishing and implementing programs to aid those with substance abuse problems and the mentally disabled.	
Linked Organizations	Benchmark Institute, National Association Of Paralegal Studies, Oriental Chapter No. 19, Order Of the Eastern Star's, Rite of Adoption California an Jurisdiction, Community Relations Committee, Neighborhood Housing Services, Caminar Satellite Housing Of Solano County, Battered Women's Shelter, Legal Defense for the poor, Solano County	

Legal Secretaries Assoc. Negro Women Council, Inc. Sister City Commission, City of Vallejo, California Association of Residential Care Homes, Inc. FACT/high Risk Teens Program, Red Ribbon War On Drugs, Mural Committee, Girls Club of Vallejo, League Of Women Voters of Solano County, National women's political caucus, National Assoc. for the Advancement of Colored People, Solano County Political Black Women's Assoc. Solano Chapter of the Links, Daughters of Isis,

Presented Awards

- 1976-1979 Plaque of Appreciation, Board Member, Solano County Battered Women,
- 1982 Certificate of Appreciation, Youth Employment and Training Program
- 1983 Plaque of Appreciation, 15 years of Service, Solano County Legal Assistance
- 1984 Certificate of Appreciation, Vallejo Neighborhood Housing Services, Inc.
- 1985 Plaque of Outstanding Supervisor, Solano County Private Industry Council
- 1988 Plaque of Outstanding Services, 20 years, Solano County Legal Assistance
- 1989 Certificate of Appreciation, Civil Liberties, Elks I.B.P.O.E.W. Dedicated and outstanding service to the community.
- 1990 Certificate of Appreciation, Volunteer Services to S.A.F.E., program for battered women
- 2000 Martin Luther king Award
- 2002 NAACP Community Award
- 2004 Training Award from San Quentin, for parole's
- 2005 Dorothy Richardson Award , Neighborhood Works
- 2006 Humanitarian Award, City of Vallejo

CERTIFICATE OF COMPLETION FOR THE

A *lcohol* **&** **D** *rug* **S** *tudies*
.D.S. PROGRAM

Presented to

HATTIE SMITH-MILES

For completion of studies that include topics such as.

Introduction to Substance Abuse
Legal & Ethical Concerns for ADS Paraprofessionals
Substance Abuse Prevention
Social Model Living Skills
Internship in Substance Abuse
Introduction to Codependence and Family Issues

Introduction to ADS Paraprofessional Counseling Skills
Relapse Prevention
Pharmaceutical/Medical Aspects of Alcohol and Drugs
Group Leadership: Work with Addictive Behaviors
Special Populations (i.e. H.I.V. & Substance abuse & adolescence)

Donna Wagner
A.D.S. Program Coordinator

Diablo Valley College

Spring 1996

Date Awarded

**FIGHTING BACK PARTNERSHIP
MASTER TRAINER PROGRAM**

CERTIFIES THAT

HATTIE SMITH-MILES

*Has completed 89 hours of coursework through
Sonoma State Extended Education and
50 hours of practicum and is hereby awarded
the title*

FIGHTING BACK SUBSTANCE ABUSE SPECIALIST

ON THIS 8TH DAY OF FEBRUARY 1994

Sheila North

SHEILA NORTH

Jane C. Callahan

JANE CALLAHAN

Clayton University



The Board of Trustees of Clayton University upon recommendation of the Faculty and in recognition of the successful completion of the requisite learning and Achievement of the required competencies, by virtue of Authority granted us by Articles of Incorporation in the State of Missouri, do hereby confer upon

Hattie Smith-Miles

the Degree of

Bachelor of Science

Business Communication

With all the rights, privileges and immunities thereto appertaining.

In Witness whereof, we have caused this Diploma to be signed by the duly authorized officers of the University and sealed with our Corporate Seal in the County of Saint Louis, City of Clayton, Missouri.



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PRESIDENT

ACADEMIC VICE-PRESIDENT

June 12, 1989

DATE

*This certificate is presented for completion of the
"Art & Practice of Living Well"
A Health Education and Training Workshop for
Health Care Providers by:*

Hattie Smith-Miles, CADCE

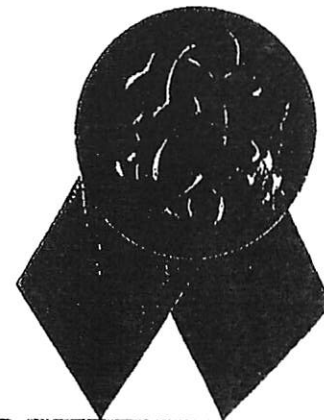
*Presented October 9, 2003
by Edward Reed Associates at the Marin Center*

*Sponsored by: The House of Acts Alcohol
Substance Abuse Treatment Program*

the trainers:

Donna Diamond Donna Diamond

Edward L. Reed Edward L. Reed



Edmond Steven Wade
205 East Travis Boulevard, #H
Fairfield, CA 94533
(707) 720-5819

Objective: To have a position where I can use my skills and hard-working ability to benefit my employer and be of service to others

Education:

Drug Recovery Specialist
CAARR Institute June 17, 2006

Diploma of Fitness and Nutrition
Professional Career Development Institute
February 1999

Skills:

- Conducted introductory fitness overviews
- Trained clients in the principles of exercise, stretching, cardiovascular fitness, strength and muscle endurance
- Consulted and advised clients on nutritional needs, weight and stress management and general wellness
- Managed and scheduled team members

Personal Experience and Traits:

I have the personal experience of developing a training regimen and researching how to eat well. I successfully lost significant weight and have maintained goal weight, and have exercised regularly for ten years. I enjoy working with people and helping them to achieve their goals. I am loyal, dependable and sincere.

Employment History:

Senior Custodian
Vallejo Unified School District
Vallejo, CA
1980 - Present

Health and Safety Courses:

Community CPR, October 2000
Community First Aid and Safety, October 2000

References Upon Request

Breining Institute
College for the Advanced Study of Addictive Disorders

has determined that

Edmond Wade

has met the qualifications relating to addiction treatment and administration,
including the documentation of clinical experience, formal education and written examination,
and is hereby awarded the credential



Registered Addiction Specialist

with all the rights, privileges and honors thereto pertaining.

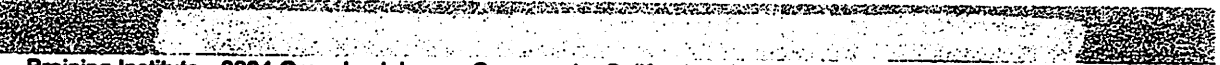
Original Certification Date
January 10, 2013

RAS Credential Number
AV1201111703



Katherine Christopher
Dean of Academic Affairs
W. Spivey
President

CERTIFICATION MUST BE RENEWED EVERY TWO YEARS. VERIFICATION OF THIS CERTIFICATION AVAILABLE ON-LINE AT WWW.BREINING.EDU
THE "REGISTERED ADDICTION SPECIALIST" AND "RAS" DESIGNATIONS ARE REGISTERED SERVICE MARKS - REG. NO. 65739 CLASS NO. 41
THE "REGISTERED ADDICTION SPECIALIST" AND "RAS" CREDENTIALS MAY ONLY BE USED BY PROFESSIONALS WHO ARE CERTIFIED BY BREINING INSTITUTE
BREINING INSTITUTE AND THE REGISTERED ADDICTION SPECIALIST (RAS) CREDENTIAL ARE ACCREDITED BY THE NATIONAL COMMISSION FOR CERTIFYING AGENCIES (NCCA)



Breining Institute • 8894 Greenback Lane • Orangevale, California USA 95662-4019 • Telephone (916) 987-2007

CALIFORNIA COUNSELORS: Breining Institute is transitioning all California counselors to CAADE. Your California AOD counselor registration (to stay in compliance with California law) will be renewed with CAADE. Your RAS Credential will be renewed with a CATC Credential, and Breining will also renew your RAS Credential. When you renew through Breining, we will also renew all of your Breining Advanced and Specialty Credentials at no extra cost.

SECTION 1: CREDENTIAL HOLDER

Name Edmond Steven Wade
Address P.O. Box 4572 or 3366 Tennessee Street
City Vallejo
State California ZIP Code 94590 or 94591
E-mail discoeddie77 at yahoo.com Phone 707-333-3034

SECTION 2: CURRENT BREINING CREDENTIALS

- | | |
|---|---|
| <input type="checkbox"/> Registered Addiction Specialist INTERN (RAS) | <input type="checkbox"/> Clinical Supervisor Credential (CSC) |
| <input checked="" type="checkbox"/> Registered Addiction Specialist (RAS) | <input type="checkbox"/> Master Counselor in Addictions (MCA) |
| <input type="checkbox"/> RAS - Level II (RAS II) | <input type="checkbox"/> Certified Women's Treatment Specialist (CWTS) |
| <input type="checkbox"/> RAS - Level III (RAS III) | <input type="checkbox"/> Medication-Assisted Treatment Counselor (MATC) |
| <input type="checkbox"/> Masters Level - RAS (M-RAS) | <input type="checkbox"/> Forensic Addiction Counselor (FAC) |
| | <input type="checkbox"/> Certified Co-occurring Disorders Specialist (CCDS) |

SECTION 3: ATTESTATION OF CONTINUING EDUCATION COMPLETION

I attest that I have or will complete the required CE courses for the applicable certification(s) by my current renewal date:

- RAS, RAS II, RAS III, or M-RAS: 40 hours in general AOD/SUD topics, including 10 hours in Ethics
- CSC: 40 hours in general AOD/SUD topics, which includes 6 hours in Clinical Supervision topics
- MCA: 40 hours in general AOD/SUD topics, including 10 hours in Ethics
- MATC, FAC, CWTS or CCDS: Must maintain underlying certification, plus 6 hours in specialty topics

SECTION 4: ATTESTATION OF ADHERENCE TO CODES OF ETHICS / CONDUCT, SCOPE OF PRACTICE

I attest that I will adhere to the applicable Code of Ethics, Code of Conduct and Scope of Practice, including:

- California AOD Counselor Uniform Code of Conduct (<http://breining.edu/CUCCMar312012Final.pdf>)
- CAADE Code of Ethics (http://caade.org/sites/default/files/CAADE_Ethics_July29-11.pdf)
- CAADE Scope of Practice (<http://caade.org/sites/default/files/Scope%20of%20Practice.pdf>)

SECTION 5: PAYMENT INFORMATION (Select only one)

- 2-year California registration with CAADE renewal only (for non-certificate holders) \$ 75.00
- 2-year RAS renewal / transition to CATC (includes CAADE registration to satisfy California registration law) \$150.00
 - Includes renewal of all Breining issued credentials, including RAS.
 - Late renewal fee (if applicable) is waived for this renewal.

Checks for this renewal / transition should be made payable to "Breining Institute."

If paying by VISA, MasterCard or Discover, you may fax, e-mail or send by postal mail this form to:

- FAX number: 916-987-8823
- E-mail: Certification@Breining.edu
- Mailing address: Breining Institute, 8894 Greenback Lane, Orangevale, California USA 95662-4019

• Credit card number: [REDACTED]

• Full name on credit card: Edmond S Wade

• Credit card expiration date: 3/17

CAARR INSTITUTE

DIPLOMA

Edmond Steven Waade

Has successfully completed 155 hours of study in

Social Model Studies



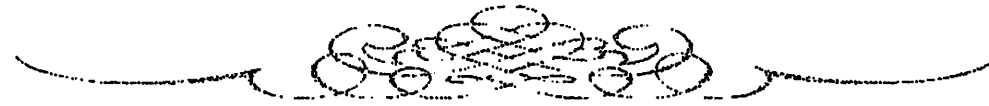
Susan Blacksher

Susan Blacksher, Executive Director

June 17, 2006

Date of Issue

Certificate of Completion



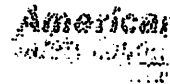
Presented to:
EDMOND WADE



On 11/3/2009, EDMOND WADE successfully completed the 10-Hour OSHA
Outreach Training Course for the Construction Industry.

Leighton Allan Sikes

OSHA Authorized Trainer



Daniel E. Sanchez

Home: (707) 747-5159 Cell: (707) 419-9448 Email: Dsanchezbenicia@gmail.com

Education:

San Francisco State University – 1600 Holloway Ave, San Francisco, CA

2014 **Bachelor's of Arts - Psychology Major**

Diablo Valley College-132 Golfclub Rd, Concord, 94520

2012 **Associates of Arts degree for Psychology & Associates in Arts in Psychology for transfer degree.**

DVC - Currently pursuing Associate in science degree - Addiction counseling, degree May 2015

Currently enrolled in the following courses in DVC Addiction Counseling program:

ADS-154-8084 - Dual Disorders

ADS-172-5493 - ADS Field Work II

Completed the following coursework in DVC Addiction Counseling program:

ADS-102 8061 Intro to Motivatnl Interv Skls

ADS-155 8908 Diverse Communities & Soc Serv

ADS-170 8018 Intro Codependency/Family Iss

HSCI-127 5201 Drugs, Health and Society

ADS-151 8461 Ethical/Legal Concern for ADS

ADS-152 8471 Relapse Prevention

ADS-168 8831 Group Process and Leadership

ADS-171 5357 ADS Field Work I

Work Experience:

House of Acts – Counselor

Tim Purvis

627 Grant St., Vallejo 94591

November 2014- January 2015

Macy's - Associate

Josh Gonzales (Visual Merchandising Manager Senior Executive) -Joshua.a.gonzales@macys.com

1301 Broadway Plaza, Walnut Creek, CA 94596

June 2014 - August 2014

Zio Fraedo's – Busser/host

Sherry Loforte (owner) - (925)286-9234

13 Harbor way, Vallejo CA, 94590

May 2013 – August 2013

3owireless -Wireless Consultant

Jessica Hidalgo (Manager) - (707) 731-7023

104 Southampton Rd, Benicia, CA 94510

December 2011- April 2012

The Trustees of
The California State University
on recommendation of the faculty of
San Francisco State University
have conferred upon

Daniel Espericueta Sanchez

the degree of

Bachelor of Arts
Psychology

with all rights and privileges pertaining thereto
Given on this twenty-fourth day of May, two thousand fourteen.



