

AGENDA



HOUSING AND COMMUNITY DEVELOPMENT COMMISSION AD HOC COMMITTEE MEETING

Tara Beasley-Stansberry
Robert Bryant
Christina Long

WEDNESDAY, FEBRUARY 17, 2021
6:00 P.M.
VIA TELECONFERENCE

Join the zoom webinar: <https://ZoomRegular.Cityofvallejo.net>



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at dawn.abrahamson@cityofvallejo.net. Notification at least 48 hours prior to a meeting will enable the City to make reasonable arrangements to ensure accessibility to that meeting. [28 CFR.35.102.35.104 ADA Title II]. The Vallejo Housing and Community Development Division may be contacted as follows: Tel: (707) 648-4507, Fax: (707) 648-5249, or e-mail: chari.barrera@cityofvallejo.net. The hearing impaired may call the California Relay Service at (800) 735-2922 without a TTY/TDD, or (800) 735-2929 with a TTY/TDD.

- I. STAFF REPORT
- II. SOCIAL SERVICE AGENCY PRESENTATIONS, FISCAL YEAR (FY) 2021-22 COMMUNITY DEVELOPMENT BLACK GRANT (CDBG) PROGRAM FUNDING (All Times Approximate)
 - 1. Fair Housing Advocates (6:15 p.m. to 6:25 p.m.)
 - 2. House of Acts (6:25 p.m. to 6:35 p.m.)
 - 3. Legal Services of Northern California (6:35 p.m. to 6:45 p.m.)
 - 4. Vallejo Senior Citizens' Council (6:45 p.m. to 6:55 p.m.)
- III. COMMENTS FROM AD HOC COMMITTEE MEMBERS AND STAFF
- IV. ADJOURNMENT

AFFIDAVIT OF POSTING

I, Chari Barrera, Housing and Community Development Commission Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Housing and Community Development Commission Ad Hoc Committee, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 7:00 p. m. on February 16, 2021.

Dated: _____

02/16/2021

Chari Barrera

Chari Barrera, Secretary

Fair Housing Advocates
of Northern California
Application Packet

CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)
Fiscal Year 2021-2022

Covers July 1, 2021 - June 30, 2022

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION

Application Instructions: This Excel-based Application Worksheet includes five (5) "tabs" which comprise the full application (see bottom of screen to scroll between tabs). The tabs include: Instructions and General Info; Application Questions; Budget; Schedule; and Doc Requirements. Applicants must complete and submit all portions of the Application to the City of Vallejo.

General Information Instructions: Complete all information in shaded cells. Print tab when completed and provide signature where indicated.

Agency General Name	Fair Housing Advocates of Northern California
Address 1	1314 Lincoln Avenue
Address 2	Suite A
City	San Rafael
State	California
Zip	94901
Main Telephone Number	415-457-5025
Website Address	www.fairhousingnorcal.org
EIN (XX-XXXXXXX)	68-0087976


CEO/Executive Director

First Name	Caroline
Last Name	Peattie
Title	Executive Director
Email	peattie@fairhousingnorcal.org
Telephone	

Funding Request Summary and Program Contact

Activity/Program/Project Name	Fair Housing Education and Enforcement Project
Amount of FY20 CDBG Requested	\$30,000
Program Contact First Name	Caroline
Program Contact Last Name	Peattie
Program Contact Telephone	peattie@fairhousingnorcal.org
Program Contact Email	

Authorized Signature of Applicant submitting application

Full Name	Caroline Peattie
Title	Executive Director
Date:	January 29, 2021
Signature:	

CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)
 Fiscal Year 2021-2022 Covers July 1, 2021 - June 30, 2022

APPLICATION QUESTIONS

Instructions: Respond to all questions indicated in shaded cells. Print tab when completed.

Question #	Question Description
1	Enter the number of applications your agency is submitting for City of Vallejo CDBG Program funding. If more than one application, enter the numerical ranking of the priority of this proposal. E.g. "1 of 3" means you are submitting 3 applications and this one is the highest priority. <div style="border: 1px solid black; width: 100px; text-align: center; margin-top: 5px;">1</div>
2	Enter the organization/agency type. Enter "X" Private, non-profit organization <input checked="" type="checkbox"/> Public agency/department <input type="checkbox"/> Other <input type="checkbox"/>
3	<p>AGENCY DESCRIPTION: Provide description of the agency's mission and history, including number of years in existence. Describe agency's current strategic and/or operations plan.</p> <p>The mission of Fair Housing Advocates of Solano (FHAS) is to ensure equal housing opportunity and to educate the community on the value of diversity in our neighborhoods. Founded in 1982 as a program of the Marin Housing Center, the agency became an independent nonprofit dedicated to equal housing opportunity in 1984. FHAS is a subsidiary of Fair Housing Advocates of Northern California (FHANC).</p> <p>FHAS is the only full-service fair housing agency operating in Solano County, conducting fair housing training and education for housing providers in the county as well as fair housing testing and investigations and client counseling. Certified by the United States Department of Housing and Urban Development (HUD), FHAS provides fair housing, pre-purchase, and mortgage foreclosure prevention services, as well as advisory and training services in Marin, Sonoma, Solano, and other counties. Approximately 94% of FHAS' clients are extremely low, very low, or low income. All of FHAS' services to clients are available at no charge in English and Spanish.</p> <p>FHAS staff represent clients in administrative complaints with HUD's Office of Fair Housing and Equal Opportunity (FHEO) and the California Department of Fair Employment and Housing (DFEH). In 2016 FHAS began providing fair housing services under contract with the City of Fairfield, and during FY2017-18, FHAS began providing services to Vallejo residents under a CDBG grant. The fair housing complaints FHAS has received from Vallejo residents have related primarily to disability, race, national origin, sex/gender (including domestic violence), and familial status discrimination.</p> <p>In addition to handling fair housing complaints, FHAS' foreclosure prevention counselor receives calls from distressed Vallejo homeowners, almost all of whom are people of color. Their hardships stem often from unemployment or disability.</p> <p>FHAS conducts both complaint-based and systemic investigations in order to uncover instances as well as patterns of housing discrimination. FHAS can use testing evidence to strengthen the allegations of discrimination made by bona fide clients. Where FHAS' investigations uncover strong patterns of discrimination, FHAS may file administrative complaints or lawsuits as an agency. See press on pending lawsuits filed against Fannie Mae in 2016 (https://bit.ly/3j12VXo), Bank of America in 2018 (https://bit.ly/3j0cEgw), and Deutsche Bank in 2018 (https://bit.ly/3ag1YyL) alleging race and national origin discrimination based on its investigations of foreclosed homes in the Vallejo area on how lenders were maintaining and marketing foreclosed properties in neighborhoods of color compared to white neighborhoods. FHAS hopes that the outcome will ultimately lead to funding for neighborhood revitalization efforts in Vallejo.</p> <p>FHAS has historically offered (and continues to offer) the following programs:</p> <ul style="list-style-type: none"> • Rental Housing and Foreclosure Prevention Counseling program • Training seminars/workshops for housing professionals, including housing authorities • Education for tenants and homeowners, including pre-purchase education
4	Is this a new project or activity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Question #

Question Description

5 **OTHER CDBG FUNDING:** If your agency has never received CDBG funding from the City of Vallejo, please list any CDBG funding received from other jurisdictions in the last 5 years (jurisdiction, amount, and purpose). Enter N/A if not applicable.

N/A

6 **CAPACITY: Describe your agency's capacity to conduct the activity/program/project (previous federal grants management, staff experience and capacity, fiscal resources, etc).**

CAPACITY: Describe your agency's capacity to conduct the activity/program/project (previous federal grants management, staff experience and capacity, fiscal resources, etc). (See also above section under Agency Description.)

Program Capacity:
 FHAS has proven capacity to provide fair housing services to Vallejo residents and has been doing so since 2017. Service agencies, city staff, and potential clients are becoming more familiar with FHAS each year. FHAS served approximately 178 households in the city of Vallejo: 45 households in FY2017-18, 67 in FY2018-19, and 66 in FY2019-20. Over 90% of the households were low income, with 60% alleging discrimination. FHAS made or assisted disabled households in making reasonable accommodation requests on behalf of disabled households, successfully negotiating a majority of them. Since 2017, the number of Vallejo clients FHAS serves has increased by almost 50%.

In addition, FHAS filed two housing discrimination complaints on behalf of Vallejo households alleging disability discrimination (refusal to accommodate) and race discrimination. (See question 24 for a summary of the complaint allegations and status of the complaints).

FHAS conducted a systemic testing project in 2020 to assess the extent to which Latinx Housing Choice Voucher recipients experience housing discrimination based on their national origin. FHAS conducted 20 tests in Solano County, 6 in Vallejo, of which 4 indicated differential treatment favoring the Caucasian tester. FHAS is also currently undertaking its 2021 systemic testing project to assess the extent to which people with mental health disabilities are able to access reasonable accommodations. We plan to test approximately 40 properties in Solano County, including 12 in Vallejo.

FHAS has also pivoted with the onset of the pandemic, working remotely to respond to all clients and using fair housing laws and Covid resources to assist clients affected by Covid. The agency hosted a panel, "Fair Housing in Times of Covid-19" in December and has posted Covid-related resources on its website.

Federal grants management and Staff experience/capacity:
 The agency is the recipient of multiple grants, foundation, corporate, and government, including HUD and CDBG funding. All three management staff – Executive Director, Education Director, and Supervising Attorney – have experience in managing multiple concurrent grants. (FHAS currently provides fair housing services to five entitlement jurisdictions: Marin County, Sonoma County, and the cities of Santa Rosa, Vallejo, and Fairfield.

Fiscal Resources:

7 **PROPOSED PROGRAM/ACTIVITY DESCRIPTION: Provide a description of the activity/program/project for which your agency is seeking funding. NOTE: Agencies applying to assist homeless persons must coordinate with Resource Connect Solano operated by Caminar, a non-profit organization, to be considered for funding. Describe how the activity/program/project will coordinate with Resource Connect Solano, if applicable.**

Below is a brief description of the services to be provided by the agency. Please note that FHAS is requesting level funding from 2020-21, given Covid-related fair housing needs, expanded advocacy following the passage of SB329 (a California fair housing law preventing source of income discrimination and adding people with housing choice vouchers or other housing subsidies to the list of protected classes), and increased costs. FHAS will provide free, comprehensive fair housing services.

Complaint intake, education, referral, testing, advocacy, and enforcement: Services include comprehensive fair housing services to clients in all protected classes, through the following:

- intake of 50 housing-related calls (from unduplicated households) and screening for fair housing complaints, including Covid-related calls
- providing referrals for non-fair housing calls, including Covid resources
- assisting distressed homeowners of protected classes, including Covid resources
- providing fair housing education to all protected classes
- intervening for people with disabilities by making reasonable accommodation or modification requests on behalf of people with disabilities so that they may achieve more stable housing
- referring and representing clients in discrimination complaints before HUD and DFEH
- recruiting and training 10 new testers who can conduct investigations in Vallejo; conducting complaint-based tests as needed.

Fair Housing Law & Practice seminar for Vallejo Housing Authority: provide education to staff who operate critical housing programs benefiting low-income families (i.e., Section 8 voucher holders and public housing residents) when requested. As housing providers acquire knowledge of their fair housing responsibilities, incidents of housing discrimination in the community decrease.

Fair Housing Program for Vallejo Housing Choice Voucher (HCV) recipients: Educate HCV recipients on state/federal fair housing protections, including California state fair housing law in effect in 2020 protecting them from housing discrimination based on their status as HCV recipients and FHAS' available services. FHAS will offer on an as-needed basis and when requested by the Housing Authority. As tenants acquire knowledge of their fair housing rights and enforcement options, they are better able to assert their rights when encountering housing discrimination.

Question #

Question Description

- 8 **ACTIVITY/PROGRAM IMPLEMENTATION: Describe how the activity/program will be implemented, administered, and operated.**
 FHAS' Executive Director, Caroline Peattie, with 33 years of fair housing experience and project management in Marin County since 2002, provides overall grant supervision as well as ongoing work to affirmatively further fair housing. Supervising Attorney, Julia Howard-Gibbon, with 11 years of housing experience, acts as project manager on CDBG grants and HUD's fair housing enforcement grant, supervises the housing counseling team, and conducts fair housing trainings for the housing industry with assistance from other staff. Bilingual Education Director, Adriana Ames, with 25 years of fair housing experience, acts as project manager on multiple grants including HUD's fair housing education grant, supervises education and outreach activities, and organizes fair housing trainings and events.
 Most intakes are conducted by phone. For in person meetings, FHAS has a relationship with Legal Services of Northern California (LSNC) and other partners who offer office space if needed. Under normal circumstances, staff also counsel clients in their homes if necessary due to disability or some other need. Because of Covid-19, FHAS staff are now working remotely. The Supervising Attorney assigns fair housing calls; the intake counselor provides non-fair housing clients with fair housing information and education materials as well as referrals for non-fair housing issues. Investigations Coordinators assess whether testing is appropriate or other types of investigation should be conducted. FHAS holds weekly housing counseling meetings to assess priorities and trends, and managing staff hold quarterly meetings to track progress on grant goals. The Supervising Attorney provides quality control and oversight of the housing counseling team. The Education Director conducts outreach with the assistance of the Education Coordinator, distributing literature, coordinating education events conducted by staff, and connecting with services providers for a more integrated referral system. The Executive Director oversees grant administration and grant goals.
- 9 **NEED FOR PROGRAM/ACTIVITY: Describe the problem(s), need(s), issue(s) or service gap(s) to support the need for this project in the City of Vallejo. Include Vallejo demographics, statistics, report citations, etc.**
 The Vallejo-Fairfield metropolitan area is highly segregated, with a White/Black dissimilarity index of 53.5. (See http://www.censuscope.org/us/rank_dissimilarity_white_black.html). According to the study, "Racial Segregation in the San Francisco Bay Area, Part 1," by Stephen Menendian and Samir Gambhir, "Solano... has a sizable and historic black community. Cities like Vallejo... are diverse, but not well integrated. Its population is 24% white, 19% black, 23% Asian, and 28%, illustrating another textbook example of how an unquestionably diverse community can nonetheless be segregated." (See <https://belonging.berkeley.edu/racial-segregation-san-francisco-bay-area>).
 Currently, no fair housing agencies are located in Solano. FHAS' investigations have revealed adverse differential treatment of Black and Latinx individuals, who comprise approximately 15% and 27% of the County's population, respectively, indicating a clear need for our services. (See (<https://www.census.gov/quickfacts/solanocountycalifornia>)). The cities of Fairfield and Vallejo have contracted with FHAS to provide fair housing services in recent years.
 In FY 2019-20, FHAS received 70 calls from Solano residents alleging housing discrimination. Of those fair housing complaints, 57% alleged discrimination based on disability, 23% on race, 14% on gender, 6% on familial status, 4% on national origin, 3% on religion, and 3% on source of income. Of the Vallejo residents, the most frequently alleged discrimination complaints were based on race (30%). The second most frequent calls were related to disability (23%), often involving a disability-related need for a change or exception to a housing provider's policies, practices or services. And approximately 13% of complaints received by FHAS from Vallejo households alleged discrimination based upon sex/gender. Beginning in March 2020, FHAS also began fielding many calls related to Covid-19. See Section 24, below, for a description of the types of Covid-related calls that the agency received.
 The calls received from Solano County residents alleging discrimination included allegations of refusal to rent, inferior terms or conditions, harassment, interference, intimidation and coercion, making housing unavailable, retaliation, steering and discriminatory statements. Additionally, the majority of disabled households required assistance navigating the reasonable accommodation process. Investigations conducted by FHAS help corroborate these complaints and the barriers that exist in housing for these protected classes, revealing inferior treatment based upon race and national origin in recent years, including refusal to rent, inferior terms/conditions, and general treatment (including less quality/quantity of information and fewer availabilities).
 The complaints received by FHAS, coupled with the results of systemic investigations, confirm little awareness/access to resources to help assert fair housing rights. Accordingly, FHAS proposes to conduct targeted education and outreach to housing providers, service agency staff, and members of protected classes (including those who are LEP), ensuring that housing providers are aware of their responsibilities under fair housing laws, that FHAS' partners are able to identify fair housing issues and make appropriate referrals to FHAS, and that those most likely to experience discrimination in Vallejo are aware of their fair housing rights and FHAS' services.
- 10 **USE OF VALLEJO CDBG FUNDS: Describe in detail how Vallejo's CDBG funds will be used within the activity/program/project. Describe how the project is cost effective and the budget is reasonable for the anticipated result.**
 CDBG funds will be used for a portion of the salaries of housing counseling staff for direct services only; all other personnel staff providing grant support (Executive Director, Education Director, Education Coordinator, Executive Assistant) will be paid through other funds, as will overhead costs. Other expenses in the CDBG budget are directly attributable to grant-related activities proposed, many of which build on previous work conducted by FHAS and thus save money that would be spent on the start-up costs of new projects, while ensuring a high level of expertise and effectiveness. Two senior staff assigned to this grant have worked in fair housing for 33 and 26 years, respectively, and a third has worked on housing issues for 11 (and fair housing for 2.5) years, providing continuity and saving additional training dollars.
 FHAS distributes outreach material through subcontractors and our literature is available on our website, reaching a broader audience at no cost. We have a Covid resource page (<http://www.fairhousingnorcal.org/covid-19-resources.html>) available for community members and service providers. We post news events, workshops, literature, and webinars through social media and on our website. We will post announcements in English and Spanish for upcoming workshops and information increasing awareness of fair housing issues. We will publicize results of our investigations, announcing settlements or other outcomes based on complaints/lawsuits filed as a result of our enforcement work, through local media as well as on our website and social media outlets, in order to educate the community about fair housing.
- 11 **TARGET POPULATIONS: Describe the population your agency will serve with these funds and how they will benefit from the implementation of the activity/program/project.**
 FHAS serves all classes protected under federal and state law; those protections include race, color, religion, national origin, sex/gender, disability (mental and physical), familial status ancestry, citizenship, gender identity/expression, genetic information, immigration status, marital status, military and veteran status, primary language, sexual orientation, and source of income (including housing subsidies).
 In the previous three grant years, of the Vallejo residents who contacted FHAS for assistance, 49% were Black, 26% were Latinx, 49% had a mental and/or physical disability, 48% had minor children in the home, 19% had a government housing subsidy, such as a Section 8 voucher, 16% were over the age of 62, and 72% were women. Additionally, of the fair housing related complaints FHAS received, 55% alleged disability discrimination or involved a need for a reasonable accommodation/modification; 23% alleged discrimination based on race; 13% alleged discrimination based on national origin; 12% alleged discrimination based upon sex/gender; 9% alleged discrimination based on familial status; 2% alleged discrimination based upon source of income; and 1% alleged discrimination based on religion. Beginning in March 2020 FHAS also began fielding many calls related to Covid-19. As described in Section 24 below, people with disabilities, BIPOC, and women are disproportionately affected by Covid-19. In Vallejo, all Covid-related calls FHAS received were BIPOC and women, and almost all had disabilities. Targeted outreach will focus on reaching those most likely to experience discrimination in Vallejo, such as Black and Latinx people (including those who are LEP), families with children, and women experiencing sexual harassment or domestic violence. In addition, based on investigations and complaints, FHAS will continue to engage in an educational campaign related to changes regarding source of income protections under state law that went into effect January 1, 2020, expanding the definition of income to include federal, state, and local public assistance and housing subsidies, including Housing Choice Vouchers (Section 8). FHAS' recent systemic audit looking at national origin and source of income discrimination in a tri-county area, including Solano, revealed a number of barriers prospective renters face when searching for new housing with a voucher. FHAS will conduct additional investigations as necessary following the recent systemic audit conducted, as well as complaint-based investigations now that the definition of source of income has changed to include voucher recipients as a protected class in the state of California.
 Benefits to FHAS clients through program: FHAS will provide Vallejo households with a number of services/benefits, including the following: (1) intake/referral for clients calling with non-fair housing issues; (2) counsel clients with fair housing complaints, investigating and/or intervening with housing providers when appropriate, including interventions for racial/ethnic minorities subjected to disparate treatment or survivors of domestic violence who may require the ability to break a fixed lease without penalty or other intervention, often resulting in the preservation of low-income clients' affordable housing and/or resolving/preventing the filing of Unlawful Detainer complaints; (3) assist with requesting reasonable accommodations for clients with disabilities (e.g. requests for rescissions of termination notices, extensions of tenancies or extensions of voucher search times, or permission to have an assistance animal in the home, facilitating conflict resolution between housing providers and tenants with physical/mental disabilities); (4) provide legal representation when needed, including in the HUD or DFEH administrative complaint process, which may result in Vallejo households receiving benefits through remedies such as monetary relief, complex-wide policy change, posting of educational material, removal of discriminatory terms/statements from leases, and other affirmative relief; (5) investigate complaints from Vallejo households and conduct investigations related to systemic audits (past and current), with a focus on discrimination against racial/ethnic minorities and recipients of Housing Choice Vouchers and file enforcement actions as appropriate; and (6) provide education to housing providers, service providers, and members of protected classes regarding fair housing responsibilities/rights, with a focus on education related to California's new law extending source of income protections for people with housing subsidies.