Edmund G. Brown, Jr.
Governor and President
of the Trustees

Timothy P. White
Chancellor

Bob Linnell
Chair of the
Board of Trustees

Leslie E. Wong
President of the University



824 Jack London Dr.
Vallejo, CA 94589

NEALETTA RICHARDSON
nletta@yahoo.com

Cell: 707/731-7249

3/12 -Currently: Residential Treatment Addictions Counselor

Diploma received 10/13 from CAARR INSTITUTE- Completed academic requirements for AOD studies for recovery.

CAS REGISTERED with State of California Dept. of Alcohol and Drug program. Registration #12441.

Duties Currently Performing:

- Interviewing and assessing potential clients.
- Seek to find the source of the patients' problems, or reasons for their disease. Through various behavioral models, help them to change destructive behaviors and learn new coping skills that will facilitate a successful re-entry into the community as productive individuals.

Administrative Tasks

- Facilitate daily group counseling sessions and individual weekly one on one counseling sessions.
- Build a client support team by keeping in contact with other medical professionals, such as patients' probation/parole officers, physicians and family members.
- Create patient treatment plans.
- Evaluate treatment and make changes when necessary.
- Transport clients to and from all medical, dental, legal appointments
- Issue and Observe clients take their medications

Clerical Duties

- Write legal documents to present in court or be included in legal proceedings.
- Create, updates and maintain patients' records.
- Maintain log/notes of daily activities including, clients activities and behaviors.
- Maintain medical log.

Required Skills

- Excellent communication skills.
- Ability to listen, comprehend and ask questions.
- Convey thoughts clearly.
- Ability to work with people and follow ethics associated with addictions counseling.
- Gain trust and respect from patients.
- Work independently and be part of a team.

Certified Sexual Assault Victim Advocate – May 2005, Certified Court Appointed Advocate (CASA)

PROFILE

Dynamic professional with 17 years of progressively responsible Clerical and Child Support Collections. Focus of experience and training, encompassing supervisory, and administrative/clerical support responsibilities.

EDUCATION

CALIFORNIA STATE UNIVERSITY, HAYWARD, Hayward, CA
B.S., Criminal Justice 1984

15yrs experience in Non profit organizations- Currently affiliated with the New Life non profit organization

Conference facilitator, seminar lecturer and speaker, teacher, Team leader, Director of children's activities ages 5-12 yrs. Prepare lesson plans and agenda. Leader and organizer of female teen group ages 12- 18 yrs. Assist families and children of all ages and cultural background. Conduct one on one counseling to parents and children. Identify barriers to employment Identify family dysfunction and provide solutions that will deter family division and violence. Provide family financial assistance, transportation, make home visits.

Train and develop people of all ages to be able to function in the community as a asset. Design and implement outreach programs within the community. Currently provide outreach services to the Stockton California men's shelter.

TRAINING

In-Service and Management Development

- Empowerment of Professionalism
- Frontline Leadership/Core Interpersonal Skills
- Providing excellent customer Service
- Organizing and Building Teams
- Developing effective public contact skills

Employed as a Substitute Teacher for Solano County Unified School District for the year 2008

Training in providing support to sexual assault victims and assisting law enforcement, legal and court services, provide crisis intervention and work with hospital sexual assault nursing staff. Provide referral resources to victims and their families..

EXPERIENCE

CONTRA COSTA COUNTY – CHILD SUPPORT DEPT., Martinez, CA
Clerical Lead 1997 – 2007

Providing lead instruction and oversight for five clerical staff, including assigning and delegating workflow as well as providing new employee orientation and ongoing on-the-job training.

Assisting the Dept. Supervisor, assuming responsibility in his/her absence, providing input on policies and procedures, and meeting with other Leads to streamline interdepartmental activities. Trained staff for implementation of a new database.

EXPERIENCE (continued)

CONTRA COSTA COUNTY – CHILD SUPPORT DEPT., [continued]

Receptionist

1995 – 1997

Responded to high-volume telephone traffic, provide information on policies and procedures, assisted with referrals to courts and caseworkers, and resolved escalated customer concerns.

Provided front desk reception and greeted clients for appointments.

File/Mail Clerk

1990 – 1995

Opened, sorted, and routed mail to offices for 200 staff, prepared outgoing mail/shipping, operated postage meters, maintained client files, and locate documents on demand.

OPPORTUNITY CHILDREN'S CENTER, Richmond, VA

Clerical Support

1988 – 1989

Assisted the Office Manager, prepared correspondence to parents, provided telephone reception, maintained accounts payable/receivable ledgers, processed timecards, and made bank deposits.

CLARK'S DAY CARE, Richmond, CA

Child Care Aid

1986 – 1987

Assisted with child care in a day program for infants through preschool, led games and activities, served meals, put down for naps, and interfaced with parents.

YOUTH HOMES, INC., Walnut Creek, CA

Counselor

1985 – 1986

Provided supportive counseling in a group home for emotionally disturbed boys and girls aged 12-16, escorted children to appointments and outings, and tutored children with their homework.

Prepared meals, monitor medications, supervised chores, documented petty cash, and maintained logbook of activities and behaviors.

CONTRA COSTA COUNTY – JUVENILE HALL, Martinez, CA

On Call Counselor

1984 – 1985

Monitored behavior and safety of serious offenders, tracked medications, and maintained log books.

SKILLS

Microsoft Word

Microsoft Excel

Word Perfect

CAARR INSTITUTE

DIPLOMA

Nealetta Richardson

Has successfully completed 155 hours of study in

Alcohol and Drug Studies for the Recovery Practitioner



Susan Blacksher, Executive Director

October 26, 2013
Date of Issue

Vernell Brown
215 Amelia Street
Vallejo, CA 94590
(707)642-4708

Objective: To be a force of light in the drug and alcohol treatment field, in order to help Individual's turn their life around.

Education: Sonoma State University, Robert Park, CA
B.A. Criminal Justice, 1980

Polly Priest College, Oakland CA
Keypunch, Office Skills, 1977

Experience:

1999-present House of Acts, Vallejo CA

SLE/Female Counselor: Responsible for conducting groups with female clients, conducting one on ones. Giving drug counseling and education to those who have been addicted to a substance or alcohol. Works with Sober Living Environment helping recent graduates make the transition to sobriety.

1985-1986 COCA COLA BOTTLING COMPANY, Vallejo, CA

Merchandiser: Read work orders instructions to ascertain materials to be moved to and from storage or workforce. Measure and record units of merchandise to be moved or handled on production sheets.

1980-1984 VALLEJO UNIFIED SCHOOL DISTRICT, Vallejo, CA

Substitute Teacher: Maintain discipline in classroom and school yard, keep attendance records, and administer tests and record results, issue reports regarding students programs. Counsel pupils when adjustment and or academic and or academic problems arise. Instruct and demonstrate learning skills.

1978-1987 IRONMAN WELDING, Vallejo, Ca

Part Owner with Spouse: Bookkeeping of accounts, answered telephone, placed orders, ordered and purchased equipment and materials, sales and recordkeeping.

Sonoma State University

The Trustees of The California State University and Colleges
on recommendation of the Faculty have conferred upon

Wernell Fisher-Ford

the degree of

Bachelor of Arts

in Criminal Justice Administration

with all the rights and privileges pertaining thereto.

Given this tenth day of June, nineteen hundred eighty.

Claudia Hampton
Chieftperson of the Board of Trustees

Shirley P. Drake
Chancellor of The California State
University and Colleges

Edmund G. Brown
Governor of California and President of the Trustees

Peter D. Iouanolopoulos
President of the University



Melvin C. Quintanilla

1244 El Dorado Vallejo CA (707)655-1672

Objective:

To obtain a position in a professional environment where I can utilize my skills.

Summary of Qualifications:

- Seven years experience in Warehouse related work
- Drug Treatment counselor
- Able to complete any tasked ask of
- Well organized with client files and status of treatment
- Four years experience with purchasing items for the House of Acts.
- Fork-lift Op/Stocker
- Inventory/ audit

Professional Experience:

01/03- Present House of Acts Vallejo, CA
Drug Treatment Counselor/ purchasing agent

- Responsible for conducting groups
- Responsible for one on ones with clients
- Responsible for purchasing items
- Maintains clients progress and files
- Training clients with equipment used in Helping Hands Work Force.

01/01 to 04/01 InJex South Hayward, CA
Warehouse: Fork-lift/Op/Stocker

- Packing & Distributing
- Loading & unloading Trailers
- Fork-lift Op
- Shipping & Receiving

Education: George Washington Senior High School-GED, Manilagua, Guam
Enlisted in U.S. Army

- 94b20(infantry)

Languages Chamorro & English

References: Upon request

CAARR INSTITUTION

DIPLOMA

Melvin Quintanilla

Has successfully completed 185 hours of study in

Social Model Studies

September 24, 2005

Date of Issue



Susan Blackshear, Executive Director

RALPH GARNER -1419 Valle Vista Ave* Vallejo * CA * 94589 * 323-877-8436 * email: augits@aol.com

OBJECTIVE – Seeking a position that will effectively maximize my skills and experience.

STRENGTHS - Over 15 years experience in the engineering and manufacturing services industry utilizing various CAD systems to perform PCB Design/Layout, electro-mechanical drafting and configuration management. I am a quick learner and consistent high performer with excellent time management and communication skills.

CERTIFICATIONS/AWARDS: US Patents 7311253 B2 & 20080048030 A1; Agent Insurance Lic # 0F74953

WORK HISTORY

9/04 - Present; Founder/Product Developer; AUGITS, LLC, Milpitas, CA Devoted over three years of research/product development and awarded a US Patent for my innovative loss prevention system. Apparel Under Garment Identification Tagging System (AUGITS) depicts the invention, which is an innovative anti-fraud tagging system specifically designed to deter various forms of retail larceny with emphasis placed on preventing fraudulent merchandise returns and refunds in the apparel sector.

5/02 – 10/04; Computer Instructor/Project Coordinator; House of Acts Alcohol/Substance Abuse Treatment Center, Vallejo, CA Responsibilities; implementation and maintain Local Area Network (LAN), generate documentation for company procedural processes, develop computer-training curriculum, taught computer (PC) classes, prepare resumes for residents, and coordinate various activities. Generate budgets, performed bookkeeping and data entry functions.

1/01- 4/02; Lead PCB Designer; Solectron/Force Computers, Inc., Fremont, CA (Contract) – Performed PCB layout of high-density high-speed (SMT, fine pitch, BGA, multilayer), mixed technology, and high-power electro-mechanical assemblies, with emphasis on signal integrity and various safety constraints. Dimension & tolerance analysis per ANSI Y14.5M standards. Interfaced with fabrication houses to assure DFM and DFT. Cadence tools utilized; Allegro, Spectra router, Concept, and OrCAD.

7/99 - 1/01; Lead PCB Designer; Abbott Laboratories, Morgan Hill, CA Performed PCB layout & documentation of electronic drug delivery systems for Abbott's Hospital Products Division. Other responsibilities include electro-mechanical drafting and working with engineering staff to implement and maintain state of the art PCB design standards and signal integrity practices. Designs consisted of split analog/digital PCB's. Interfaced directly with manufacturing to assure DFM/DFT compliance. Utilized Allegro, Concept, OrCAD, and ViewLogic CAD systems. Managed and maintained all logic and physical symbol CAD libraries.

8 - 6/99; MCM CAD Designer; Amkor Technology, Inc., Chandler, AZ (Contract) – Performed semi-conductor (MCM) packaging design, layout and documentation for several projects in the laminate division. Utilized; OrCAD/Allegro/APD CAD systems.

10/96 - 10/98; Lead PCB Designer; Adaptec, Inc., Irvine, CA Performed PCB layout of high-speed designs such as Fibre-Channel high-performance SCSI, connectivity and networks products. Designed mixed technology; split analog/digital SMT designs to meet DFM & DFT requirements. Utilized; Allegro/Concept CAD system, and Spectra auto-router. Dimensioning/tolerance per ANSI Y14.5M standards.

1/96 - 10/96; Multi-Chip Module (MCM) Designer; Intel Corporation, Chandler, AZ (Contract) – Performed MCM layout utilizing silicon (DIE) to package interconnects technology. Substrate design and packaging per Intel design rules, units in microns. Utilized; Cadence APD/Concept CAD systems. Generated library symbols, footprints, procedural processes, design guidelines and trained CAD designers.

1/95 - 1/96; PCB Designer; IBM, Raleigh, NC (Contract) – PCB layout utilizing Allegro/Concept/OrCad CAD systems to design high-speed LAN products. Designed Ethernet, Token-Ring, high speed PCB's. Captured schematics and created logic/physical CAD library symbols.

4/84 - 1/95; PCB Designer; Motorola (GSTG), Scottsdale, AZ PCB Designer/Project Coordinator responsible for design and production of highly sensitive government communication equipment. During my tenure I received several recognition awards for development of innovative PCB procedural processes and cycle time reduction techniques. PCB designs consisted of high-speed, analog, RF, and mixed technology. Utilized; Allegro, Concept, ComputerVision, and was also responsible for generating and maintaining CAD/CAE symbol libraries. Understanding of signal integrity constraints, thermal design issues, and EMI/EMC, designed to MIL/DOD specs.

1981 to 1984; PCB Designer; GTE Sylvania, Mountain View, CA

Utilized; Computer Vision CAD system to perform PCB layout and schematic capture and electro-mechanical drafting.

EDUCATION - Heald's Engineering College, SF, CA – Design Drafting Technology – Diploma
Silicon Valley College, San Jose, CA – Printed Circuit Design; Digital/Analog – Diploma
Silicon Valley College, San Jose, CA – Printed Circuit Design; EMI/RFI – Diploma

M-Th 10-3pm

Char-La Powell

708 Curtola Parkway ♦ Vallejo, CA 94590 ♦ (707) 652-2918
Charlapowell790@yahoo.com

Employment Objective

To secure a position with a company where I can maintain employment stability and grow professionally

Highlights of Qualifications

- Able to represent a company with professionalism
- Detailed and resourceful in completing tasks
- Anticipated customers needs while providing excellent customer service
- Skilled and receptive in responding to customers needs
- Ability to gain the confidence and trust of others
- Ability to remain calm in stressful work environments

Skills

Customer Service	Caregiver/In-Home Care	Mail Sorting
Cash Register/ Handling	Supply Ordering	Janitorial/Housekeeping

Work Experience

Caregiver

- Performed housekeeping duties, such as cooking, cleaning, washing clothes or dishes, or running errands
- Provided patients with help moving in and out of beds, baths, wheelchairs, or automobiles and with dressing and grooming
- Cared for patients by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care
- Entertained, conversed with, or read aloud to patients to keep them mentally healthy and alert
- Administered prescribed oral medications, under the written direction of physician or as directed by home care nurse or aide, and ensured patients take their medicine
- Planned, purchased, prepared, or served meals to patients or other family members, according to prescribed diets
- Accompanied clients to doctors' offices or on other trips outside the home, providing transportation, assistance, and companionship

Work History

Care Provider	IHSS	Vallejo, CA	2002 to 2006
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Education

Diploma	South Solano Skill Center, Vallejo, CA
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Jessica Kinslow

160 Sawyer st. Vallejo Ca, 94589

Phone: (707) 655-7768 Email: jesskinslow@gmail.com

OBJECTIVE: To obtain a position as a trusted Drug and Alcohol Counselor and to utilize my current educational experience.