Question #

Question Description

12 OUTREACH: Explain how your agency will outreach to low income, limited English speakers, and/or disabled persons. How will each of these groups access the activity/program/project for which your agency is requesting funding?

FHAS strives to provide reasonable accommodations and access to people with disabilities and clients who are LEP. FHAS' office is accessible, and FHAS staff can meet disabled Vallejo residents off-site or in their homes as necessary once pandemic-related restrictions are lifted and staff are no longer working remotely. LSNC in Solano County also allows FHAS to use their accessible office space to meet with clients within the county when needed. In addition, FHAS has access to California Relay Services for the hearing/speech impaired, to ASL interpreters and other interpreters as needed, and to translation services in about 175 languages through the Language Line Solutions services. Also, FHAS can provide information in alternative formats as needed or when requested. FHAS also employs a phone system which allows staff to text with clients, which is particularly useful for hearing impaired clients.

FHAS assists individuals with disabilities in securing reasonable accommodations in housing, and conducts testing designed to uncover discrimination against people with disabilities. FHAS also conducts programs that educate tenants, and service and housing providers about fair housing law related to disability, such as FHAS' Reasonable Accommodations conference planned for February 25, 2021. FHAS is also currently conducting a systemic testing project to assess the extent to which people with mental health disabilities are able to access reasonable accommodations.

As part of complaint solicitation, FHAS proposes to place targeted ads in Facebook in English and Spanish. FHAS will continue to make annual presentations at community-based agencies reaching staff & LEP clients, engage in social media campaigns, and revise, reprint and distribute literature in English and Spanish (and some Tagalog) on reasonable accommodations, fair housing laws for all protected classes, the housing search, and Solano County resources. In 2020 FHAS updated a 40-page tenant booklet with Solano County resources in English and Spanish; copies will be distributed through partner agencies and the booklets are available on our website. FHAS will also improve accessibility for people with disabilities through education and advocacy (see section below). Currently, FHAS employs staff fluent in Spanish (3) and Portuguese (1).

FHAS provides fair housing education and outreach to residents of the City of Vallejo through trainings and presentations to service agency staff, clients, housing providers, and jurisdictional staff, through literature distribution, social media campaigns, and one-on-one education.

FHAS has employed a variety of proven strategies that engage and educate the community, including members of protected classes, housing advocates, and housing providers, as well as reaching target populations (people with disabilities, women, and people of color) through affirmative marketing. FHAS translates and disseminates literature into Spanish and Tagalog, and Spanish curriculum for trainings and presentations for people who are LEP: those most likely to experience national origin discrimination; women most likely to experience sexual harassment; and people with disabilities most likely to have difficulties negotiating accommodations. FHAS' outreach to people of color (including those who are LEP) and social service agencies, coupled with new training modules developed in English/Spanish, will help all protected classes and address barriers to housing choice in Vallejo. The outreach will also provide necessary education to people with disabilities, as many of FHAS' disabled clients state they did not know of protections or the right to request a reasonable accommodation until they contacted FHAS. In addition, their housing providers often have only the vaguest notion of what an accommodation is and do not understand the

13 COLLABORATION: Identify the organizations with which your agency partners, and describe their relevant capabilities that result in greater service integration.

The program that FHAS proposes is heavily subsidized by HUD's Fair Housing Initiatives Program (FHIP), which has funded the agency for decades and which has provided FHAS with the opportunity to offer subcontracts and partner with several agencies on various projects. One such partner with which FHAS works closely is LSNC's Vallejo office – the two agencies have a history of referrals and working jointly to provide full services for mutual clients – as well as with Vallejo city staff and Vallejo Housing Authority.

FHAS has collaborated with agencies in Vallejo/Solano to provide fair housing education and distribute flyers advertising FHAS' services and solicit referrals, including: Family Resource Center, Solano Pride Center, Fighting Back Partnership, Catholic Charities, Community Action North Bay, Solano Family Justice Center, H&SS, Fairfield Library, NAMI Solano County, Caminar, Meals on Wheels, Safequest and others.

14 LEVERAGING: Describe leveraging or sustainability efforts your agency is implementing to maintain service levels.

FHAS has always provided significant leveraging for the fair housing program it offers, which reduces cost for the City; the greatest leveraging and sustainable funding source is HUD's FHIP funding, as FHAS has received these awards annually for decades. FHIP funds supplement salaries for personnel working on the grant as well as other fair housing enforcement work (such as testing investigations); and City of Fairfield CDBG funds shares some program costs (such as advertising) in Solano County. In addition, FHAS has a diversified funding base – a combination of corporate, government, foundation, and individual – that ensures long-term viability for the agency and spreads out operating and administrative costs.

15 EFFECT IF NOT FUNDED: If this application does not receive funding, what will be the effect on the activity/program/project?

The proposed services are necessary to continue FHAS' ongoing fair housing work in Vallejo: an aging population faces increased risk of disability discrimination, and housing providers routinely fail to properly respond to requests for reasonable accommodations; Black and Latinx residents are largely segregated; and families with children, many Latinx and LEP, are offered fewer housing options and additional barriers. Without funding there would be no experienced, enforcement-focused fair housing agency in Solano to provide services to Vallejo residents; no ability to conduct complaint-based testing in response to allegations of housing discrimination, nor systemic investigations to uncover evidence of housing discrimination. If the project is not funded, persons with disabilities in the household, Black and Latinx renters, families with children, and other protected classes will continue to face discriminatory housing practices with limited housing options; persons with disabilities will continue to face barriers as necessary accommodations are improperly denied. Lack of funding will hamper FHAS' fair housing education and outreach, so tenants will not learn of their rights, nor have access to resources and representation, nor will housing providers have the opportunity to gain knowledge of fair housing laws and best practices.

FHAS is the only comprehensive fair housing service provider in the area and the only organization conducting fair housing investigations in the county. This project is designed to strengthen FHAS' ability to provide comprehensive fair housing services (which include counseling, investigations, outreach, and enforcement) in Vallejo for protected classes most likely to be subjected to housing discrimination, some of whom are least likely to reach out for assistance. CDBG funding is crucial to providing these important services. Without it, FHAS could undertake fair housing activities only on a severely reduced scale and is unlikely to be able to provide staffing for one-on-one counseling and representation for Vallejo renters.

16 POPULATIONS TO BE SERVED: Indicate population(s) that will be served (mark "X") for ALL that apply).

Extremely Low Income Persons (Incomes 30% or less of AMI)	X
Very Low Income Persons (Incomes 31-50% AMI)	X
Low Income Persons (Incomes 51-80% AMI)	X
Seniors 62 years and older	X
Lower income families with children attending Vallejo City Unified School District	X
Homeless Persons or Families	
Persons or families at risk of homelessness	X
Persons with mental illness	X
Persons with developmental disabilities	X
Persons with physical disabilities	X
Persons living with AIDS/HIV-related illness	X
Victims of domestic violence	X
Veterans	X
Other target population (describe)	Persons with Limited English Proficiency (LEP)

Question #

Question Description

17 CDBG PROGRAM OBJECTIVE: Select ONE objective that relates to your activity (Tip: When selecting, ask "What is the purpose of the activity? What is the larger community need that I am seeking to address?" (Mark "X" in selected objective)
 Creating a suitable living environment
 Providing decent affordable housing
 Creating economic opportunities

X

18 CDBG PROGRAM OUTCOME: Select ONE outcome that relates to your activity (TIP: When selection, ask "What type of change or result am I seeking?" (Mark "X" in applicable category)
 Availability/Accessibility
 Affordability
 Sustainability

X

19 COMMON INDICATOR: Choose a common indicator that your agency will use to track clients - Mark "X" in selected category.
 Persons
 Households

X

20 # CLIENTS TO BE SERVED: For the category you selected in Question #19, provide the total number of unduplicated Vallejo clients your agency anticipates serving through this activity/program/project.
 # Unduplicated Vallejo Clients

50

21 # CLIENTS TO BE SERVED BY INCOME AND TYPE: Based on the common indicator you selected above, provide the number of unduplicated Vallejo clients your agency anticipates serving in each category listed below.

Low Income (51-80% AMI)	11
Very Low Income (31-50% AMI)	15
Extremely Low Income (0-30% AMI)	20
Disabled	32
Female Headed Households	21
Seniors	11
Youth	0*
Homeless	0

*While we don't serve youths (as they cannot enter into an attorney-client relationship or sign lease agreements), we serve households that include minor children, estimated at 24 households.