Recovery Card Number: RW8117 CAADAC

HIGHLIGHTS OF QUALIFICATIONS

- *Detail oriented and strong ability to remain focused in a fast paced environment*
- *Excellent team player with great interpersonal skills, presenting a friendly demeanor*
- *Dependable and organized; enjoys seeing projects through to completion*
- *Great listener and ability to stay solution orientated*
- *Enjoy working closely with people*
- *Flexible schedule allowing last minute availability when needed*
- *Quick learner and eager to take on new tasks*

PROFESSIONAL SKILLS

I have completed the following educational requirements for certification as an addiction counselor. All I need now is 260 hours internship at a AOD facility.

History of alcohol/drugs

Counseling: Client Centered, REBT, Cognitive Behavioral,

12 core functions: screening, intake, assessment, treatment planning, crisis intervention

Pharmacology and Physiology

Relapse prevention

Professional growth

Employment

Waitress

- Provide excellent and courteous customer service
- Greeted and seated customers efficiently and in a friendly manner
- Took all drink and food orders accurately, suggesting lunch and dinner specials as appropriate
- Prepared salads for takeout and dine in orders
- Took over the phone orders for carry out, dine in reservations and delivery
- Organized industrial refrigerators for all incoming food orders as received
- Accurately ran cash register and credit cards transactions

Administrative

- Organize and file paperwork, make copies and keep office area clean
- Ongoing filing of medical records and client communications, keeping confidentiality

- Assembled new client packets
- Daily facilitation of self help classes
- Monitor front lobby, signing guests and visitors in and out of a busy non-profit
- Answer phone and take all incoming messages accurately and efficiently
- Act as a liaison between clients and staff
- Maintain up to date records on a daily basis

Janitorial

- Cleaned and maintained a large multi unit housing facility as well as small office
- Cleaned and sanitized office restrooms, restocking supplies as necessary
- Familiar using a variety of cleaning products industrial equipment
- Able to perform general labor duties including loading and unloading trucks
- Wet and dry mopped floors

RELEVANT EDUCATION AND EXPERIENCE

Facility Assistant	Walden House	San Francisco, CA	2011-
Waitress	Palermo's Restaurant		2012
Janitorial/Office Cleaner	Dr. Audrey Narducci		2000-
			2001
			1997-
			1998

Recovery Card Number: RW8117 CAADAC

TIMOTHY G PURVIS

5113 Falati Lane, Fairfield, CA 94533 friget2003@yahoo.com.phone (707)-639-3136

OBJECTIVE | To obtain a job position within in a company that is growing and opportunities for advancement

SKILLS & ABILITIES |

- Teamwork
- Facilitate Trainings
- Supervise up to 20 employees
- Ability to work independent

EXPERIENCE | **PROGRAM DIRECTOR**
05/03/2003 – 09/07/2012

MEDMARK TREATMENT CENTER

Made significant improvements in sales while supervising up to 50 employees daily, responsible for weekly scheduling employees as well as competing all employee timecards, attended monthly networking of business to increase the knowledge of the treatment center, attended weekly PACT meeting with County Supervisors to determine how our company can be an asset to the community, interpret company policies and regulations to employee's

TRUCK DRIVER

LABOR READY & CHRYSAL GEYSER
01/09/02 -12/28/02 05/04/99 – 12/15/99

Executed operations of routes, planned routes and scheduled drivers for deliveries and pick-ups based on driver, company, and customer preference, demonstrated sales methods, supervised loading and dispatching of trucks, solicited new accounts, and perform other duties as needed

EDUCATION |

ATTENDED CONTRA COSTA '83' SAN JOSE" STATE '86' SOLANO JC' 2008'
PHARMATOX BEHAVIORAL STUDIES '2003' CERTIFICATE OF COMPLETION FOR
PASSENGER , TANKERS& AIR BRAKES WITH COMMERCIAL TRUCK CLASS A :CAADAC
CERTIFIED SUBSTANCE ABUSE COUNSELOR CADC11: CCS: LAADC: CERTICATION
RECEIVED HUMAN SERVICES CERTIFICATE FROM SOLANO JC.

COMMUNICATION | implemented and communicated regulations with narcotic treatment program like title 9; title 22

LEADERSHIP | Interpreting and implementing laws, safety, and regulations as policies change, Recognized as 'DIRECTOR OF THE YEAR' for 2 continuous years, as well as a host of other accomplishments available upon request..

REFERENCES | Available upon request

California
Certification Board of Alcohol & Drug Counselors

This is to certify that

Timothy Purvis, CADC-II/ICADC

Is a duly accredited

Certified Alcohol & Drug Counselor - II

and

Internationally Certified Alcohol & Drug Counselor

Having met the criteria necessary for such professional certification.

Richard Adams, CADCE, CACP

Chairperson, Certification Board

Emerald Lewis

Secretary, Certification Board

JANUARY 30, 2006

A8508806

Issue Date

Certification Number

JANUARY 30, 2016

Expiration Date



The California Certification Board of Alcohol & Drug Counselors (CCBADC) is the autonomous credentialing body for CAADAC conferring the professional rights and privileges of certification upon the person named on this certificate.

2.OVERVIEW OF ORGANIZATION/MISSION:

The House of Acts (HOA) was founded in 1989, the House of Acts is a 28-bed, faith based, nonprofit organization providing alcohol and drug treatment to clients in a residential setting, without discrimination due to race, color, national origin, religion, political affiliation, sexual orientation, disability, or income. The House of Acts men's residential facilities located at 627 Grant St, 115 Teri Ct. and women's facility located at 844 Fifth St., Vallejo, CA. The main facility at the House of Acts is located at 627 Grant Street, Vallejo CA 94590.

a. MISSION STATEMENT

The House of Acts, is a Christian based facility, designed to create an atmosphere of healing for those whose lives have been impaired by alcohol and other drugs

The HOA provision of services follows the Social Model Philosophy for Drug Education on how to maintain sobriety and includes numerous job readiness resources located both onsite and with various outside agencies. Services provided by HOA include Literacy Skills, Computer Training (Introduction to Computers, Microsoft Office, General Education Development Test preparation weekly classes, retail and customer service training, job readiness development classes, online college preparation).

Counselors conduct groups on anger management, relapse prevention, HIV/AIDS education, relationships and recovery, 12 Step study and many more. One on one individual counseling is also part of the recovery process to help monitor individual progress. In addition, we offer job readiness skills through our Workforce Helping Hands Project, which provides training in lawn, gardening, moving, hauling services, building maintenance and excavation work and more. At our Hidden Treasurers Thrift Store, clients obtain retail sales training, cash handling, merchandising and customer service experience.

The House of Acts has a strong history of providing culturally relevant services to people of all ethnic and racial backgrounds. We make a commitment to recruit, hire and retain people of all ethnic groups, which is reflective of the population we serve, including staff and volunteers who may have personal experience in recovering from substance abuse and/or have been previously incarcerated.

Clients entering HOA are either court ordered parolees, probationers, homeless or those who seek to enter voluntarily for residential treatment. Parolees or probationers assigned to HOA in the past have usually been funded by the state or government agency that assigned them.

3. Services Proposed With Staffing Plan

3. SERVICES PROPOSED WITH STAFFING PLAN:

a. PROJECT OBJECTIVE:

To support men's and women's health and wellness with resources that counter their substance abusive lifestyle by providing job development training, computer skills training, basic literacy instruction/evaluation, and GED preparation assistance as these individuals complete the House of Acts Drug Treatment Program.

b. SERVICES PROPOSED TO BE PROVIDED:

By the nature of the HOA program, clients who enter are usually individuals without basic education skills, basic computer skills and little to no work experience. These skills are a necessity for them to make the type of changes for a successful job search which can bring basic economic success in their future. Their past history of incarceration and/or drug abuse is a strong and realistic barrier to finding employment. In order to remain a viable and successful program, it is important for us to recognize the evolution of technology as a conduit to a substantial future for our clients. The earlier a person is introduced to technology the better chance they will have to become productive individuals skilled in the areas of technology. Most our clients have very little if any experience in the world of technology and this gives another challenge to face in becoming rehabilitated and a productive member of any community. As service providers, we understand the importance of providing our clients with basic educational skills, computer skills, and work related skills in order to boost their chances of success in our beloved city of Vallejo and beyond.

We propose to expand training/skills offered through the HOA programs with the development of Basic Literacy instruction/evaluation, enhancing/expanding our Computer Training course, GED Preparation, Resume Writing classes, Work Force Training and Retail Customer Service Training.

As indicated we are going to enhance/expand all skills training as followed:

- a. Basic Literacy: Basic English, Reading, and Math.
- b. Job Search Training: Resume writing, interviewing skills, how to search/complete job applications on the Internet.

- c. Computer training: Intro to Computers, Basic typing instructions, Microsoft Word, Excel and PowerPoint.
- d. GED Preparation
- e. Hidden Treasure Boutique (HOA's Thrift Store) will provide on the job training in Retail, Customer Service, marketing (promotion), inventory, cash handling and merchandising.
- f. Workforce Helping Hands Program which gives clients a direct on site job opportunity to learn landscaping, light construction, carpet laying, fencing, packing, moving, painting, plumbing, floor tiling, community service, house maintenance and cleaning.

Under this Request for Proposal, actions needed to implement/continue and expand the program are as follows:

- 1. House of Acts will continue on site job courses which is mandatory for all clients who enter the House of Acts unless disabled.
- 2. At intake, counselors will continue to determine interest and specific job skills and those interests will be taken into consideration within the training modules.
- 3. House of Acts Workforce will need to continue the recertification of qualified personnel, as needed to provide on the job training for the skills required.

i. IMPLEMENTING BASIC LITERACY AND COMPUTER SKILLS TRAINING COURSE

At the beginning of the client's residency they will be required to complete a basic 24 hour literacy module. The module will review Basic English and Reading skills and require a completed project, which will allow the instructor to determine skills level. This module will give the client an introduction into reading and understanding and comprehension, which will be necessary to complete the other training modules and give the instructor the insight to adapt training modules to meet the individual client. Clients will be expected to complete "end projects" for each Literacy, Computer Training, GED Preparation, Resume Writing. If it is determined that their needs cannot be met during the time of their stay at HOA, we will assist clients to seek other programs which can help them become proficient with basic literacy skills or more as they desire.

This first module will also help the computer instructor and literacy instructor to determine the pace of the training for the individual client and offer additional help to those who find learning a challenge and at the same time give structure to the program. Curriculum for the training modules will be developed by the instructor to allow for flexibility and the ability to “deviate” from the established training schedule when necessary. Clients will be given lesson plans from each module which will require a finished project. These projects are designed to enforce the skills learned in the lesson, and each completed project will build upon each other. Computer Training Skills Module shall include Mavis Beacon Typing Program, Basic Introduction to Computer, Microsoft Word, Microsoft Excel and the current standard presentation program Microsoft PowerPoint. Our basic literacy module shall include, basic reading through grade 12, general mathematic skills, general grammatical skills and general English skills. We have also developed a relationship with the Vallejo Adult School for a smooth transition for the clients who complete our GED preparation program. With this relationship helps clients with their transition to prepare for their GED exam.

i. THE IMPORTANCE OF WORK FORCE TRAINING AND ITS IMPLICATION

The City of Vallejo, as well as America as a whole, is in a terrible battle with the war on drugs and vigilance is needed to change clients attitudes and offer positive choices/skills to enable individuals to make correct life choices. The tragic part is that drug use contributes to the majority of crimes that plague our nation’s cities and towns; this is shown by the prisons that became overcrowded and now local/county jails are facing the same dilemma in California.

The House of Acts believes that if more and pertinent onsite job training courses are created and available, a majority of the clients that enter and complete the program would have a better chance of being productive citizens. Employment, education and training not only teaches these individuals valuable and employable skills, but also helps to replenish the economy by restoring jobs, creating jobs and giving clients the tools to make proper choices in life, which will reverse the need to use drugs. When individuals

are abusing drugs, crime rates and unemployment rise. As stated in the National Institute on Drug Abuse website (www.nida.nih.gov/infoacts/treatment.html). “untreated substance abuse and addiction add significant cost to families and communities, including those related to violence and property crimes, prison expenses, court and criminal costs, emergency room visits, healthcare utilization, child abuse and neglect, lost child support, foster care and welfare costs, reduced productivity, and unemployment.” We believe that our onsite job training courses within Workforce Helping Hands area and the boutique will help these individuals continue in maintaining a clean and sober lifestyle as a result of gaining self assurance, self confidence and education through our program. Obtaining these tools is imperative in order to compete in today’s society. An individual who has been addicted to drugs is someone who has a hard time coping with everyday life stress and being unemployed is one of those life stresses. The House of Acts provides 12-step recovery tools that help individuals fight the war on drug abuse and become productive/employable members of the community. In addition, fully educating clients in the workforce industry is something that we believe is a hidden asset to recovery.

The House of Acts has manifested the idea about improving our facilities by conducting an independent research on the pros and cons of implementing previously mention training courses to our clients.

We have surveyed 100 individuals from all different backgrounds about onsite job courses. Within those surveyed, we interviewed 40 African American, 40 Caucasians, 10 Hispanics, 5 Asians and 5 individuals who identified themselves as other. The results indicated that 85% of the respondents answered yes to the question “does onsite job training benefit the community as well as the individuals who receive it?” Other responses included 10% who responded “no.” and 5% not sure. The question “did onsite job training courses as well as job placement help individuals maintain their sobriety from drugs and alcohol abuse, 65% agreed, 15% disagreed and 20% did not know. The responses give us the indication that we are on track in offering training and recovery steps to individuals who enter our program.