Question #

Question Description

22 # CLIENTS TO BE SERVED BY RACE/ETHNICITY: Enter the number of clients your agency anticipates serving in the following race/ethnicity categories. The sum of numbers must match the total clients entered in

White	3
White + HISPANIC	8
Black/African American	24
Black/African American + HISPANIC	2
Asian	3
Asian + HISPANIC	0
American Indian/Alaskan Native	0
American Indian/Alaskan Native + HISPANIC	0
Native Hawaiian/Other Pacific Islander	0
Native Hawaiian/Other Pacific Islander + HISPANIC	0
American Indian/ Alaskan Native and White	0
American Indian/ Alaskan Native and White + HISPANIC	0
Asian and White	0
Asian and White + HISPANIC	1
Black/African American and White	3
Black/African American and White + HISPANIC	2
American Indian/Alaskan Native and Black/African American	1
American Indian/Alaskan Native and Black/African American + HISPANIC	0
Other Multi Racial	1
Other Multi Racial + HISPANIC	2
TOTAL	50

23 **ELIGIBILITY VERIFICATION: Describe intake process and how information will be obtained to determine clients' Vallejo residency status, and household and income eligibility under the CDBG Program requirements.**

FHAS' intake procedure, whether conducted on the telephone or in person, includes a description of FHAS' services and service area. The intake counselor explains that while FHAS must inquire about household income and other demographic information, FHAS provides services regardless of household income level. Prior to asking the individual for a summary of their housing issue, FHAS collects information in order to determine there is no conflict of interest and to make a contact page in FHAS' client database, Salesforce.

Next, a case will be opened for the individual, at which point the intake counselor inquires about information such as referral source, housing subsidy, address, if there is a senior citizen in the household, if the client is homeless, type of property, household composition, household income, source of income, and income certification source. If the individual does not allege discrimination based upon membership in a protected class or a disability-related need for a reasonable accommodation/modification, a referral will be provided and noted. If discrimination or a disability-related need is alleged, then the counselor will inquire about the alleged discriminatory practices and the specific protected class(es), at which point she will alert the Supervising Attorney to a new case to be assigned to an attorney or counselor, using the database's "chatter" function.

FHAS has a customized Salesforce database which allows staff to track clients, case status, and staff activity, and to produce accurate reports, including demographic information. As required by the Fair Housing RFP, FHAS will provide at minimum, the following demographic information related to clients served through its program for the City to include within the CDBG Consolidated Annual Performance Evaluation Report (CAPER), as required by HUD: household income level, type (rental, homeowner, etc.), and size; race; ethnicity; veteran status of head of household and/or co-head of household; disability status of household; and gender of head of household.

FHAS uses its Salesforce database to document annual household income, household composition, and county household income levels. Because income levels for different household sizes in various jurisdictions are entered in Salesforce each year, Salesforce automatically calculates whether the household is qualified as extremely low, very low, low, and moderate income, per HUD's determination of income limits. For each county it serves, FHAS inputs annually updated income limits as set by HUD for various household sizes, ensuring that the income status of each household is documented and in compliance with HUD regulations. As FHAS' clients often return in the future and may have multiple cases over a number of years, FHAS inquires about household income each time a new case is opened to ensure accurate information is maintained.

Clients are often able to verify income through a variety of means, including participation in an income restricted public benefit or social service program, such as Section 8, social security disability benefits, or legal services through an LSE funded organization, such as LSNC. In addition, a number of clients are presumed to be low/moderate income based on factors including but not limited to the presence of a severe disability limiting ability to produce income or status as a survivor of domestic violence. FHAS also allows clients to self-certify their income, particularly where additional inquiry into a client's finances would not "promote the development of trust between attorney and client." (See LSC's regulations regarding the manner in which it makes determinations of financial eligibility from Part 1600 of Title 45 of the Public

24 **ADDITIONAL INFORMATION (OPTIONAL): Applicants may include additional description regarding presented information if desired.**

Following are descriptions of the types of assistance FHAS has provided Vallejo clients:

In FY 2019-20, FHAS filed two administrative housing discrimination complaints on behalf of Vallejo residents. In one case, a disabled client contacted FHAS for assistance after her property manager blocked access to her dialysis equipment while she was moving out, forcing her to leave it behind. FHAS requested as a reasonable accommodation that the manager return her medical equipment and supplies based on her verified disability-related need for the equipment, but the manager failed to adequately respond to her request or return the equipment. FHAS filed a complaint with HUD for failure to accommodate, then transferred to DFEH for mediation. FHAS hopes for early resolution.

FHAS also assisted a disabled Black client in drafting and filing a housing discrimination complaint, alleging race discrimination and failure to accommodate. The client received a termination of tenancy notice after her visiting niece was involved in a fight with another tenant on the property. FHAS staff made a reasonable accommodation request on the client's behalf requesting that the landlord rescind the eviction notice because the client, who was not involved in the fight, is disabled and recovering from cancer and a lack of stable housing could severely interfere with her recovery. The landlord refused to reinstate her tenancy. LSNC represented her in the unlawful detainer case, but she lost at trial and received a judgment for eviction. FHAS recently submitted a complaint to HUD on the client's behalf for race discrimination and failure to accommodate her disability; the case is pending.

FHAS assisted a number of Vallejo clients living with disabilities who required changes or exceptions to their housing providers' policies/practices that were necessary due to their disabilities. In one case, a physically disabled client sought FHAS' assistance after receiving a termination notice and realizing she needed additional time to find a ground floor unit that would accommodate her mobility impairments. FHAS advised the client on how to request that her landlord give her additional time to locate alternative housing as a reasonable accommodation, and her request for additional time was granted. She was able to find a new unit with the extension of time.

Information on the effects of Covid: Covid-19 has had a measurable impact on FHAS' housing cases. Issues directly related to Covid include foreclosure, eviction, and reasonable accommodation requests. Issues indirectly related to Covid include reasonable accommodations related to an increase in stress and anxiety, domestic violence, sexual harassment, and neighbor-on-neighbor harassment. Since March 2020, FHAS has seen a 23% increase in calls from homeowners related to foreclosure and mortgage distress; 29% of those homeowners expressed difficulty paying their mortgage due to loss of income related to Covid-19.

FHAS expects evictions to soar once eviction protections expire. Of the eviction related calls FHAS received since March 2020, nearly a quarter were related to Covid. 52% of clients who contacted FHAS about a Covid-related issue expressed difficulty paying rent, utilities or mortgage due to loss of income related to Covid. FHAS received many calls from clients stating that they need or want to move out because they are no longer able to afford their rent but are worried about moving and/or looking for housing during a pandemic. Many clients are afraid to move because they have disabilities or health conditions that would make

**CITY OF VALLEJO CDBG PROGRAM
APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services
Activities)
Fiscal Year 2021-2022**

Covers July 1, 2021 - June 30, 2022

ACTIVITY/PROGRAM BUDGET

Instructions: Enter the budget in the shaded cells for the proposed activity or program to be implemented in the City of Vallejo with CDBG funds. Under Funding Sources section, enter all funding sources (including other non-CDBG funding sources, if applicable) related to the proposed activity or program to be implemented in the City of Vallejo (e. g., foundation name, individual contributions, in-kind contributions, other federal/state or local public funding source/s, etc.), the amount of funding requested, and the amount committed. Under Funding Uses section, at Column A enter additional types of expenses if applicable; at Column C enter the line item budget by expense type; at Column E enter only the Vallejo CDBG funding requested amounts, by line item/expense type. Print tab when completed.

<u>Funding Sources</u>	<u>Amount Requested</u>	<u>Amount Committed</u>
Enter Amount of Vallejo FY21-22 CDBG Request	\$ 30,000	n/a
HUD Fair Housing Initiatives Program (FHIP) Private Enforcement Initiative	\$ 120,000	\$ -
HUD FHIP Education and Outreach	\$ 24,306	\$ -
HUD FHIP Education and Outreach COVID 19	\$ 1,667	\$ -
City of Fairfield FY2021-22 CDBG funding	\$ 43,050	\$ -
TOTAL	\$ 219,022	\$ -

<u>Funding Uses</u>	<u>Total Activity/ Program/ Project Budget</u>	<u>Amount Requested from Vallejo CDBG</u>
Personnel: Salaries (see instructions below)	\$ 141,039	\$ 24,029
Personnel: Benefits (see instructions below)	\$ 25,599	\$ 4,360
Operating: Advertising	\$ 837	\$ 210
Operating: Computer/IT Consulting	\$ 2,741	\$ -
Operating: Computer Equipment	\$ 667	\$ -
Operating: Computer Software / Services	\$ 592	\$ -
Operating: Equipment Lease - Copier	\$ 1,059	\$ 240
Operating: Flyer Postering	\$ 165	\$ -
Operating: HUD Sponsored Training	\$ 2,639	\$ -
Operating: Investigative Tools (online)	\$ 117	\$ -
Operating: Legal Research (online)	\$ 332	\$ -

Operating: Office Supplies
Operating: Postage
Operating: Printing / Photocopying

\$	475
\$	442
\$	850

\$	-
\$	45
\$	-

CITY OF VALLEJO CDBG PROGRAM APPLICATION

PUBLIC SERVICES ACTIVITIES (Social Services Activities)

Fiscal Year 2021-2022

Covers July 1, 2021- June 30, 2022

TIMELINE/PROGRAM SCHEDULE

Instructions: Provide a timeline below in the shaded cells showing the specific actions/milestones to be taken to implement the proposed CDBG-funded activity or program in Column A. Enter month/year milestone will be completed in Column C. Enter "not started" "underway" or "completed" in Column E for completion status. The CDBG Program requires timely expenditure of funds, and funding will be made available for the July 1, 2021 through June 30, 2022 period. Print tab when completed.

COLUMN A	COLUMN C	COLUMN E
<u>Actions/Milestones</u>	<u>Month/Year to be started</u>	<u>Month/Year Completed</u>
<i>Example: Outreach to potential clients</i>	July-21	Aug-21
Intake of 50 housing-related calls, screening for fair housing complaints	July-21	Jun-22
Providing referrals for non-fair housing calls	July-21	Ongoing
Assisting distressed homeowners of protected classes	July-21	Ongoing
Providing fair housing education to all and mediation services where appropriate	July-21	Ongoing
Intervene for people with disabilities making reasonable accommodation or modification requests	July-21	Ongoing
Refer and represent legitimate complaints to the Fair Housing and Equal Opportunity Division of HUD or the California Department of Fair Employment and Housing	July-21	Ongoing
Recruit and train 10 new testers who can conduct investigations in Vallejo; conduct paired complaint-based tests as needed.	July-21	Jun-22
Conduct a Fair Housing Law & Practice seminar for Vallejo Housing Authority	July-21	Jun-22
Provide education to Vallejo Housing Choice Voucher recipients	July-21	Ongoing when requested
Outreach to potential clients	July-21	Ongoing
FHAS staff presentations to partner organizations and municipal staff	July-21	Ongoing

Schedule Narrative: Include a narrative to accompany the timeline/program schedule, (optional).