The House of Acts Workforce Helping Hands Program will continue the curriculum established in which the client can receive a Certificate of Completion in the following categories:

- a. Job Site Safety
- b. Equipment Safety
- c. On the Job Training
- d. Retail Customer Service Training
- e. Computer Training
- f. Incentives/progress/achievement

The training and completion certificate(s) received from the Workforce Helping Hands Program is a stepping stone for each client's journey towards potential job placement at the House of Acts and/or future employers.

In Conclusion many individuals who complete treatment programs are more likely to succeed if the program gives them the right tools for success. The Basic Literacy Module, GED Preparation, The Computer Training Module and the Retail and workforce Training is aimed to give them the tools to join the workforce and community as successful individuals.

c. CLIENTS PROPOSED TO BE SERVED

Clients entering HOA are either court ordered parolees, probationers, homeless or those who seek to enter voluntarily for residential treatment. Parolees or probationers assigned to HOA in the past have usually been funded by the state or government agencies that assign them. These include but not limited to AB109, the county judicial system, and the department of corrections. With the approval of this proposal from the City of Vallejo, these individuals who enter the program will be the ones who benefit from the programs as stated within the proposal.

The House of Acts strives to complete the following goals pertaining to our clients:

1. 90% of clients will complete the training modules provided for rehabilitation.
2. 75% of clients will obtain their GED, if needed or transition to another program for additional preparation.

3. 90% of clients (if not disabled) will participate in HOA's workforce program and earn certificates for on-site job training for the various areas of training completed.
4. 90% of clients (of those interested) will complete Retail and Customer Service skills with a certificate of completion.
5. 100% of clients will complete the Basic Computer Module/ Basic Literacy Module and receive certificate.
6. 100% of clients will exit with resumes, computer skills certificate of completion and job skills to allow for re-integration into society.

d. INCOME RANGE OF PERSONS TO BE ASSISTED

Most of the clients who enter the program come into the program with little to no income, due to the fact that most are assigned to the program after being released from incarceration. Before clients are accepted into the program, clients go through a screening process in which intake counselors ask and write down any type of income the clients currently have. Once clients enter the program many will receive either G.A, food stamps, social security, disability or SSI benefits if available. After a client has completed treatment, counselors conduct an out-take in which counselors are required to ask clients their current income (if it has changed since entering the program) certificates and skills that they have obtained while in the program and whether a job has been secured. These questions are asked to track HOA's success rates within our training courses. Once a client has graduated from the treatment program, counselors are required to follow up with the client by seeing where the client lives, his/her household size and whether the individual is employed or unemployed. All follow up questions are placed within the clients file and are used to help HOA with tracking the program's success rate.

e. LAST YEAR RESULTS OF THE TRAINING PROGRAM(S)

The HOA had roughly 180 clients that entered the program last year. This 180 consist of 15 clients divided within three houses per month. For these individuals who completed HOA training courses (Work force training, computer skills training and GED) the following was found: 40% of these individuals are part-time or full time students in a college program, 40% of these individuals are employed with 25% of them with an annual income of \$20,000-\$30,000 and 15% of them with an annual income

between \$10,000-\$20,000. 20% of last year's participants were found to reenter incarceration. The majority of last year's participants had a household size of 4.

f. AMOUNT SEEKING

The amount that the House of Acts is seeking within this CDBG proposal is \$40,000. This \$40,000 will consist of the following: A basic literacy/GED instructor, Administrative Assistant partial salary, computer and literacy supplies, computers and printers for the computer/literacy program, supplies for Hidden Treasure and tools and equipment for workforce Helping Hands. (please see official breakdown in the budget section) Since House of Acts has started its GED and computer courses we have had only one instructor. Within this proposal we are trying to expand our GED and computer course with a basic literacy skills course. We would like for our computer instructor to focus on the computer course while another instructor focuses on the GED and basic literacy course. In order to make sure that the programs progress is being tracked properly, we would need an additional employee to help with the tracking of the courses and work experience programs. The administrative assistant would work closely with the counselors and instructors to track the progress and to help with making the courses better for our statistic reports. In addition the computer, GED and Basic Literacy courses will need new supplies as well as new computers and printers. Tools that the Workforce Helping Hands use must be either replaced, or bought as well.

g. CONCLUSION

The House of Acts Alcohol & Drug Treatment Program promotes sobriety in the City of Vallejo and also strives to give clients the technical and life skills for their future. We use a realistic approach in our program by understanding that our clients have more than the usual obstacles and challenges than most others. We understand that Vallejo is the city of opportunity and the best way to give someone an opportunity is to provide them with the skills to flourish. The House of Acts adopts the stance that our treatment program's Christian model gives hope and understanding of their previous choices and skills to make different life choices in the future, this along with and the training modules can turn them into productive members of the community and become gainfully employed.

If we, The House of Acts, can continue with our mission and develop additional programs to meet the needs of society, we can help those who enter our doors to change their lives and become drug free. Helping clients to leave a life of drug addiction behind is not an easy task, but we feel with our program and the constant re-evaluation of its content allows us to remain current with the needs of the community and society. Ultimately this will help the City of Vallejo and the clients who enter the program, their families, who many times bear the brunt of the addiction, become drug free, productive and a benefit to the community. With the resources from the City of Vallejo (approval of CDBG), The House of Acts can continue its expansion of helping its clients prepare for life after treatment. We understand that providing work and educational skills does not only help the individuals who enter our program but the community as a whole because these individuals are less likely to be a burden on our society but contribute to the economic and well being of our community.

**5. Authorizing Governing Board Resolution
(With Roll Call Vote)**



The House of Acts

Alcohol and Substance Abuse Treatment Program

627 Grant Street

Vallejo, CA 94590

www.houseofacts.org

Telephone: (707) 553-1042 Fax (707) 553-8146

Governing Board Resolutions

The Governing Board of the House of Acts

The House of Acts key goal is to promote a alcohol and drug free life for all men and women who enter our residential treatment program and to become productive members of society; and

The House of Acts is involved in providing Computer Training, GED preparation: resume writing classes, retail and customer service, job readiness skills through our Workforce Helping Hands project; and

The House of Acts has a proven track record of successful graduates who have rehabilitated, gained employment and satisfactorily completed requirements to be removed from parole or probation; and

The House of Acts has thoroughly discussed the value of responding to the City of Vallejo's request for Proposal (RFP) utilizing the Federal Community Development Block Grant (CDBG) fund for fiscal years 2011-2012, 2012-2013, 2013-2014, 2014-2015 and the current 2015-2016.

It is the policy of The House of Acts that we do not discriminate on the basis of age, race, creed, color, religion, national origin, handicap or disability.

The House of Acts Board of Directors affirms the responding to the RFP would benefit the goal of promoting clean and sober living, as well as crime free lifestyle for all men and women who desire to change and

Be it further resolved that Hattie Miles, Founder/Program Director has permission to do business for the House of Acts and seek a commitment of City funds under the program.

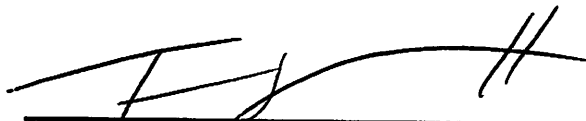
Adopted by the Board of Directors of the House of Acts at a regular meeting held on January 5th, 2015.

Ayes: Scott, M. Wade, Gamble, O. Boughton, K. Boughton

Noes: None

Absent: Miles

Abstain: None


Taira Scott J.D., President

1/6/15
Date

It is the policy of The House of Acts that we do not discriminate on the basis of age, race, creed, color, religion, national origin, handicap or disability.

NOTE: ORGANIZATIONS RECEIVING CDBG PROGRAM FUNDS IN FY 2014/2015 ARE NOT REQUIRED TO SUBMIT DOCUMENTATION RESPONDING TO ITEMS 6 THROUGH 11.

House of Acts is recipients of the 2014/2015 CDBG.

12. Organizational Viability

12. ORGANIZATIONAL VIABILITY:

The House of Acts has successfully held contractual agreements with the following governmental agencies since 1996: Bay Area Services Network (BASN \$142,560) which is a 3 year agreement, Center Point/Substance Abuse Coordinating Agency (SASCA \$125,000) (Now known as STOP), California Ab109 (\$90,000), CDBG \$16,175 for our computer class instructor and the City of Vallejo litter contract (\$25,000). The House of Acts is financially stable and currently in the process of renewing most of these contractual agreements which will continue our services through 2016 and beyond.

Recently, we've opened up a thrift shop to help our clients with additional life skills in the retail, customer services, and time management in order to have a productive life without alcohol and drugs nor crime in this community. The thrift shop is used to give clients work experience and responsibility.

We will continue to work with Alcohol & Drug addicts and their behavior, groups 12 steps etc, and continue to be financially stable by other grants and sources. Our visibility in working on the litter pick up on designated streets of Vallejo has been acknowledge by the community.

The House of Acts board of directors plays an important role within the program's financial stability. The Administration must provide the director and the board of directors a monthly statement outlining expenses paid and any gained from the program. This statement outlines, what monthly bills were paid, what income was provide and by what government entity. The Administration must adhere to a monthly budget set by the director and advised by the Board of Directors.

Currently we are interviewing a consultant to contact different agencies and foundations for grants in order to continue to expand our financial resources to sustain and grow business for many years to come.

Please find documentation to indicate that the organization will be active and financially viable FY 2015/2016 following this page.

Organizational Viability:

Please find contracts that the House of Acts are parties to. These contracts represent documentation that the House of Acts will be active and financially viable in FY 2015/2016. Contracts that the House of Acts has submitted as documentation include the City of Vallejo, and County (BHAT), AB109 and Centerpoint SASCA/STOP. All contracts that are provided within this proposal are on an ongoing basis with the House of Acts.

Anderson & Associates

Certified Public Accountants . A Professional Corporation
www.andersonassoc.net

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P.O. Box 145
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707.422.6700
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Teresa G. Fitzgerald, CPA
555 Mason Street, Suite 200
Vacaville, CA 95688
707.446.4455
FAX 707.446.4486

Russell L. Ward, CPA
1300 Tennessee Street
Vallejo, CA 94591
707.642.7553
FAX 707.642.0629

January 28, 2015

CDBG
200 Georgia Street
Vallejo, CA 94590

Dear Sirs:

Anderson & Associates, Inc. has been completing the tax returns for The House of Acts since 2011. Using their accounting information we complete the federal Form 990 Return of Organization Exempt From Income Tax and the state Form 199 California Exempt Organization Annual Information Return. They are currently up to date with the filing requirements.

Sincerely,



Teresa Fitzgerald, CPA
ANDERSON & ASSOCIATES
Certified Public Accountants

The **Bookkeepers**

Bookkeeping & Tax Services

1301 Tennessee Street • Vallejo, California 94590
707.648.1200 • 707.648.1220 FAX • www.thebookkeepers.biz

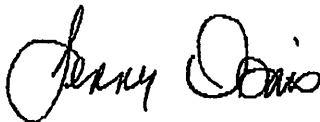
January 27, 2015

To Whom It May Concern:

We currently prepare The House of Acts payroll and payroll tax deposits.

If you have any further questions, please contact me.

Respectfully,



Jenny Davis,

Owner



CITY OF VALLEJO

OFFICE OF THE CITY MANAGER

555 SANTA CLARA STREET • P.O. BOX 3068 • VALLEJO • CALIFORNIA • 94590-5934 • (707) 648-4575
FAX (707) 648-4426

March 23, 2009

Ms. Nimat Shakoor-Grantham, Code Enforcement Manager
Development Services Department
555 Santa Clara St.
Vallejo, California 94590

RE: Letter of Authorization pursuant to Vallejo Municipal Code §3.20.020 for the negotiation and contracting of Code Enforcement Abatement Services

Dear Ms. Grantham:

Whereas, the City of Vallejo Code Enforcement Department has the responsibility to abate private nuisance properties pursuant to Vallejo Municipal Code chapter 7.54 (Property Maintenance Ordinance) and Chapter 7.62 (Vacant Building Ordinance); and

Whereas abating nuisances on private parcels normally costs the City between \$700 and \$2000 per property; and

Whereas the current system of processing each of several abatements to be conducted throughout the year results in excessive time and resources being spent on paperwork and contracting for comparative small dollar amounts, and Code Enforcement and Legal staff feel that it is feasible to move to a Master Code Enforcement Agreement together with separate Work Orders to more expeditiously, diligently and competently manage the multiple abatements that are to be performed; and

Whereas pursuant to Vallejo Municipal Code Chapter 3.20 the City Manager has the authority to contract for services in an amount less than \$25,000.

Therefore, pursuant to Vallejo Municipal Code section 3.20.020, the Code Enforcement Manager is hereby authorized to negotiate and contract for Code Enforcement Abatement Services for which expenditures have been authorized in the budget or as authorized by action of the Council in an amount not to exceed \$25,000 per contractor per fiscal year.

This letter of authorization shall be filed with the City Clerk, and shall remain in effect until explicitly revoked in writing.

By:

Joseph Tanner
City Manager.

2009/05/08

CONTRACTOR AND PROFESSIONAL SERVICES AGREEMENT

This Contractor and Professional Services Agreement ("Agreement") is made at Vallejo, California, dated for reference this 8th day of May 2009, by and between the City of Vallejo, a municipal corporation ("City"), and House of Acts , Nonprofit Sole Proprietorship, herein the type of entity, hereinafter referred to as "Contractor", who agree as follows:

- 1. **Services.** Subject to the terms and conditions set forth in this Agreement, Contractor shall provide the City professional services as specified in Exhibit A, entitled "Scope of Work."
- 2. **Payment.** City shall pay Contractor for services rendered pursuant to this Agreement at the times and in the manner set forth in Exhibit B, entitled "Compensation." The payments specified in Exhibit B shall be the only payments to be made to Contractor for services rendered pursuant to this Agreement.
- 3. **Facilities and Equipment.** Contractor shall, at its sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this Agreement.
- 4. **Indemnification.** Contractor shall indemnify, defend (with independent counsel approved by the City) , and hold harmless the City, its officers, officials, directors, employees, agents, volunteers and affiliates and each of them from any and all claims, demands, causes of action, damages, costs, expenses, actual attorney's fees, contractor's fees, expert fees, losses or liability, in law or in equity, of every kind and nature whatsoever arising out of or in connection with Contractor's operations, or any subcontractor's operations, to be performed under this Agreement, for the fullest extent permitted by law, with the exception of the sole active negligence or willful misconduct of the City.

The provisions of this section shall survive the expiration or termination of this Agreement and are not limited by any provisions relating to insurance in this Agreement.

- 5. **Insurance Requirements.** Contractor agrees to comply with all of the Insurance Requirements set forth in Exhibit C, entitled "Insurance Requirements for Contractor." Failure to maintain required insurance at all times shall constitute a default and material breach.
- 6. **Accident Reports.** Contractor shall immediately report (as soon as feasible, but not more than 24 hours) to the City Risk Manager any accident or other occurrence causing injury to persons or property during the performance of this Agreement. The report shall be made in writing and shall include, at a minimum: (a) the names, addresses, and telephone numbers of the persons involved; (b) the

names, addresses and telephone numbers of any known witnesses; (c) the date, time and description of the accident or other occurrence.

7. Conflict of Interest. Contractor warrants and represents that to the best of its knowledge, there exists no actual or potential conflict between Contractor's family, business, real property or financial interests and the services to be provided under this Agreement. Contractor shall comply with the City of Vallejo Conflict of Interest Code and not enter into any contract or agreement during the performance of this Agreement which will create a conflict of interest with its duties to City under this Agreement. In the event of a change in Contractor's family, business, real property or financial interests occurs during the term of this Agreement that creates an actual or potential conflict of interest, then Contractor shall disclose such conflict in writing to City.

8. Independent Contractor. Contractor is an independent contractor. Neither Contractor nor any of Contractor's officers, employees, agents or subcontractors, if any, is an employee of City by virtue of this Agreement or performance of any services pursuant to this Agreement. City shall have the right to control Contractor only insofar as the results of Contractor's services rendered pursuant to this Agreement; however, City shall not have the right to control the means by which Contractor accomplishes services pursuant to this Agreement.

9. Licenses, Permits, Etc. Contractor represents and warrants to City that all Contractor services shall be provided by a person or persons duly licensed by the State of California to provide the type of services to be performed under this Agreement and that Contractor has all the permits, qualifications and approvals of whatsoever nature which are legally required for Contractor to practice its profession. Contractor represents and warrants to City that it shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals which are legally required for Contractor to practice its profession.

10. Business License. Contractor, and its subcontractors, has obtained or agrees to apply prior to performing any services under this Agreement to City's Finance Department for a business license, pay the applicable business license tax and maintain said business license during the term of this Agreement. The failure to obtain such license shall be a material breach of this Agreement and grounds for termination by City. No payments shall be made to Contractor until such business license(s) have been obtained.

11. Standard of Performance. Contractor shall provide products and perform all services required pursuant to this Agreement in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised under similar conditions by a member of Contractor's profession currently practicing in California.

Contractor is responsible for making an independent evaluation and judgment of all conditions affecting performance of the work, including without limitation applicable federal, state, and local laws and regulations, and all other contingencies or considerations.

Contractor's responsibilities under this section shall not be delegated. Contractor shall be responsible to City for acts, errors, or omissions of Contractor's subcontractors.

Contractor is responsible for making an independent evaluation and judgment of all conditions affecting performance of the work and shall prepare plans, reports, and/or other work products in such a way that additional costs will not be incurred or, beyond a project budget approved or amended by the City Manager or his or her designee.

Whenever the scope of work requires or permits review, approval, conditional approval or disapproval by City, it is understood that such review, approval, conditional approval or disapproval is solely for the purposes of administering this Agreement and determining whether the Contractor is entitled to payment for such work, and not be construed as a waiver of any breach or acceptance by the City of any responsibility, professional or otherwise, for the work, and shall not relieve the Contractor of responsibility for complying with the standard of performance or laws, regulations, industry standards, or from liability for damages caused by negligent acts, errors, omissions, noncompliance with industry standards, or the willful misconduct of Contractor.

12. Force Majeure. Neither party shall be considered in default of this Agreement to the extent performances are prevented or delayed by any cause by circumstances beyond either party's reasonable control, such as war, riots, strikes, lockouts, work slow down or stoppage, acts of God, such as floods or earthquakes, and electrical blackouts or brownouts.

In the event that the Contractor is unable to meet the completion date or schedule of services, Contractor shall inform the City Representative of the additional time required to perform the work and the City Representative may adjust the schedule.

13. Time is of the Essence. Time is of the essence in this Agreement. Any reference to days means calendar days, unless otherwise specifically stated.

14. Personnel. Contractor agrees to assign only competent personnel according to the reasonable and customary standards of training and experience in the relevant field to perform services under this Agreement. Failure to assign such competent personnel shall constitute grounds for termination of this Agreement.

The payment made to Contractor pursuant to this Agreement shall be the full and complete compensation to which Contractor and Contractor's officers, employees,

agents, and subcontractors are entitled for performance of any work under this Agreement. Neither Contractor nor Contractor's officers or employees are entitled to any salary or wages, or retirement, health, leave or other fringe benefits applicable to employees of the City. The City will not make any federal or state tax withholdings on behalf of Contractor. The City shall not be required to pay any workers' compensation insurance on behalf of Contractor.

Contractor shall pay, when and as due, any and all taxes incurred as a result of Contractor's compensation hereunder, including estimated taxes, and shall provide City with proof of such payments upon request.

15. Contractor Not Agent. Except as authorized under this Agreement or as City may authorize in a letter of authorization signed by the City Manager or his or her designee, Contractor shall have no authority, express or implied to act on behalf of City in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, under this Agreement, to bind City to any obligation whatsoever.

16. Term. The term of this Agreement shall commence on 5/18/09 and shall continue in full force and effect until 5/18/11 or until terminated by CITY pursuant to Paragraph 17 of this Agreement.

CITY shall, at its discretion, have the right to extend the term of this Agreement, in one-year intervals, by written notice to CONTRACTOR. The total duration of this Agreement, including the exercise of any options under this clause, shall not exceed five years. If CITY exercises this option, the extended Agreement shall be considered to include this option provision. CITY'S obligation is payable only and solely from funds appropriated for the purposes of this Agreement. CITY'S monetary obligation(s) under this Agreement, including option year(s), is subject to and contingent upon availability of funds appropriated for the purpose of this Agreement and determination to continue term of contract by the CITY.

17. Termination or Abandonment by City. The City has the right, at any time and in its sole discretion, to immediately terminate or abandon any portion or all of the services to be provided under this Agreement by giving notice to Contractor. Upon receipt of a notice of termination, Contractor shall perform no further work except as specified in the notice. Before the date of termination, Contractor shall deliver to City all work product, whether completed or not, as of the date of termination and not otherwise previously delivered.

The City shall pay Contractor for services performed in accordance with this Agreement before the date of termination. If this contract provides for payment of a lump sum for all services or by task and termination occurs before completion of the work or any defined task which according to the performance schedule was commenced before the notice of termination, the fee for services performed shall be based on an amount mutually agreed to by City and Contractor for the portion of work completed in conformance with this Agreement before the date of termination.

In addition, the City will reimburse Contractor for authorized expenses incurred and not previously reimbursed. The City shall not be liable for any fees or costs associated for the termination or abandonment except for the fees, and reimbursement of authorized expenses, payable pursuant to this section.

18. Products of Contracting Services. The work product, including without limitation, all writings, work sheets, reports, recordings, drawings, files, detailed calculations and other work products, whether complete or incomplete, of Contractor resulting from services rendered pursuant to this Agreement, shall become the property of City. Contractor agrees that all copyrights which arise from creation of the work under this Agreement shall be vested in the City and waives and relinquishes all claims to copyright or other intellectual property rights in favor of the City. City acknowledges that its use of the work product is limited to the purposes contemplated by the scope of work and that the Contractor makes no representation of the suitability of the work product for use in or application to circumstances not contemplated by the scope of work.

Documents submitted to the City in electronic format shall be formatted according to specifications provided by the City, or if not otherwise specified, in Microsoft Word, Excel, PowerPoint or other Microsoft Office Suite (2002) format as appropriate for the particular work product or, if directed by the City Representative in Adobe Acrobat PDF format.

19. Cooperation by City. City shall, to the extent reasonable and practicable, assist and cooperate with Contractor in the performance of Contractor's services hereunder.

20. Assignment and Subcontracting. Contractor shall not subcontract, assign or transfer voluntarily or involuntarily any of its rights, duties or obligation under this Agreement without the express written consent of the City Manager or his or her designee in each instance. Any attempted or purported assignment of any right, duty or obligation under this Agreement without said consent shall be void and of no effect.

If subcontracting of work is permitted, Contractor shall pay its subcontractor within ten (10) days of receipt of payment by City for work performed by a subcontractor and billed by the Contractor. Use of the term subcontractor in any other provision of this contract shall not be construed to imply authorization for Contractor to use subcontractors for performance of any service under this Agreement.

The City is an intended beneficiary of any work performed by Contractor's subcontractor for purposes of establishing a duty of care between the subcontractor and City.

21. Successors and Assigns. All terms, conditions, and provisions of this Agreement shall apply to and bind the respective heirs, executors, administrators,

successors, and assigns of the parties. Nothing in this section is intended to affect the limitation on assignment.

22. Non-Discrimination/Fair Employment Practices.

(a) Contractor warrants and represents it is an equal opportunity employer and agrees it shall not discriminate on the basis of race, religious creed, color, sex, national origin, ancestry, disability, medical condition, age, marital status or sexual orientation in the selection and retention of employees, subcontractors or procurement of materials or equipment.

In all solicitations either by competitive bidding or negotiations made by Contractor for work to be performed under any subcontract, including procurement of materials or equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligation under this Agreement relative to nondiscrimination and fair employment practices.

Contractor shall include the above provisions of this section in every subcontract, including procurement of materials or equipment.

(b) Contractor agrees to comply with Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practices Act, the Americans with Disabilities Act of 1990, any other applicable federal and state laws and regulations and City ordinances and regulations hereinafter enacted.

23. Notices. All notices or instruments required to be given or delivered by law or this Agreement shall be in writing and shall be effective upon receipt thereof and shall be by personal service or delivered by depositing the same in any United States Post Office, registered or certified mail, postage prepaid, addressed to:

If to City: Nimat Shakoор-Grantham
Code Enforcement Manager
City of Vallejo, Code Enforcement Division
555 Santa Clara Street
Vallejo, CA 94590

If to Contractor: Hattie Smith-Miles
Director
House of Acts Workforce
627 Grant St.
Vallejo, CA 94590
707-553-1042
Fax 707-553-8146

Any party may change its address for receiving notices by giving written notice of

such change to the other party in accordance with this section.

Routine administrative communications shall be made pursuant to section 1 of Exhibit A.

24. Integration Clause. This Agreement, including all Exhibits, contains the entire agreement between the parties and supersedes whatever oral or written understanding they may have had prior to the execution of this Agreement. This Agreement shall not be amended or modified except by a written agreement executed by each of the parties hereto.

25. Severability Clause. Should any provision of this Agreement ever be deemed to be legally void or unenforceable, all remaining provisions shall survive and be enforceable.

26. Law Governing. This Agreement shall in all respects be governed by the law of the State of California without regard to its conflicts of law rules. Litigation arising out of or connected with this Agreement shall be instituted and maintained in the courts of Solano County in the State of California or in the United States District Court, Eastern District of California, Sacramento, California, and the parties consent to jurisdiction over their person and over the subject matter of any such litigation in such courts, and consent to service of process issued by such courts.

27. Waiver. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent or any other right hereunder.

28. Ambiguity. The parties acknowledge that this is a negotiated agreement, that they have had the opportunity to have this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any party on the basis of such party's draftsmanship thereof.

29. Gender. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identifications of the person or persons, firm or firms, corporation or corporations may require.

30. Headings. The section headings contained in this Agreement are inserted for convenience only and shall not affect in any way the meaning or interpretation of this Agreement.

31. Compliance with Laws. Contractor will comply with all statutes, regulations and ordinances in the performance of all services under this Agreement.

32. Confidentiality of City Information. During the performance of services under this Agreement, Contractor may gain access to and use City information

regarding, but not limited to, procedures, policies, training, operational practices, and other vital information (hereafter collectively referred to as "City Information") which are valuable, special and unique assets of the City. Contractor agrees that it will not use any information obtained as a consequence of the performance of services under this Agreement for any purpose other than fulfillment of Contractor's scope of work, to protect all City information and treat it as strictly confidential and proprietary to City, and that it will not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any City information to any third party, other than its own employees, agents or subcontractors who have a need for the City information for the performance of services under this Agreement, without the prior written consent of City, or as required by law.

Contractor shall treat all records and work product prepared or maintained by Contractor in the performance of this Agreement as confidential.

A violation by Contractor of this section shall be a material violation of this Agreement and will justify legal and/or equitable relief.

Contractor's obligations under this section shall survive the completion of services, expiration or termination of this Agreement.

33. News and Information Release. Contractor agrees that it will not issue any news releases in connection with either the award of this Agreement, or any subsequent amendment of or efforts under this Agreement, without first obtaining review and approval of said news releases from City through the City Representative.

34. City Representative. The City Representative specified in Exhibit A, or the representative's designee, shall administer this Agreement for the City.

35. Counterparts. The parties may execute this Agreement in one or more counterparts, each of which shall be deemed an original, but all of which together shall be deemed one and the same instrument.

36. Authority. The person signing this Agreement for Contractor hereby represents and warrants that he/she is fully authorized to sign this Agreement on behalf of Contractor.

37. Exhibits. The following exhibits are attached hereto and incorporated herein by reference:

Exhibit A, entitled "Scope of Work," including any attachments.

Exhibit B, entitled "Compensation," including any attachments.

Exhibit C, entitled "Insurance Requirements," including any attachments.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year shown below the name of each of the parties.