All proposed actions/milestones will be conducted on an ongoing basis. The three actions/milestones proposed that include a month/year completed - 1) intake of 50 housing-related calls, screening for fair housing complaints; 2) recruit and train 10 new testers who can conduct investigations in Vallejo; and 3) Conduct a Fair Housing Law & Practice seminar for Vallejo Housing Authority - have a target number, which will be met by the date identified in Column E.

**CITY OF VALLEJO CDBG PROGRAM
APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services
Activities)**

Fiscal Year 2021-2022

Covers July 1, 2021 - June 30, 2022

ACTIVITY/PROGRAM BUDGET

Instructions: Enter the budget in the shaded cells for the proposed activity or program to be implemented in the City of Vallejo with CDBG funds. Under Funding Sources section, enter all funding sources (including other non-CDBG funding sources, if applicable) related to the proposed activity or program to be implemented in the City of Vallejo (e. g., foundation name, individual contributions, in-kind contributions, other federal/state or local public funding source/s, etc.), the amount of funding requested, and the amount committed. Under Funding Uses section, at Column A enter additional types of expenses if applicable; at Column C enter the line item budget by expense type; at Column E enter only the Vallejo CDBG funding requested amounts, by line item/expense type. Print tab when completed.

<u>Funding Sources</u>	<u>Amount Requested</u>	<u>Amount Committed</u>
Enter Amount of Vallejo FY21-22 CDBG Request	\$ 30,000	n/a
HUD Fair Housing Initiatives Program (FHIP) Private Enforcement Initiative	\$ 120,000	\$ -
HUD FHIP Education and Outreach	\$ 24,306	\$ -
HUD FHIP Education and Outreach COVID 19	\$ 1,667	\$ -
City of Fairfield FY2021-22 CDBG funding	\$ 43,050	\$ -
TOTAL	\$ 219,022	\$ -

<u>Funding Uses</u>	<u>Total Activity/ Program/ Project Budget</u>	<u>Amount Requested from Vallejo CDBG</u>
Personnel: Salaries (see instructions below)	\$ 141,039	\$ 24,029
Personnel: Benefits (see instructions below)	\$ 25,599	\$ 4,360
Operating: Advertising	\$ 837	\$ 210
Operating: Computer/IT Consulting	\$ 2,741	\$ -
Operating: Computer Equipment	\$ 667	\$ -
Operating: Computer Software / Services	\$ 592	\$ -
Operating: Equipment Lease - Copier	\$ 1,059	\$ 240
Operating: Flyer Postering	\$ 165	\$ -
Operating: HUD Sponsored Training	\$ 2,639	\$ -
Operating: Investigative Tools (online)	\$ 117	\$ -
Operating: Legal Research (online)	\$ 332	\$ -

Operating: Office Supplies	\$ 475	\$ -
Operating: Postage	\$ 442	\$ 45
Operating: Printing / Photocopying	\$ 850	\$ -
Operating: Rent	\$ 11,830	\$ 1,000
Operating: Staff Travel	\$ 252	\$ -
Operating: Sub Contract - Legal Services of Northern California	\$ 667	\$ -
Operating: Sub Contract - Disability Services Legal Center	\$ 528	\$ -
Operating: Sub Contract - Marin Center for Independent Living	\$ 528	\$ -
Operating: Telephone / Internet	\$ 1,105	\$ 116
Operating: Testers	\$ 2,051	\$ -
Operating: Training Conference Materials	\$ 157	\$ -
Operating: Training Conf. Venue / Equipment	\$ 146	\$ -
Operating: Translation Services	\$ 136	\$ -
Operating: Utilities	\$ 512	\$ -
Operating: Indirect Cost Rate (23.48%)	\$ 23,557	\$ -
TOTAL	\$ 219,022	\$ 30,000

Budget Narrative: Discuss and justify the items and amounts entered above. If using CDBG for salaries/benefits, list each

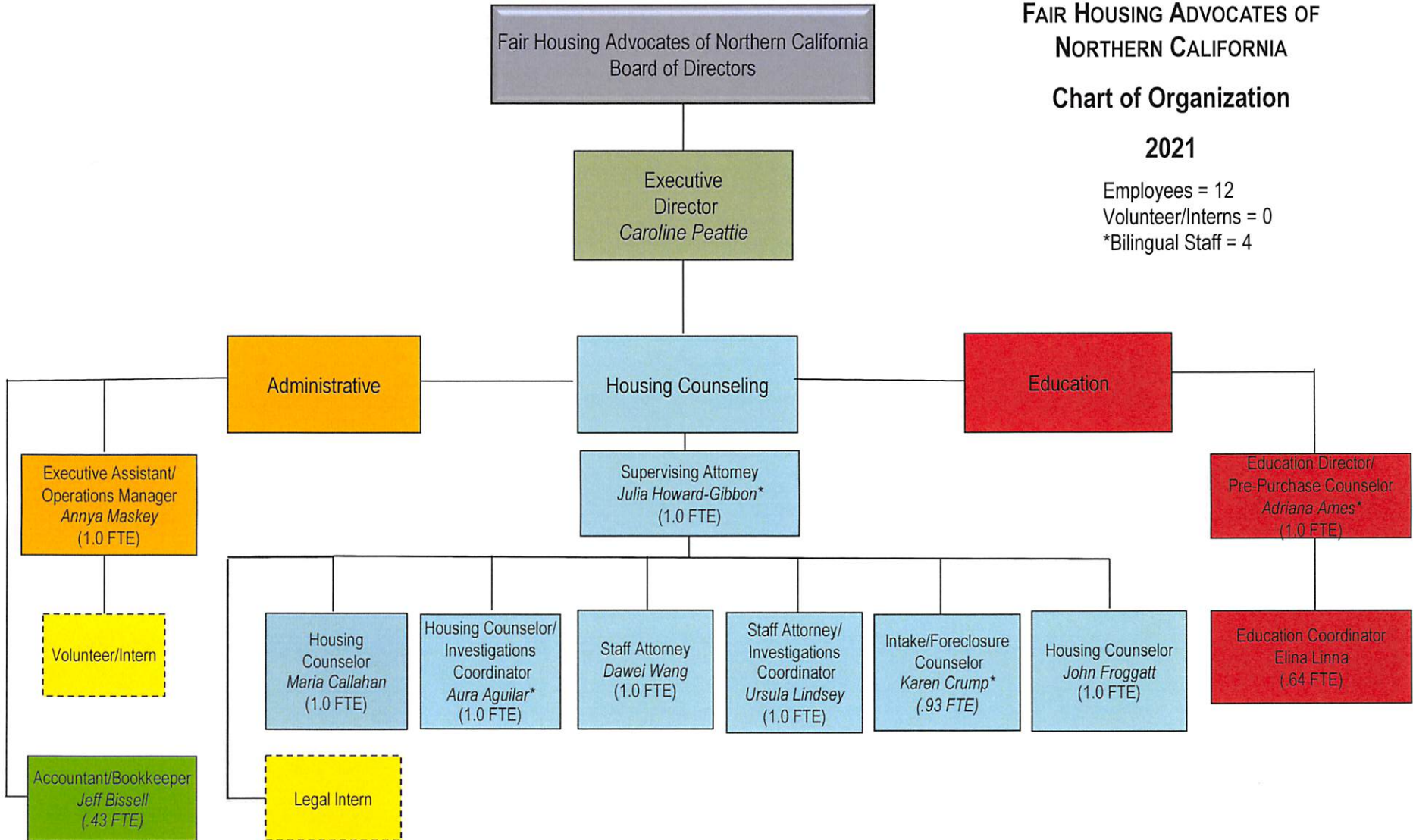
Personnel:	Program Budget	Vallejo CDBG
Julia H. Gibbon: Supervising Attorney - \$39.49/hr, 0.05 FTE	\$ 24,038	\$ 4,028
John Froggatt: Staff Attorney/Test Coordinator - \$27.95/hr, .08 FTE	\$ 17,275	\$ 4,528
Dawei Wang: Staff Attorney - \$29.68/hr, .046 FTE	\$ 17,682	\$ 2,671
Ursula Lindsey: Staff Attorney/Test Coordinator - \$33.08/hr, .08 FTE	\$ 17,367	\$ 5,160
Aura Aguilar: Bilingual Hsg Couns/Test Coordinator - \$28.27/hr, .07 FTE	\$ 13,146	\$ 3,732
Karen Crump: Bilingual Intake Counselor - \$26.74/hr, .065 FTE	\$ 10,560	\$ 3,370
Jeff Bissell: Bookkeeper/Accountant - \$45.00/hr, 0.01 FTE	\$ 6,968	\$ 540
Personnel: Other non-CDBG	\$ 34,004	
Personnel: Payroll taxes (8.65%)	\$ 12,200	\$ 2,079
Personnel: Benefits (Health Ins 8.5%, Workers Comp Ins 1.0%)	\$ 13,399	\$ 2,282

Direct Costs:
Advertising: Projected 7 Facebook targeted fair housing ads for Vallejo residents at \$30 each.
Printing/Copying: Use of FHANC leased copier, total monthly cost approximately \$380, allocation of 5% monthly cost based on past costs and experience.
Postage: 90 pieces projected mailed at \$.50 per std ltr.
Rent/Utilities: Use of FHAS facilities, total monthly rent is \$3,300, allocation of \$83/mo, based on past costs and experience.
Telephone / Internet: Use of FHANC telephones and internet, total monthly cost approximately \$545, allocation of \$10/mo based on past costs and experience
Other program costs picked up through non-CDBG funds

**FAIR HOUSING ADVOCATES OF
NORTHERN CALIFORNIA
Chart of Organization**

2021

Employees = 12
Volunteer/Interns = 0
*Bilingual Staff = 4



Our Mission is to ensure equal housing opportunity and to educate the community on the value of diversity in our neighborhoods.