HATTIE SMITH-MILES
Nonprofit Sole Proprietorship

By: 
Hattie Smith-Miles
Director

CITY OF VALLEJO,
A municipal corporation

By: 
for Joseph M. Tanner
City Manager

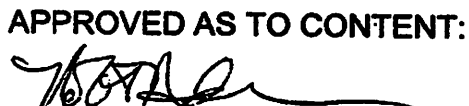
DATE: 5-15-09

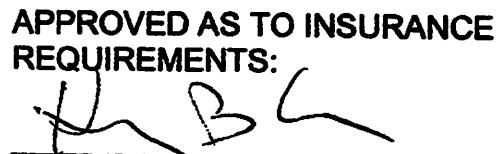
DATE: 6-18-09

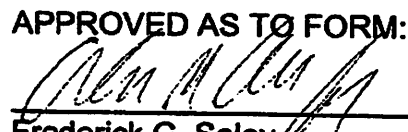
N/A
Vallejo Business License No.

(City Seal)

ATTEST:
By: 
Mary Ellsworth, Acting City Clerk

APPROVED AS TO CONTENT:

Bob Adams
Development Services Director

APPROVED AS TO INSURANCE
REQUIREMENTS:

Harry B. Maurer
Risk Manager

APPROVED AS TO FORM:

Frederick G. Soley
City Attorney

5/28/14 Mailed/RS

COPY



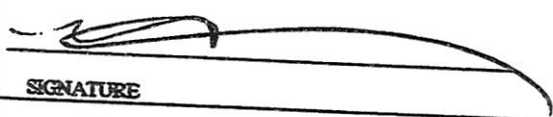
County of Solano
Standard Contract

For County Use Only
CONTRACT NUMBER:
03569-15
Dept., Division, FY, #
H&SS, SA
BUDGET ACCOUNT:
7562, 7567
SUBJECT ACCOUNT:
3153

- This Contract is entered into between the County of Solano and the Contractor named below:
House of Acts
CONTRACTOR'S NAME
- The Term of this Contract is:
7/1/2014 to 6/30/2015
- The maximum amount of this Contract is:
Equal to the aggregate dollar value of the Service Authorization Letters to be executed between Solano County and Contractor, which upon execution, will be incorporated into this Contract by this reference.
- The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A - Scope of Work
- Exhibit B - Budget Detail and Payment Provision
- Exhibit C - General Terms and Conditions
- Exhibit D - Special Terms and Conditions

This Contract is made on _____, 2014.

CONTRACTOR		COUNTY OF SOLANO	
<u>House of Acts</u> CONTRACTOR'S NAME			
 SIGNATURE		<u>Birgitta E. Corsello</u> County Administrator TITLE	
<u>Hattie Smith-Miles-Director</u> PRINTED NAME AND TITLE		<u>275 Beck Ave.</u> ADDRESS	
<u>627 Grant Street</u> ADDRESS		<u>Fairfield</u> CITY	
<u>Vallejo, CA 94590</u> CITY STATE ZIP CODE		<u>CA 94533</u> STATE ZIP CODE	
		Approved as to Content:	
		DEPARTMENT HEAD OR DESIGNEE	
		Approved as to Form:	
		COUNTY COUNSEL	

CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE

EXHIBIT A
SCOPE OF WORK

I. Contract Description

Provide residential treatment for substance-related disorders to reduce the rate of substance use and to facilitate the development of personal and interpersonal functioning.

II. Solano County Care Management Plan

- A. Solano County's Substance Abuse Services (SCSAS) provides a range of prevention, intervention, treatment and recovery services for substance abuse problems, including alcoholism and other drug addictions.
- B. The Contractor will refer the clients to the County's Behavioral Health Assessment Team (BHAT) for a face-to-face assessment using a validated outcome measure and the Level of Care Utilization System (LOCUS) and/or American Society of Addiction Medicine (ASAM) placement instruments, and a financial screening.
- C. The BHAT will authorize a Level of Care Service Package for each client. The authorization will allow Contractor to develop the appropriate mix of services for the individual client, as long as the services are included in the service packages described in the table below. When requested by the Contractor and three weeks prior to the end of the client's authorized period of treatment, each client will be reassessed by the BHAT for step-down services, transition to other community-based services, or reauthorization at the same level of care, based on a clinical reassessment.

III. Service Level Authorizations

- A. Definition: Service Level Authorization (Authorization) letters will be issued to the Contractor by the BHAT. An Authorization is made up of 5 components:
 1. It is for a specific client.
 2. It is for a specific Contractor.
 3. It is for a particular Level of Care Service Package.
 4. It is for an identified period of time (Authorization Period).
 5. It will be executed by a County designee who has the authority to bind the County.
- B. Start Date: The start date for the Authorization is the date that the Authorization is issued by the BHAT staff after completion of the assessment, including a SCSAS specified outcome measure and LOCUS and recorded in the Authorization letter.
- C. Concurrent Authorizations: Generally, a client can have only one open Authorization at a time. Exceptions may occur on a case-by-case basis (e.g., a detox authorization may be open concurrently with an outpatient or other residential authorization.)

IV. Service Level Authorization Changes

- A. Contractor-Initiated: If during the Authorization Period, there is a significant change in a client's circumstances (e.g. client's noncompliance with treatment, client relapse or other event indicating the need for a greater length of treatment) the Contractor's primary clinician will contact the BHAT to request an extension.
- B. Change Approval: A BHAT clinician will review the request and work with the Contractor to make the necessary Authorization changes. All length of treatment extensions require pre-approval from the BHAT assessor or supervisor. Changes in service funding cap for allowed services will not take effect until the appropriate approval process is completed.

STOP AREA II COMMUNITY BASED SERVICES SUBCONTRACTOR AGREEMENT

This Client Services Subcontractor Agreement (the "Agreement") is entered into as of October 1, 2014 (the "Effective Date") by and between Center Point, Inc. ("Agency") and The House of Acts ("Subcontractor").

WHEREAS, Agency and the California Department of Corrections and Rehabilitation (CDCR) Division of Rehabilitative Programs (DRP) entered into an Agreement whereby Agency agreed to act as a Specialized Treatment for Optimized Programming (STOP) entity, hereinafter referred to as CPI/STOP, under contract Number _____ to provide the coordination, transportation, case management and purchasing of substance abuse treatment and other services for inmates, detainees, parolees and others under the control and supervision of the Department of Adult Parole Operations; and

WHEREAS, Subcontractor represents itself able and willing to perform the services as set forth in this Agreement and in the attached Specialized Treatment for Optimized Programming (STOP) Operations Manual,

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, the parties hereby agree as follows:

I. Services.

Subcontractor shall provide and perform in a professional and diligent manner substance abuse treatment and other required reentry services to parolees referred to subcontractor by the Agency consistent with this Subcontract. In addition, subcontractor will maintain full compliance with all California Department of Health Care Services licensing and certification requirements throughout the terms of this contract. Subcontractor's approved rates for said services will be submitted as Attachment A (Community-Based Provider Modality Cost Sheets) but must be approved by CDCR-DRP and Agency prior to rates becoming effective. Notwithstanding all other provisions of this contract and all associated agreements, in the event of audit or other administrative disallowances imposed on CPI/STOP related to subcontractor payments (regardless of fiscal period) the subcontractor hereby agrees to reimburse CPI/STOP for all subcontractor overpayments or disallowances identified by audit or other administrative reports and findings. All Attachments, current and previously provided, including the STOP Area II Operations Manual, are incorporated herein.

Subcontractor enters into this Agreement with the understanding that aftercare for participants who have completed the in-custody treatment programs and other eligible CDCR-DRP parolees (as "endorsed" by DRP) is on a voluntary basis and the STOP cannot guarantee a specific number of referrals or any referrals at all.

Subcontractor understands that a CPI/STOP representative must specifically authorize services in writing before any payment can be made. Subcontractor agrees that it will not provide any services under STOP funding to participants without specific written authorization from an authorized STOP representative. Authorized services will include Residential High or Medium Intensity Treatment; Outpatient Treatment; Sober Living Environment housing; and/or Detoxification Services. In addition to an evidence-based substance use disorder treatment curriculum, each community-based provider subcontracting with CPI/STOP must identify and utilize with fidelity an evidence-based curriculum addressing anger management, criminal thinking and family relationships. Subcontracted providers must also provide employment and job development services and activities, education and literacy programming, life skills [communication, victim awareness, health relationships, health and personal hygiene, financial literacy] either directly or by referral. If any of these services will be provided by referral, Subcontractor must identify the name of the community partner and the agencies credentials and other identified documents must be identified and provided before any STOP-funded participant may receive stated services. Participants receiving Sober Living Environment (SLE) services must be actively enrolled in a non-

residential treatment program authorized by the STOP in order for SLE services to be reimbursable. SLE providers will be required to assist the STOP in monitoring participants for compliance with this requirement. SLE providers may not be paid for services provided in the event that participant does not attend non-residential treatment program services concurrently with residence in the SLE.

Written and signed Service Authorizations are for a specific modality, a specific address, approved rate of pay, and for a specific period of time (number of residential days; number of outpatient service sessions).

Residential and Detoxification programs and facilities must have a current license from the California Department of Health Care Services. Outpatient programs must have a current DHCS certification.

If the Domestic Violence Program services are subcontracted through a local provider, the Subcontractor shall list the company or organization to be utilized:

Name of Domestic Violence Program:

JoAnn Banks, CDV, & Associates

Name of Certified Instructor:

JoAnn Banks, CDV

Address and Telephone Number of Domestic Violence Program:

P.O. Box 9312, Vallejo 94591-
9312

II. Compliance.

Subcontractor shall comply with all of Agency's requirements under the CDCR-DRP Agreement to the extent applicable to the Services. Without limiting the scope or generality of the foregoing, Subcontractor shall maintain all necessary and required licenses, permits and insurance to perform the Services, and, in performing the Services, Subcontractor shall comply with all applicable laws, ordinances, codes, and regulations, including without limitation those pertaining to the rights of individuals with disabilities. In the event any license(s), permit(s) or insurance expires at any time during the term of this contract, Subcontractor agrees to provide Agency a copy of the renewed license(s), permit(s) or insurance within 30 days following the expiration date.

In the event the Subcontractor fails to keep in effect at all times all required license(s), permit(s), or insurance, payment for services rendered may be suspended until such time as Agency has received copy of the renewed license(s), permit(s) or insurance. Invoices for services provided under this contract during periods of lapsed license(s), permit(s) or insurance will not be honored. Additionally, Agency may, in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

III. Term.

The term of this Agreement shall begin on the Effective Date October 1, 2014 and end on June 30, 2015. However, Agency shall have the right to terminate this Agreement upon immediate written notice to Subcontractor in the event of termination of its CDCR-DRP Agreement for any reason, or in the event of any substantial breach or non-performance by Subcontractor under this Agreement. Invoices for services provided by subcontractor after the date of written notice of termination will not be honored.

IV. Termination for Convenience.

Either party may terminate Agreement at any time, with or without cause, by giving written notice to the other's representative of such termination and specifying the effective date thereof at least ten (10) days before the effective date of such termination. If the Agreement is terminated as provided herein, Subcontractor shall be compensated for any Services rendered prior to notice to Subcontractor of such cancellation, but any compensation for canceled services yet to be rendered shall then be eliminated. An appropriate transfer plan will be developed and implemented for any Client receiving services and a payment agreement authorized by Agency for services rendered during this transfer process. Agency may withhold any payments hereunder until all required reports (in form and substance satisfactory to Agency) are provided by Subcontractor to Agency as set forth in this agreement.

V. Independent Subcontractor.

Subcontractor acknowledges and agrees that Subcontractor's relationship with Agency is strictly and solely that of an independent subcontractor and that Subcontractor is not entitled to any benefits or insurance, including without limitation any unemployment or disability benefits, on Agency's account. Subcontractor further acknowledges and agrees that Agency is responsible through the contents of this Subcontract for determining the method and means by which Subcontractor will accomplish the Services and otherwise fulfill its obligations hereunder. Services provided under this contract must conform to the standards as outlined within this Subcontract. Nothing contained in this Agreement shall be construed to place the parties in the relationship of agents, partners or joint ventures, and neither party shall have any right to obligate or bind the other in any manner. Subcontractor acknowledges and agrees that Subcontractor shall not hold itself out as an authorized agent with power to bind Agency in any manner.

VI. Insurance.

Subcontractor shall maintain adequate general, automobile, and professional liability insurance coverage to insure the acts and omissions of Subcontractor and its employees, agents, and independent contractors utilized to provide services pursuant to this Agreement. Such insurance coverage shall be subject to the approval of Agency, and such coverage must be occurrence based, provided that it may be claims-based with adequate tail coverage sufficient to cover acts and omissions occurring during the term of this Agreement. Subcontractor shall, upon its execution of this Agreement, provide Agency with a certificate naming Agency and CDCR-DRP as the additionally insured (and otherwise in form and substance satisfactory to Agency), and thereafter with renewals or replacements of such certificate (and otherwise in form and substance satisfactory to Agency). Subcontractor shall provide Agency with at least thirty (30) days notice before the cancellation of any policy hereunder. The obligations of this Section shall survive termination of this Agreement for any reason. Subcontractor shall make no transportation of STOP referrals without insurance coverage meeting the requirements set forth below. Subcontractor agrees that the liability insurance herein shall be in effect at all times during the length of this Agreement.

Subcontractor agrees to the insurance requirements set forth, and shall obtain and maintain same during the duration of agreement as follows:

- VI.1 Commercial General Liability, Single Limit coverage of not less than \$1 million.
- VI.2 Motor Vehicle single limit coverage of not less than \$500,000.
- VI.3 Professional errors and omissions (Professional Liability), coverage of not less than \$1 million
- VI.4 Workers Compensation, as provided by law.

VII. Indemnification.

INVOICING PROCEDURES SUMMARY

Community-Based Provider (Subcontractor) is required to submit an accurate, complete, and validated invoice, to be received by STOP Program Area II (Agency) by the 5th of each month. "Validated" means that the weekly verification forms have been submitted every week and have been reconciled between the CBP (Subcontractor) and the STOP (Agency).

Between the 5th and 10th of each month the STOP (Agency) will review and reconcile all CBP (Subcontractor) invoices. Undisputed invoices will be collated, copied, tabulated, summarized, and prepared for submission to CDCR-DRP. Disputed invoices will be reconciled between the CBP (Subcontractor) and the STOP (Agency) and validated invoices will be resubmitted to the STOP (Agency). Unresolved portions of the invoice will not be submitted to CDCR-DRP for payment until after the primary invoice has been submitted.

Between the 10th and 15th of each month the STOP (Agency) completes the final, undisputed invoice. By the 15th of the month the STOP (Agency) submits the final, tabulated and summarized invoice to CDCR-DRP.