ADRIANA AMES

WORK HISTORY

Education Director

- Fair Housing Advocates of Northern California San Rafael, CA 1994 to Present
- 23 years experience in the fair housing field with emphasis in education and outreach.
 - Developed and implemented education and outreach programs and materials for tenants and housing providers.
 - Developed and taught pre-purchase education curriculum.
 - Developed, implemented programs in schools and adult communities that promote cultural understanding and emphasize respect, human rights and equality for all people.

Spanish Consultant

- North Bay Family Homes Novato, CA 2002 to Present
- Offered services for Spanish speaking clients to help them access affordable housing.

Trainer / Program Coordinator

- Vocational ESL for Mothers San Rafael, CA 1993 to 2001
- Founded, developed and implemented a vocational program to help Latino mothers get employment and achieve self sufficiency. Grant through Marin Education Fund.

Spanish Instructor

- Drake Adult Education Program San Anselmo, CA 1994 to 2006
- Taught Spanish to adult learners using fun and interactive methods.

COMMUNITY INVOLVEMENT

Board Chair

- Latino Council of Marin San Rafael, CA 1999 to Present
Marin Baroque San Rafael, CA 2013 to Present

Commissioner - Appointed by Supervisor Steve Kinsey

- Human Rights Commission Marin County, CA 2005 to 2009

Volunteer ESL Coordinator

- Canal Community Alliance San Rafael, CA 1996 to 1999
- Created and implemented ESL program when funding had ended.

AWARDS

- Martin Luther King Humanitarian Award 2000
Magnificent Women of Marin Award 2008

EDUCATION

- M.A. - TESL - San Francisco State University, San Francisco, CA 1992
B.A. - Foreign Languages - Middle Tennessee State University, TN 1990

AURA AGUILAR

SUMMARY

Creative, hands-on advocate and social worker with experience in immigration and labor organizing, social policy, coalition-building, and community outreach. Self-starter with strong communication, facilitation, and project management abilities. Passionate about protecting the civil liberties and rights of marginalized communities. Eager to engage Black and Brown communities for structural change.

SKILLS

Native Spanish Proficiency
Organizing & Coalition-Building
Digital Storytelling
Project Management
Facilitation & Training
Case Management
Microsoft Office (Advanced Excel)

EDUCATION

Washington University, Brown School, St. Louis

May 2020

Master of Social Work

Concentration in Social & Economic Development; Specialization in Policy

Relevant Coursework: Social Welfare Policies & Services, In/Equality in Theory & Practice, Poverty & Inequality in America, Influencing Policy Implementation, Domestic Social & Economic Development Policy

California Polytechnic State University, San Luis Obispo

Jun. 2013

Bachelor of Science in Agricultural Business

PROFESSIONAL EXPERIENCE

Organizer, Immigration Policy Taskforce, Mi Gente: Latinx at Brown

Oct. 2019 to May 2020

St. Louis, MO

- Organized a student-led immigration policy task force to support the Missouri Immigration Policy Coalition; collaborate with community leaders to develop and execute strategy for countering anti-immigrant legislation
- Developed and facilitated training for social work students to protect the rights of immigrants in schools

Racial Equity Fellow, Brown School, Washington University

Aug. 2019 to May 2020

St. Louis, MO

- Conducted a racial equity audit of a local organization to understand trends and identify gaps
- Created a racial equity mandate or statement for use by staff, steering committee, and board of directors
- Developed an implementation plan for collecting racialized data through the use of evaluation forms

Research Assistant, Center for Social Development, Washington University

Sept. 2018 to May 2020

St. Louis, MO

- Collaborated with community organizations and partners to organize voter access and 2020 census activities
- Analyzed and effectively summarized qualitative data for a published report on an observational research study to understand voter suppression in the St. Louis region; recruited student researchers for the study

Immigration Policy Intern (MSW Practicum), American Civil Liberties Union (ACLU)

Jun. 2019 to Oct. 2019

St. Louis, MO

- Assisted with canvass coordination to educate immigrant communities on the rights of students and families within public schools; created printed outreach materials

- Helped facilitate campaigns for the Missouri Immigration Policy Coalition made up of statewide immigrant service providers and organizations committed to advancing the rights of immigrants
- Developed and conducted multiple trainings on ethical storybanking for organizations
- Researched and analyzed legislative priorities including municipal IDs and immigrant tenant protections

Community Organizing Intern (MSW Practicum), Missouri Jobs with Justice Jan. 2019 to Jun. 2019
St. Louis, MO

- Organized constituents and community leaders for in-district meetings with legislators
- Facilitated and organized a town hall for community members and activists to address state senators
- Created a social media toolkit for a statewide campaign on protecting tipped workers; developed creative content for campaign microsite
- Developed database and process for organizers to collect and share stories in an ethical manner

Transitions Specialist, Centro Romero Aug. 2017 to July 2018
Chicago, IL

- Provided career and education counseling for a caseload of over 80 predominantly immigrant clients
- Conducted thorough needs-assessment for proper referral to housing, immigration, and healthcare services
- Coordinated community outreach events and educational workshops including job readiness trainings in both English and Spanish

Digital Marketing Coordinator, Redwood Hill Farm & Creamery Mar. 2016 to Jun. 2017
Sebastopol, CA

- Developed written and visual creative content for over 120,000 followers on Facebook, Instagram and Twitter
- Led pilot blogger program with carefully selected influencers; cultivated intentional partnerships with industry thought leaders, journalists, bloggers, and community organizations
- Managed creative projects and logistical planning of photo shoots for all digital platforms

Farm Analyst, Rocket Farms Herbs Aug. 2013 to Feb. 2014
Oceanside, CA

- Collaborated with the harvest team and farmworkers to ensure planned product availability
- Served as bilingual liaison between English-speaking corporate office and Spanish-speaking farmworkers
- Analyzed and maintained farm data including crop yield, harvest efficiencies, and financial analyses

ADDITIONAL EXPERIENCE

Digital Marketing Coordinator, Amy's Kitchen, Petaluma, CA Feb. 2014 to Nov. 2015
Development Assistant & Community Engagement Specialist, SAVE, Fremont, CA Oct. 2009 to Jul. 2010

RELEVANT TRAININGS & COURSES

Community Organizer Training – WEPOWER, St. Louis, MO Feb. 2020
Latino Families in Therapy: Strategies for Culturally Competent Clinical Practice, St. Louis, MO Dec. 2019
Leadership & Organizing Training – Jobs with Justice, Columbia, MO Jun. 2018

COMMUNITY LEADERSHIP

Spanish-Speaking Pod Lead, St. Louis Mutual Aid 2020
Graduate Policy Scholar, Clark-Fox Policy Institute, Washington University in St. Louis 2019-2020
Co-Chair, Mi Gente: Latinx at Brown, Washington University in St. Louis 2018-2019
Allies & Outreach Co-Chair, Washington University Graduate Workers Union 2018

CAROLINE PEATTIE

EDUCATION

Brandeis University, Florence Heller School of Advanced Studies in Social Welfare (Waltham, MA), Masters in Management of Human Services, 1987

Wesleyan University (Middletown, CT), Bachelor of Arts in Philosophy, 1981

FAIR HOUSING EMPLOYMENT HISTORY

Executive Director, Fair Housing Advocates of Northern California, formerly Fair Housing of Marin (San Rafael, CA):

Oversee all agency operations; supervise all staff and programs (including hiring and evaluating); develop and supervise implementation on agency's programs and strategic planning; develop and implement agency's fundraising plan; work with board of directors on agency's goals and policies; work with service areas to affirmatively further fair housing, including serving on Marin County's Assessment of Fair Housing Steering Committee. 2013 - present.

Member, Board of Directors, National Fair Housing Alliance

Elected to the National Fair Housing Alliance Board in 2009; membership on the National Fair Housing Alliance's Membership Committee 1997-2011, NFHA's Board Development Committee 2008-2009, NFHA's Enforcement Advisory Committee and NFHA's Government Affairs Committee 2009 - present.

Housing Director, Fair Housing of Marin (San Rafael, CA):

Supervise fair housing and foreclosure counselors (including hiring and evaluating) and oversee housing counseling and enforcement activities; prepare quarterly, semi-annual, and annual reports for major funders (HUD and foundations), work with management team on program and strategic planning as well as writing funding proposals. Played integral part in planning and conduct of innovative fair housing projects such as the HUD award-winning Residential Care Facility Race Audit and numerous Voice Identification Audit, as well as full range of other audit investigations: insurance, mortgage lending, sales, and all types of rental testing. Represent and negotiate on behalf of the agency on agency administrative complaints and lawsuits with HUD and DFEH. 9/99 – 6/14

Consultant/Presenter on Analysis of Impediments, (San Rafael, CA):

Asked to present to government officials, fair housing advocates, and community members on all aspects of producing an Analysis of Impediments. Presenter at HUD-sponsored and other events. 8/10 – present

Senior Fair Housing Specialist, Fair Housing of Marin (San Rafael, CA):

Investigate complaints of housing discrimination and provide case management of complaint filings, including the following: Review mortgage lending test results from previous FHIP grant and analyze and prioritize results in conjunction with other national experts; conduct detailed background investigations into the equal housing opportunity performance of lending institutions which were tested; prepare and file agency complaints against or negotiate with lending institutions where testing analysis identifies discriminatory practices; handle other aspects of the agency's complaint investigation and systemic discrimination testing 3/96 – 9/99

Sponsor and Task Force Chairperson, Federal Reserve Bank's Mortgage Credit Partnership Project, (San Francisco, CA)

Selected as the fair housing sponsor, one of six representing all sectors of the lending industry, to study barriers to home ownership at various points in the lending process, including appraisal, real estate, lending, and insurance; was asked to serve as chairperson for the insurance task force, recommending changes and plans for implementation; wrote the insurance/testing portion of the report. 3/96 - 3/97

Consultant/Trainer, Compliance and Enforcement Testing for Mortgage Lending

Conduct training of test coordinators and testers for fair housing and enforcement agencies on mortgage lending and discrimination cases, including training of test coordinators and testers on fair lending laws, testing methodology, selection of targeted institutions, including review of Home Mortgage Disclosure Act data; test design and assignment; also conduct testing projects for lending institutions 1995 - present

Executive Director, Sentinel Fair Housing (Oakland, CA):

Manage all aspects of the administration of a fair housing agency aimed at assisting low and moderate income populations attain/maintain housing; handle all phases of personnel issues including recruiting, hiring, firing, training, supervising and evaluating staff; negotiate contracts with cities and counties; principal author of grant request and proposals; conduct strategic and long range planning; enhance board recruitment and training efforts; present agency programs to diverse constituencies; coordinate with other community members (other fair housing agencies, service providers, politicians, etc.) to achieve goals consistent with the mission of the agency; successfully doubled agency budget through innovative enhancement strategies; and expanded fair housing program to include testing of mortgage lending and property insurance discrimination 6/92 - 3/96

Agency Program Director, ECHO Housing (Hayward, CA):

Manage and develop a multi-faceted county-wide housing counseling agency aimed at assisting low and moderate income populations attain or maintain housing; recruit, hire, train, supervise, and evaluate twenty staff members; compile and produce aggregate program reports, using multiple reporting formats to numerous funding sources; write grant proposals; present agency programs or ideas to diverse groups -- realtors, apartment owners, political bodies, services providers; mediate with landlords and tenants when necessary; evaluate and approve emergency housing grant applications 5/89 - 5/92

Coordinator, Revolving Loan Fund Program, ECHO Housing (Hayward, CA):

Managed all aspects of an innovative financial assistance program aiding low income and homeless populations; evaluated and revised the program (including development of program documents); screened, interviewed, and recommended program applicants, as well as offered services such as budget counseling and referrals to other agencies/services; marketed program to landlords and offered mediation services; creating and generating monthly, quarterly, and annual reports 11/87 - 5/89

Consultant

Developed materials and conducted training on design and management of the Revolving Loan Fund Program for other agencies such as the Santa Cruz Housing Authority 1988

DAWEI WANG

EDUCATION:

University of California, Berkeley, School of Law (Boalt Hall)

J.D., May 2017

Public Interest and Social Justice Certificate

Activities:

Berkeley Journal of Employment and Labor Law – General Member

Berkeley Journal of International Law – General Member

Berkeley Immigration Law Clinic (Student-Initiated Project)

University of California, Berkeley

B.A. in Psychology and Sociology, Spring 2014

Honors:

High Distinction in General Scholarship

Phi Beta Kappa

Dean's Honor: Fall 2010 – Fall 2013

Activities:

Active Minds (a student-run organization working to reduce the social stigma surrounding mental illnesses).

EXPERIENCE:

Fair Housing Advocates of Northern California (San Rafael, CA)

Fall 2017-Present

Staff Attorney

- Give clients advice about fair housing law through phone conversations and in-person meetings.
- Prepare requests for reasonable accommodations for disabled tenants.
- Negotiate agreements and stipulations with landlords and opposing counsel.
- Give advice and assistance for tenants undergoing the administrative complaint process.

Legal Aid At Work (San Francisco, CA)

Spring 2017

Legal Extern, Disability Rights Program

- Conducted legal research and drafted legal memorandums on a range of different issues including federal preemption, employer retaliation, due process, and equal protection.
- Drafted demand letters to employers requesting reasonable accommodations and challenging discriminatory terminations.
- Drafted response letters to the Equal Employment Opportunity Commission.
- Prepared for and successfully represented a client in unemployment insurance administrative hearing.

Legal Services of Northern California (Chico, CA)

Summer 2016

Legal Intern

- Conducted intake with clients and worked with attorneys to help answer client's questions.
- Worked primarily on housing law cases such as unlawful detainers, eviction notices, and reasonable accommodations for tenants with disabilities. Also, to a lesser degree, worked on public benefits cases involving food stamps and welfare.
- Attended meetings with Chico Housing Authority to review clients' files and help clients retain housing vouchers.
- Researched legal questions regarding housing law and prepared documents, such as unlawful detainer answers and affidavits, for clients to take to court.

Eviction Defense Collaborative (San Francisco, CA)

Winter 2015-Spring 2016, Spring 2017

Volunteer Intern

- Staffed walk-in clinic for mostly low-income tenants served with unlawful detainers.
- Conducted client intake, took down and later summarized notes about clients' cases, and discussed with supervising attorney.
- Contacted clients to give reminders for appointments and important court dates.
- Drafted legal documents such as stays and oppositions to summary judgment.
- Gained experience with tenancy law, including the eviction process and legal defenses.

Monterey County Public Defender (Salinas, CA)

Summer 2015

Legal Intern

- Wrote legal memorandums and motions including *Romero* motions, 995 motions, and motions to mitigate sentences.
- Researched various different legal issues such as witness intimidation, child pornography, and excessive force.
- Met with clients in Monterey County Jail to discuss facts and legal issues, and to review court papers and documents with clients.
- Helped prepare DEJ and Proposition 36 case files for drug court. Attended weekly drug court.

UC Berkeley Undergraduate Apprentice Research

Spring 2013, Fall 2014

Undergraduate Research Assistant

- Recorded data for research about social trends surrounding the social acceptance of medical marijuana (Spring 2013 project) and makerspaces (Fall 2014 project).

East Bay Asian Local Development Corporation

Spring 2011

Undergraduate Intern

- Interned at EBALDC, a non-profit community-based organization that works to provide housing and services around the Bay Area.
- Visited housing sites, took notes and helped process data, passed out flyers, and attended events.

Jeffrey Bissell

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Authorized to work in the US for any employer

Work Experience

General Manager of Operations

SAN FRANCISCO RAW FEEDERS, INC. - San Francisco, CA
August 2011 to Present

General Manager of Operations, Vice President and Treasurer.

- Oversaw revenue growth from \$450K to \$1.7M, as head of business operations and general manager
- Implemented accounting policies and procedures including monthly financial close, bank reconciliations, balance sheet and income statement preparation, traceable journal entries to support monthly State sales tax and annual Federal and State business tax returns
- Head of Human Resources responsible for weekly payroll, on-boarding employees, handling workers' compensation claims, tracking benefits accruals, providing worker reviews and disciplinary actions, and complying with Federal and State monthly/quarterly/annual payroll tax deposits and filings
- Implemented multiple point-of-sale inventory systems in-store and online, calculated pricing, and applied correct units of measure and sales tax while physically managing the warehouse and training staff on the proper use of the systems.
- Developed and directed inventory management procedures for valuation and production cost tracking
- Primary product buyer charged with managing inventory levels, stock forecasting, customer order fulfillment, raw material acquisitions and vendor price negotiations
- Secured and managed multiple sources of financing including working capital, bank lines of credit and business vehicle financing
- Redesigned customer order fulfillment workflow, shortening customers' order lead time from 1 month to 4 days

Senior Accountant

Federal Home loan Bank of California - San Francisco, CA
May 2006 to June 2011

Operations Accountant (April 2010 - May 2011)

- Responsible for the operation and maintenance of the Bank's general ledger, including chart of accounts, and daily review of all journal entries.
- Reconciled cash accounts including payroll (ADP)
- Worked with human resources to calculate and book quarterly pension benefit liability.
- Prepared budget-to-actual reports using MS Access and Excel to sort and create tables for presenting organized data to the Bank's business unit managers.

- Analyzed fluctuations in the Bank's monthly operating expenses.
- Used specialized report writing software to create financial statements for Bank's senior management.
- Calculated "diversity spending" to support the bank's position as "a best diversity company"

Financial Reporting Accountant (April 2006 - March 2010)

- Compiled financial data from sources throughout the Bank for reporting to regulators.
- Prepared quarterly and annual reports for SEC (on forms 10Q and 10K).
- Researched, analyzed, and resolved accounting issues in accordance with GAAP.
- Maintained the spreadsheet inventory and ensured compliance with SOX 404 requirements.
- Acted as a primary contact for the external auditors during year-end audits

Senior Auditor

Ernst & Young, LLP - San Francisco, CA
September 2001 to May 2006

- Planned, performed, & documented audits for over 60 hedge funds as investment company specialist
- Trained staff & reviewed work papers
- Drafted audit programs and communicated audit requests to clients.
- Created budgets and timelines and maintained weekly updated logs of budget-to-actual performance and profitability by engagement.
- Researched U.S. GAAP, SEC guidelines, and the AICPA for guidance.
- Performed inventory observation work for clients in various industries.

Education

Bachelor's in Accounting

Santa Clara University - Santa Clara, CA
September 1997 to August 2001

Skills

- Inventory
- Microsoft Word
- Payroll
- Word
- Inventory Management
- Operations
- Scheduling
- training
- Accounts Payable
- Bookkeeping
- Excel
- Quickbooks
- accounting

- Outlook
- Budgeting
- Accounts Receivable

Certifications and Licenses

California Board of Accountancy Certified Public Accountant #88586

May 2005 to May 2021

Inactive status

JOHN W. FROGGATT

EDUCATION

London School of Economics and Political Science **London, UK**
Master of Science, Political Theory, Feb. 2020

Harvard Law School **Cambridge, MA**
Juris Doctor, May 2018

University of Michigan – Ann Arbor **Ann Arbor, MI**
Bachelor of Arts, *High Distinction* in Political Science, May 2014

EXPERIENCE – WORK AND ACTIVISM

London Renters Union **London, UK, 2019 – 2020**

Member and Organizer

- Coordinated demonstrations and actions relating to tenants' rights issues and illegal landlord practices
- Organized outreach and new member recruitment

University College London – Professor Noreena Hertz **London, UK, 2018 – 2019**

Research Assistant

- Conducted research on labor history for Professor Hertz's forthcoming book
- Revised, drafted and proofread multiple chapters

Massachusetts Advocates for Children (MAC) **Boston, MA, 2018**

Law Clerk

- Advocated for child and parent clients in legal proceedings and school meetings
- Researched and drafted memoranda on special education law to contribute to clients' cases

Legal Aid & Defender Association, Federal Defender Office **Detroit, MI, 2017**

Law Clerk

- Researched and drafted memoranda relating to criminal law for defenses of accused clients
- Coordinated preparation and assembly of legal materials for trial

Harvard University Dining Services (HUDS) Strike **Cambridge, MA, 2016**

Student Organizer

- Organized Harvard student rallies in support of HUDS workers in conjunction with UNITE HERE Local 26
- Participated in various walk-outs and sit-ins in solidarity with dining workers

American Red Cross – Southwest Michigan Chapter **Kalamazoo, MI, 2014 – 2015**

Disaster Services Associate

- Managed disaster response volunteers in two Michigan counties
- Executed multi-city fire prevention grants and coordinated sheltering and other local disaster response

OutCenter LGBT Center **Benton Harbor, MI, 2014**

Front Office Coordinator

- Launched new Family Acceptance Project in Southwest Michigan
- Coordinated events for the center and provided referral services to clients

LANGUAGES

Spanish – Intermediate

German – Intermediate

EDUCATION

Bar Admittance

Admitted to New York State Bar, 2013; Admitted to California State Bar, 2018

Brooklyn Law School, Brooklyn, NY

J.D., June 2012; Brooklyn Law Students for the Public Interest Fellow, 2011; CALI in "When Justice Fails," Fall 2011; Brooklyn Law School Platinum Public Service Award 2012

University of California, Los Angeles (UCLA), Los Angeles, CA

B.A. in Women's Studies, December 2005; Study Abroad: Université de Toulouse – Le Mirail, Toulouse, France, 2002–2003

EXPERIENCE

Fair Housing Advocates of Northern California (San Rafael, CA)

July 2018 – Present

Staff Attorney – Advise clients regarding fair housing law. Request reasonable accommodations for disabled tenants. Advocate for clients who have alleged housing discrimination. Advise and/or represent clients in administrative complaints. *Investigations Coordinator* – recruit and train fair housing testers. Design and coordinate investigations to discover whether housing discrimination has occurred.