The 45-day payment schedule begins on the 15th, with the exception of disputed invoices.

XVIII. Governing Law.

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California applicable to agreements made and entirely performed therein by California residents.

IN WITNESS WHEREOF, each party has caused its duly authorized representative(s) to execute this Agreement as of the Effective Date

Agency:
Center Point, Inc.,
a California Non-Profit Organization

By: _____

Name: Sushma D. Taylor, Ph.D.
Title: Chief Executive Officer

Date:

Subcontractor:
The House of Acts
a California Non-Profit Organization

By: _____

Name: Hattie Smith-Miles
Title: Director

Date: 9-22-14

By: _____

Name: _____

Title: _____

Date: _____

13. Timeline/Project Schedule

13. Timeline/project schedule 2015-2016

a. July 2015

House of Acts Counselor's are to meet with each of their clients to analyze what skills they have and what skills they want to learn and train in. Client training will include retail and customer services, learning landscaping, light construction, carpet laying, fencing packing and moving, painting, lawn/yard work, plumbing, tiling, community service, house maintenance repairs, cleaning and more. All clients are required to attend computer training courses throughout the program and if clients are lacking a high school diploma they will be required to do GED training. Clients will also take a basic literacy course to help them brush on skills they have not used in while. Clients will be placed accordingly. Once clients are placed, clients participating in the Workforce helping hands program will take a safety course where they will be taught on procedures and guidelines. This course will be revolving as we have influx of clients. From the initial meeting with clients and counselors, administration is informed of what the instructors may need as well as tools that are needed for its clients.

b. August 2015

A safety test will be given to make sure all clients are fully aware of how to utilize equipment(s) that are being handled from the safety course given the month prior. Training courses will begin. Counselors are required to check the progress of each client that participates within the training programs on a monthly basis. Counselors are to get feed back from each department supervisors to see where their clients lack and where they have strengths. These indications of weakness and strengths will help with tailored drug treatments. All clients will continue to take safety course to make sure that they are adhering to the safety guidelines. Administrative Assistant will track progress.

c. September 2015- June 2016

Counselors are required to do progress reports with each client that are participating within the training courses(basic literacy, computer skills, training job development) on a monthly basis. Counselors will make provisions for clients who need to take their GED by making sure that they have all available information with the

Vallejo Adult School. Clients will participate in several training and community services projects including the City of Vallejo Community Service. Counselors will provide group sessions to understand how the clients feel about giving back to their community and what it has taught them through their sobriety. Clients will maintain their commitment in their sobriety and recovery goals in addition to continuance of attendance in the computer education class/GED job readiness and resume writing classes as well as retail and customer services. Clients will do mock interviews with counselors, where counselors will give feed back on clients interviewing skills.

June: Clients will take an exam for the basic literacy course, the GED preparation and Computer course in order to obtain a certification in the course. This exam is given when the courses are ending. Individuals who have completed workforce and retail courses will also receive a certification of completion. Theses exams may be given earlier depending on the length of time the individual is scheduled to stay. Administrative assistant must follow up with each client 90 days after completing the program to see where they are as far as job employment and sobriety, this progress will be noted.

i. Course of House of Acts Business affairs

The program Director oversees fiscal management and operations, prepares all required reports, and provides crisis intervention and exit planning to counselors for clients. The program Administrator will support the Program Director and is responsible for the day to day operations. Computer training/basic education instructors will teach computer training, job readiness development classes, retail and customer services and weekly GED/basic education classes. The senior counselor will conduct individual group and oversees full and part time counselors, interns, night manager (s) and will regularly meet with parole and probation officers regarding client's progress. Within the outline of the timeline, the House of Acts administrative will oversee tools and equipment for the job development, and basic literacy training courses. The administrative will purchase tools, products, and equipment as needed. These tools, equipment and products consist of but not limited to; printers, paper, software, extra computers, helmets, work vest, boots, tools, hangers and price guns for the thrift shop.

14. Program and Overall Organizational Budgets

House of Acts Substance Abuse Alcohol and Drug Program

CDCBG 2015-2016: Breakdown of Funds asked for:

Proposed Budget amount: \$40,000

Basic Literacy/ GED Instructor:	\$21,000.00
Administrative Assistant (Office):	\$4,100.00
Computer and Literacy supplies	\$5,000.00
Computers and Printers(Computer/GED/Literacy):	\$6,000.00
Hidden Treasures Retail Supplies	\$400.00
Tools and Equipment (Workforce Helping Hands):	\$3,500.00
	Total: \$40,000

Program Budget: House of Acts 2015-2016

AGENCY NAME: The House of Acts Alcohol and Drug Treatment Program

Included: CDBG Proposed \$40,000

EXPENSES

Personnel Costs:	Costs	Subtotal
Salaries	\$191,000	
a. Lead Counselors		
b. Counselors (5)		
c. Intern/Counselor Assistant		
d. Administrator (1)		
e. Administrative Assistant (Paid CDBG \$4,100, rest paid with HOA funds)		
f. Night Staff(2)		
g. Instructor(computer)		
h. Work force Manager		
i. Helping hands thrift shop Manager		
j. Basic/GED Instructor (\$21,000)		
Payroll Taxes and benefits	35,000	
TOTAL PERSONNEL COSTS		\$226,000
Operational Costs:	Costs	Subtotal
Mortgage and rents	\$62,400	
Property Taxes	\$8,545	
Telephone	\$2,284	
Insurance/Liability	\$12,589	
Cleaning supplies	\$900	
PG&E \$255.85/mo x 3 facilities x 12	\$6140.40	
Water/Sewage Water @212.06 x 3 facilities x 12 mo Sewer @\$52.00/mo x 3 facilities x 12 mo	\$9,506.16	
Garbage @ \$52.00/mo x 3 facilities x 12 mo	\$1,872.00	
Food (\$2,000.00/mo x 3 facilities x 12 months	\$72,000	
Live scan \$50/staff x 4 (once a year)	\$200	

Equipment (tools for helping hands)	\$3,500.00	
Hidden Treasures (\$400 for CDBG)	\$1,200	
Transportation Vehicle gas \$1126.67/mo x 12months	\$13,520.00	
Vehicle repairs 3 vehicles @ \$141.41 = \$424.23/mo x12 mo	\$5,090.76	
Telephone	\$1,400	
Pest Control Mo svc \$35.00/mo x 3 facilities x 12 mo	\$1,260.00	
Education Services (computer and literacy supplies) \$5,000 CDBG	\$5,000	
Postage	\$628	
Training (staff)	\$1,200	
Drug Testing \$255.56/mo x 3 facilities x 12 mo	\$9,200	
Activities/graduation	\$3,000	
Alarm/security system \$167.54/mo x 3 facilities \$502.62	\$6,031.44	
Software (Upgrades to MS OFFICE/WINDOWS 2000)	\$960	
Accounting Services	\$1,900	
Contractor/MFCC	\$1,900	
Anger Management/Domestic Violence Facilitator Contractor	\$2,650	
Evaluator	\$760	
TB Testing @\$25/participant x 28 participants x 2 (180 day auth.)	\$1,400.00	
Management Training	\$1,520	
Staff Development & Diversity Training	\$1,140	
Fatherhood Curriculum Trainer	\$760	
Computer upgrade (computers and printers for basic literacy/GED/Computer)	\$6,000.00	
Audit	\$532	
Miscellaneous-bank charges, newspaper ads, Cost-Co membership,	\$624	
TOTAL OPERATIONAL COSTS		\$247,612.32
Indirect costs: (Specify)		

TOTAL EXPENSES	473,612.32
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REVENUES

SASCA (stop Program)	\$260,230.55
County Contracts	\$86,992
BASN (divided by 3 years)124,560	\$41,520
City of Vallejo (litter pick up)	\$25,000
CDBG 2015-2016	\$40,000
Private donates	\$5,000
Fundraising	\$4,820
Client Fees (approx. 14% of Total Expenses)	\$15,458
TOTAL REVENUES	\$479,020.55
Savings (for liability, and what if's)	

Prepared: January 1, 2015

Program Budget: House of Acts 2014-2015

AGENCY NAME: The House of Acts Alcohol and Drug Treatment Program

EXPENSES

Personnel Costs:	Costs	Subtotal
Salaries a. Lead Counselors b. Counselors (5) c. Intern/Counselor Assistant d. Administrator (1) e. Night Staff(2) f. Instructor(computer/literacy) g. Work force Manager h. Helping hands thrift shop Manager	150,000	
Payroll Taxes and benefits	35,000	
		\$185,000
TOTAL PERSONNEL COSTS		
Operational Costs:	Costs	Subtotal
Mortgage and rents	\$62,400	
Property Taxes	\$8,545	
Telephone	\$2,284	
Insurance/Liability	\$12,589	
Cleaning supplies	\$900	
PG&E \$255.85/mo x 3 facilities x 12	\$6140.40	
Water/Sewage Water @212.06 x 3 facilities x 12 mo Sewer @\$52.00/mo x 3 facilities x 12 mo	\$9,506.16	
Garbage @ \$52.00/mo x 3 facilities x 12 mo	\$1,872.00	
Food (\$2,000.00/mo x 3 facilities x 12 months	\$72,000	
Live scan \$50/staff x 4 (once a year)	\$200	
Equipment (tools for helping hands)	\$1,520	
Hidden Treasures	\$800.00	
Transportation Vehicle gas \$1126.67/mo x 12months	\$13,520.00	

Vehicle repairs 3 vehicles @ \$141.41 = \$424.23/mo x12 mo	\$5,090.76	
Telephone	\$1,400	
Pest Control Mo svc \$35.00/mo x 3 facilities x 12 mo	\$1,260.00	
Education Services (computer and educational software)	\$6,000	
Postage	\$628	
Training (staff)	\$1,200	
Drug Testing \$255.56/mo x 3 facilities x 12 mo	\$9,200	
Activities/graduation	\$3,000	
Alarm/security system \$167.54/mo x 3 facilities \$502.62	\$6,031.44	
Software (Upgrades to MS OFFICE/WINDOWS 2000)	\$960	
Accounting Services	\$1,900	
Contractor/MFCC	\$1,900	
Anger Management/Domestic Violence Facilitator Contractor	\$2,650	
Evaluator	\$760	
TB Testing @\$25/participant x 28 participants x 2 (180 day auth.)	\$1,400.00	
Management Training	\$1,520	
Staff Development & Diversity Training	\$1,140	
Fatherhood Curriculum Trainer	\$760	
Computer upgrade	\$1,026	
Audit	\$532	
Miscellaneous-bank charges, newspaper ads, Cost-Co membership,	\$624	
TOTAL OPERATIONAL COSTS		\$241,258.76
Indirect costs: (Specify)		

TOTAL EXPENSES	426,258.76
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REVENUES

SASCA (stop Program)	\$260,230.55
County Contracts	\$86,992
BASN (divided by 3 years)124,560	\$41,520
City of Vallejo (litter pick up)	\$25,000
CDBG 2013-2014 (divided by 2 years)	\$16,175
Private donates	\$5,000
Fundraising	\$4,820
Client Fees (approx. 14% of Total Expenses)	\$15,458
TOTAL REVENUES	\$455,195.55
Savings (for liability, and what if's) (\$28,936.19)	

Prepared: January 1, 2014

15. Collaboration

15. Collaboration

The House of Acts will continue to work with Solano County Detox, Parole, Probation, Center Point, BASN, Solano County, Social Security, VA, LaClinica, local schools & collages, Global Center for Success and other local Alcohol & Drug programs to minimize duplication of services. See reference letter(s).

All clients will be tracked individually by administration on a spreadsheet.



SOUTHERN SOLANO ALCOHOL COUNCIL
S.S.A.C. Recovery Center
419 PENNSYLVANIA STREET
VALLEJO, CA 94590
(707) 643-2715 FAX (707) 643-8536 TDD (707) 643-0230



Re: Letter of Support

This letter is being written to offer support to the House of Acts in their application with CDBG.

Southern Solano Alcohol Council (SSAC) and the House of Acts have worked collaboratively for approximately 18 years in providing services to the people in our community who suffer from the disease of alcoholism and drug addiction.

Thanks to the ongoing relationship hundreds of individuals have successfully turned their lives around and are now positive and productive members of our community.

It is our hope that the House of Acts be granted the funding they are seeking so that our community will benefit from the services provided and lives can continue to be saved.

Respectively Submitted,

Carol Roberts
Program Director



Solano County Health & Social Services Department

Mental Health Services
Public Health Services
Substance Abuse Services
Elder & Disabled Adult Services



Eligibility Services
Employment Services
Children's Services
Administrative Services

Patrick O. Duterte, Director

Substance Abuse Division
2101 Courage Drive, Mail Station 10-100
Fairfield, California 94533-0677
Phone: (707) 784-2220 FAX: (707) 784-2204

RE: House of Acts and SASCA

Dear Review Panel,

We have worked closely with House of Acts since 1996, first as a BASN contractor and then as a Prop 36 provider. The program has provided excellent service to our clients over the years. The program has an education and computer training component that seeks to prepare clients for life after incarceration. It also provides an opportunity for the clients to adopt a spiritual program. The National Institute of Drug Abuse has several studies which show that inclusion of a spiritual practice greatly increases the chance for long-term recovery. More important than anything else, however, is the belief in the individual which pervades the program. Our clients in general have never had much a connection with anyone who cared for them in a positive way. House of Acts staff provide that for the clients and their caring is worth more than a hundred evidence-based programs.

Solano County greatly appreciates the partnership it continues to have with House of Acts through the BASN program and only wishes that it could afford more beds at the facility

Sincerely,

Andrew M. Williamson, MFT
Substance Abuse Administrator
M.H. Clinical Supervisor
Substance Abuse Division, County of Solano



CHURCH ^{ON} THE HILL

To Whom It May Concern:

It's with great enthusiasm I write this letter of recommendation on behalf of the House of Acts.

Church on the Hill has enjoyed working with the House of Acts for a number of years. During that time we have worked with the program's participants at the Vallejo Outreach and the men have helped us with many of the outreach activities here at the church. The House of Acts has become an indispensible part of what we do. At the Vallejo Outreach, for instance, the House of Acts serves in many capacities from set up to take down; they are part of the host team and provide security. In every situation and at each event we experienced a whole hearted desire on their part, to help, to serve and to "give back" to the community. Each one has a great attitude, even when there are long hours and seemingly endless things to get done.

From my experience with the House of Acts, I believe it provides an environment that promotes life transformation. I have heard that sentiment from many of them.

My hope is that the House of Acts will receive the maximum amount of funding so that all who are able may benefit from their program.

Sincerely,



Scott Peterson
Senior Pastor

Grant St -House of Acts Client Weekly Group/Job Training Log

Client Name: CARTER, JIMMY			Funding:	Begin Date:	End Date:
Monday	Group/Training Topic		Client Signature	Counselor Signature	Hours
8:00 - 9:00	House Chores	Job Training <input type="checkbox"/>			
10:00 - 11:00	TFUA, W/End Check In & Goals	Job Training <input type="checkbox"/>			
11:15 - 12:00	Domestic Violence	Job Training <input type="checkbox"/>			
1:00 - 2:00	TFUA or Feelings Group	Job Training <input type="checkbox"/>			
2:15 - 3:15	Relapse Warning Signs	Job Training <input type="checkbox"/>			
3:30 - 4:30	Coping with Anger	Job Training <input type="checkbox"/>			
4:30 - 5:00	Take Care of Request w/Counselor	Job Training <input type="checkbox"/>			
6:30 - 7:30	TFUA, Big Book				
7:45 - 8:45	Early Recovery				
9:00 - 10:00	1-on-1, Client Requests				
Tuesday					
8:00 - 9:00	House Chores	Job Training <input type="checkbox"/>			
10:00 - 11:00	TFUA, Anger Management	Job Training <input type="checkbox"/>			
11:15 - 12:00	Wellness/Drug Education	Job Training <input type="checkbox"/>			
1:00 - 2:00	TFUA/12 Steps/Counselors Choice	Job Training <input type="checkbox"/>			
2:15 - 3:15	TFUA/12 Steps	Job Training <input type="checkbox"/>			
3:30 - 4:30	Life Issues	Job Training <input type="checkbox"/>			
4:30 - 5:00	Take Care of Request w/Counselor	Job Training <input type="checkbox"/>			
6:30 - 7:30	TFUA/Relapse Prevention				
7:45 - 8:45	Counselors Choice				
9:00 - 10:00	1-on-1, Client Requests				
Wednesday					
8:00 - 9:00	House Chores	Job Training <input type="checkbox"/>			
10:00 - 11:00	TFUA/Alternatives To Anger	Job Training <input type="checkbox"/>			
11:15 - 12:00	Group - Violence Prevention	Job Training <input type="checkbox"/>			
1:00 - 2:00	TFUA/Relapse Warning	Job Training <input type="checkbox"/>			
2:15 - 3:15	TFUA/Relapse Warning	Job Training <input type="checkbox"/>			
3:30 - 4:30	Self-Healing Group	Job Training <input type="checkbox"/>			
4:30 - 5:00	Take Care of Request with Counselor	Job Training <input type="checkbox"/>			
6:30 - 7:30	TFUA/12 Step				
7:45 - 8:45	Domestic Violence Group & Anger				
9:00 - 10:00	1-on-1, Client Requests				
Thursday					
8:00 - 9:00	House Chores	Job Training <input type="checkbox"/>			
10:00 - 11:00	Computer Class	Job Training <input type="checkbox"/>			
11:15 - 12:00	TFUA/ Check in	Job Training <input type="checkbox"/>			
1:00 - 2:00	Cultural Diversity/Life Issues	Job Training <input type="checkbox"/>			
2:15 - 3:15	Journal Writing/Residents Homework	Job Training <input type="checkbox"/>			
3:30 - 4:30	Counselor's Choice	Job Training <input type="checkbox"/>			
4:30 - 5:00	Take Care of Request w/Counselor	Job Training <input type="checkbox"/>			
6:30 - 7:30	TFUA/Codependency/Drug Education				
7:45 - 8:45	Spirituality				
9:00 - 10:00	1-on-1, Client Requests				
Friday					
8:00 - 9:00	House Chores	Job Training <input type="checkbox"/>			
10:00 - 11:00	TFUA, Domestic Violence Education	Job Training <input type="checkbox"/>			
11:15 - 12:00	Nutrition/Health Issues	Job Training <input type="checkbox"/>			
1:00 - 2:00	TFUA/Relapse Prevention	Job Training <input type="checkbox"/>			
2:15 - 3:15	TFUA/Relapse Prevention	Job Training <input type="checkbox"/>			
3:30 - 4:30	Life Issues Relationships in Recovery	Job Training <input type="checkbox"/>			
4:30 - 5:00	Take Care Request with Counselor	Job Training <input type="checkbox"/>			
6:30 - 7:30	TUFA & Warning Signs/Triggers				
7:45 - 8:45	TFUA, Big Book				
9:00 - 10:00	1-on-1, Client Requests				
Saturday					
8:00 - 9:00	House Chores	Job Training <input type="checkbox"/>			
9:00 - 10:00	Check In/TFUA	Job Training <input type="checkbox"/>			
10:00 - 11:00	Relapse Prevention	Job Training <input type="checkbox"/>			
11:00 - 12:00	Anger Management	Job Training <input type="checkbox"/>			
5:45 - 6:00	Group TFUA	Job Training <input type="checkbox"/>			
7:30 - 8:30	TFUA/Family Relationships				
8:30 - 9:00	Counselor Review w/House Peer Captain				
Sunday					
8:00 - 9:00	House Chores/Job Training Workforce				
9:00 - 12:00	Church or write 2 page paper about your week				
1:00 - 5:00	Group - Sentence Stem/Relapse Prevention				

House of Acts client weekly group/training log - Grant St. 10/16/2014

Comments:

Total Weekly Hours _____

CLIENT NAME:

CDC#:

DOB:

DOC:

SSN:

Ethnicity:

Funding source:

Admit Date:

Admit Faxed In:

Funding End Date:

Completion Date:

Reason for Discharge

Parole Agent Name:

Agent Number/Fax:

County:

Faxed ASI Date (SASCAonly):

ASI Received (Y/N):

Service Authorization Received:

COMMENTS:

16. References

References

1. Global Success Center

Address: 1055 Azuar Ave

Mare Island, CA 94592

Tel #: (707)562-5673

Brief Description: The Global Success Center provides physicals for the men and women in the program. We refer our clients and others to their organization. In addition Global Success refers clients to our program as well.

2. Parole and Community Team (P.A.C.T)

Address: 1840 Capitol Street

Vallejo, CA 94590

Tel: (707)648-5372

Brief Description: The P.A.C.T (Parole and Community Team) Program refers clients to the House of Act. It is considered one of the largest resource hub's in Northern California. P.A.C.T organizes a monthly meeting upon parolees release from prison with community resources. P.A.C.T provides information for parolees for housing, employment or counseling substance abuse. The House Act refers its clients to P.A.C.T meetings for any resources that they might need.

3. Southern Solano Alcohol Council

Address: 419 Pennsylvania Street

Vallejo, CA 94590

Tel: (707)643-2715

Brief Description: We refer individuals to each other. We send clients to their organization for detox and they send clients to the House of Acts for treatment. Before treatment and entrance in the program, all clients must be drug tested. If it is found that the client has tested positive for drugs we then send them to the Southern Solano Alcohol Council for detox.

17. Insurance Coverage and Workers Compensation

POLICY NUMBER: 388832014 NPO

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
<p>Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.</p> <p>City of Vallejo, its officers, directors, employees & agents</p>
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



CERTIFICATE OF LIABILITY INSURANCE

HOUSE-1

CP ID: F1

DATE (MM/DD/YYYY)
01/22/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Kaiser Cost Insurance Agency
1401 15th Street, Suite 9204
Berkeley, CA 94701
Scott Gable

AGENT
Name: **Scott Gable**
Phone: 661-325-2322
Fax: 661-325-2322
Email: scottgale@acord.com

INSURED
House of Arts
627 Grant Street
Vallejo, CA 94590

INSURER AFFORDING COVERAGE
INSURER A: **Non Profit Insurance Alliance** INC # **11394**
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CLASS	TYPE OF INSURANCE	CLASSIFICATION	POLICY NUMBER	POLICY PERIOD (MM/DD/YYYY)	EXPIRES (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUP	X	388332014 NPO	01/27/2015	01/27/2016	EACH OCCURRENCE \$ 1,000,000 PRODUCTS TO PERIOD \$ 1,000,000 MED EXP LOSS AND PERSONS \$ 20,000 PERSONAL & ADV BLIARY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP OF AGG \$ 1,000,000
A	<input checked="" type="checkbox"/> ASSEMBLY LIABILITY GEN. AGGREGATE LIMIT \$ 10,000,000 DOL: <input type="checkbox"/> SOA: <input type="checkbox"/> X LDC: <input checked="" type="checkbox"/>		388332014 NPO	01/27/2015	01/27/2016	COVERED SINGLE LIMIT \$ 1,000,000 SOCLY BLIARY (Per person) \$ SOCLY BLIARY (Per aggregate) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LMB <input checked="" type="checkbox"/> OCCUP EXCESS LMB CLASS CODE 10,000		388332014 UMB	01/27/2015	01/27/2016	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<input checked="" type="checkbox"/> EMPLOYERS COMPENSATION AND EMPLOYERS LIABILITY ANY POLICY DESCRIBED OCCURS OFF-COMMERCIAL/OCUP (Mandatory in CA) Y/N <input type="checkbox"/> N/A					EL STATE TOGETHER \$ EL DISEASE - POLICY JMB \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Check ACORD 101. Attachments should be made to include City of Vallejo, its officers, directors, employees & agents are listed as additional insured as it pertains to the operations of the named insured on their behalf per attached form CS 2010 07 04. Primary and non contributory wording apply.

CERTIFICATE HOLDER

City of Vallejo
P.O. Box 1423
Vallejo, CA 94590

CITYVAL

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ENDORSED REPRESENTATIVE
Diwane Kober

POLICYWRITING INDEX

INSURANCE FOR THIS COVERAGE PART PROVIDED BY:
Zurich American Insurance Company

COMPAY CODE: 01

ACCOUNT NUMBER 7075531042	POLICY NUMBER WC 6840703-00	PREVIOUS POLICY NUMBER NEW	EFFECTIVE DATE - EXPIRATION DATE 01-27-2015 01-27-2016
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NAMED INSURED	HOUSE OF ACTS/SUBSTANCE ABUSE	PROGRAM(YES) (A CORP)	
MISCELLANEOUS INFORMATION		TRANSACTION INFORMATION	
PAYMENT PLAN	MONTHLY	TRANS. TYPE	NEW BUSINESS
OPERATOR I.D.	ENTR0310	TRANS. SEQ. #	000
UNDERWRITER I.D.	USZLND0M3	DATE PROCESSED	01/27/2015
COUNTERSIGNATURE	H	TRANS. DATE	01/27/2016
COMPULSORY AUTO		ENDORSEMENT #	
WORK. COMP. FEDERAL I.D. #	68-0005684	CANC/REIN REASON	
AUDIT INDICATOR	A		
UPC CODE	0252		
EAT - INTERCASE			
SIC CODE	8361		
RESIDENTIAL CARE			

LINE OF BUSINESS

LINE OF BUSINESS
ROBERTS' COMMERCE

COMMISSION %
YES

FULL ANNUAL PREMIUM \$ 10,302.00
 BILLED PREMIUM \$ 10,302.00

NAMED INSURED MAILING ADDRESS	
HOUSE OF ACTS/SUBSTANCE ABUSE	
PROGRAM(YES) (A CORP)	
627 GRANT STREET	
VALLEJO	CA 94590-7228

PRODUCER INFORMATION	CODE 21503-000
PUI INSURANCE SERVICES INC.	
401 E IAS OAS BLVD STE 1650	
FORE INSURANCE	FL 33301-0252

ASSEMBLY INFORMATION
STAMPS/STICKERS

MAILING INSTRUCTIONS

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY
INSURANCE POLICY - INFORMATION PAGE**

Insurance for this coverage part provided by:
ZURICH AMERICAN INSURANCE COMPANY

Servicing Office:
OMAHA
13810 FNB PARKWAY
PO BOX 542003
OMAHA, NE 68154

1. Policy Number WC 6840703-00
Named Insured and Mailing Address
HOUSE OF ACTS/SUBSTANCE ABUSE
(SEE NAMED INSURED ENDORSEMENT)
627 GRANT STREET
VALLEJO CA 94590-7228

Renewal of Number NEW
Producer and Mailing Address
PUI INSURANCE SERVICES INC.
401 E LAS CLAS BLVD STE 1650
FORT LAUDERDALE FL 33301-4252

Producer Code 21503-000

Other workplaces not shown above: See Schedule of Locations
FEN: 68-0005684

NCCI Company No. 10863 **New** **Renewal** **Rewrite of Prior Policy No.**

This information page, with policy provisions and endorsements, if any, completes this policy.

Insured is: CORPORATION

2. Policy Period: From 01-27-2015 to 01-27-2016 at 12:01 A. M. Standard Time at insured's mailing address.
Insured's Identification number(s): See Schedule Locations

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers' Compensation Law of the states listed here:
CALIFORNIA

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A.

The limits of liability under Part Two are:

Bodily Injury by Accident:	1,000,000	each accident
Bodily Injury by Disease:	1,000,000	policy limit
Bodily Injury by Disease:	1,000,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:
ALL STATES EXCEPT ND, OH, WA, WY AND THOSE STATES LISTED IN 3 A.

D. This Policy includes these Endorsements and Schedules:
See Schedule of Forms and Endorsements.

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required on the following Classification Schedule is subject to verification and change by audit.
See Classification Schedule

TOTAL ESTIMATED STANDARD PREMIUM	\$ 9,634.00	
PREMIUM DISCOUNT	\$	
EXPENSE CONSTANT	\$ 160.00	
PREMIUM FOR ENDORSEMENT	\$	
TAXES AND SURCHARGES	\$ 420.00	<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Monthly
TOTAL ESTIMATED ANNUAL PREMIUM	\$ 10,302.00	<input type="checkbox"/> Semi-Annually <input type="checkbox"/> This is a Three Year Fixed Rate Policy
MINIMUM PREMIUM	\$ 1,000.00	<input type="checkbox"/> Quarterly
DEPOSIT PREMIUM	\$ 1,392.00	

Agent or Producer

Countersigned by Resident Licensed Agent

Date