Brooklyn Defender Services, Civil Justice Practice (Brooklyn, NY)

Feb 2016 – Sept 2017

Staff Attorney - Provided civil legal services to public defender clients in order to reduce collateral consequences due to interaction with the criminal, family and immigration justice systems. Provided legal advocacy in court, including eviction proceedings, repair actions against landlords and appeals, in order to keep clients in safe stable housing, and in administrative proceedings to ensure that clients maintained their public benefits and public housing.

New York Legal Assistance Group, Storm Response Unit (New York, NY)

Jan 2013 – Jan 2016

Staff Attorney / Equal Justice Works AmeriCorps Legal Fellow – Represented clients in eviction proceedings, repair and harassment actions against landlords, and in administrative hearings. Assisted clients in accessing disaster benefits and provided advice on disaster related legal matters. Provided trainings to community based organizations.

South Brooklyn Legal Services, Housing Unit (Brooklyn, NY)

Nov 2012 – Jan 2013

Brooklyn Law School Post Graduate Fellow – Worked with Sandy victims to resolve FEMA, insurance, housing, and employment issues.

Youth Represent, BLS Youth Reentry Clinic (New York, NY)

Fall 2011 – Spring 2012

Clinic Student – Assisted youth with legal issues related to their criminal justice involvement. Conducted employment discrimination workshops, reviewed criminal records and assisted clients in correcting errors and sealing records.

NYCHA Tenant Eviction Prevention Project, Brooklyn Law School (Brooklyn, NY)

Fall 2011 – Spring 2012

Executive Board Co-chair – Assisted NYCHA tenants facing eviction from NYCHA housing. Helped administer the project.

Fair Hearings Representation and Assistance Project, Brooklyn Law School (Brooklyn, NY)

Fall 2010 – Spring 2012

Executive Board Co-chair; Co-founder – Represented public benefits recipients in Fair Hearings. Helped administer the project.

South Brooklyn Legal Services, Housing Unit (Brooklyn, NY)

Summer 2011

Legal Intern – Worked closely with supervising attorney to represent tenants in eviction proceedings. Assisted in writing motions and pleadings. Conducted legal research. Wrote deposition questions and interrogatories for federal litigation.

Center for Appellate Litigation, BLS Criminal Appeals Defense Clinic (New York, NY)

Spring 2011

Student Intern – Wrote a criminal appeal and argued before the New York Appellate Division, First Department.

Brooklyn Law School Real Estate Clinic (Brooklyn, NY)

Fall 2010

Student Intern – Assisted HDFCs with reincorporation and regulatory compliance.

Urban Justice Center, Homeless Outreach and Prevention Project (New York, NY)

Summer 2010

Legal Intern – Represented public benefits recipients in Fair Hearings. Met with potential clients at weekly intake clinics and provided legal assistance or referrals. Assisted in writing Article 78 petitions and Housing Court motions.

Housing Counseling Services (Washington, DC)

May 2006 – Feb 2008

Tenant Advocate, Tenant Anti-Displacement Program (Sept 2006 – Feb 2008) – Organized tenants to prevent displacement of longtime residents in gentrifying neighborhoods and to ensure habitability in rental housing. Collaborated with attorneys and developers to ensure tenants had a voice in redevelopment. *Intake Specialist, Gatekeeper Program (May 2006 – Sept 2006)* – Completed applications for a housing placement and voucher program for persons living with HIV and AIDS.

LANGUAGES

Oral proficiency in Portuguese; basic proficiency in Spanish and French

Karen Louise Crump

Education

August 23, 1990, B.A. in Latin American Studies from the University of California, Santa Cruz, honors.

Work Experience

Bilingual Intake Coordinator and Certified Keep Your Home California Counselor, Fair Housing Advocates of Northern California (formerly Fair Housing of Marin), San Rafael, CA
11/12 - present

- Provides initial assessment at intake for rental clients and provides assistance and referrals; responds to written requests for information and literature about fair housing
- Maintains updated list of referral resources
- Assists clients in danger of foreclosure, conducting financial analysis, and taking next step: submitting request for loan modification, counseling for Keep Your Home California or making appropriate referrals. Also participates in foreclosure prevention workshops and outreach.
- Enters client information in databases and assists with reporting.
- Translates for Spanish speaking clients meeting with English speaking counselors.

Information Services Latin America, P.O. Box 6103, Albany CA 94706. 10/91 – 11/12

- Publication editor (electronic <http://isla.lmi.net> & print)
- Press monitoring and research
- Networking
- Translation (Spanish/English, English/Spanish, Portuguese/English, French/English.)
- Writing for web-site (www.igc.org/isla)
- Marketing & sales
- Customer service
- Administrative functions, including budget, invoicing, collections and bookkeeping

Translator: Periodic, both Spanish/English, English/Spanish for **Skadden, Arps, Slate, Meagher & Flom LLP**.

Translator: for South and Meso-American Indian Information Center 1990-1991

Maria Hannah Callahan

BAR ADMISSION

Awaiting results of the October 2020 California Bar Examination

PROFESSIONAL ORGANIZATIONS

Los Angeles County Bar Association, Barristers/Young Attorneys Section

LGBT Bar Association of Los Angeles

Women Lawyers Association of Los Angeles, Public Interest Law Section, Young Lawyers Section

California Women Lawyers

EDUCATION

William & Mary Law School, Williamsburg, Virginia

J.D., May 2020

Honors: *William & Mary Journal of Race, Gender & Social Justice*

Activities: Special Education Advocacy Law PELE Clinic, Student Advocate
Equality Alliance, Academic Chair
Student Intellectual Property Society, Vice President

Johns Hopkins University, Baltimore, Maryland

B.A., Film and Media Studies, May 2015

G.P.A.: 3.57

Honors: Research Grant from The Program for the Study of Women, Gender, and Sexuality

Activities: Jaywalk Dance Team, Dancer, Choreographer & Secretary

EXPERIENCE

Mental Health Advocacy Services, Los Angeles, California

October 2020 to Present

Post-Graduate Fellow. Resolve housing clients' legal issues through demand letters, reasonable accommodation requests, and negotiation with third parties including landlords, Section 8 directors, and case managers. Conduct client intake, legal research and administrative advocacy.

NARAL Pro-Choice Virginia, Richmond, Virginia

January 2020 to April 2020

Extern. Researched and wrote an article section on judicial bypass. Tracked reproductive freedom legislation, companion bills. Represented NARAL at Senate and House Committee hearings.

Legal Aid Society of Eastern Virginia, Williamsburg, Virginia

January 2020 to April 2020

Extern. Drafted divorce complaints, prepared pleadings in custody matters, and conducted discovery for custody, visitation, and child support cases. Organized and performed additional factual investigation.

Mental Health Advocacy Services, Los Angeles, California

January 2020

Intern. Researched and summarized current status of the DACA program. Researched private creditors, government debt, and benefits garnishment. Drafted a model letter for clients to assert judgment proof status and request no contact. Conducted phone interviews clients and provided relevant further resources.

California Women's Law Center, Los Angeles, California

June 2019 to August 2019

Intern. Researched and prepared report on Title IX compliance by school districts state wide. Researched the 2015 amendments to the California Fair Pay Act and analyzed how courts are interpreting the changes.

U.S. Equal Employment Opportunity Commission, Chicago, Illinois

June 2018 to August 2018

Enforcement Intern. Prepared evidentiary materials. Interviewed charging parties, employers, and witnesses. Analyzed case files and researched compliance with federal employment discrimination law.

Allianz Global Corporate and Specialty, Burbank, California

July 2015 to May 2017

Underwriter. Wrote reports analyzing risks, quoted underwriting costs, and researched filming locations.

Interests include teaching yoga, cooking, and volunteer dance teaching.



December 22, 2020

Julia Howard-Gibbon, Esq.
Fair Housing Advocates of Northern California
1314 Lincoln Avenue, Suite A
San Rafael, California 94901

Dear Ms. Howard-Gibbon,

I am post-graduate fellow on the housing team at Mental Health Advocacy Services applying for the Staff Attorney and Investigations Coordinator position with Fair Housing Advocates of Northern California.

I am passionate about homelessness prevention and would be honored to advance the work of FHANC. Through my work at MHAS I am familiar with federal and state fair housing laws. I also understand the evolving COVID-19 specific tenant protections. I work consistently to improve my knowledge of these protections in support of my clients. I hope to use my professional and personal experience to best support FHANC's team and your clients at this critical time.

As a fellow at MHAS, I conduct client interviews with callers who require housing assistance. I balance a high volume of intake calls while providing compassionate and effective advice. I excel in building trust with my clients, communicating with clients who have disabilities or have experienced trauma, and maintaining focus on each client's preferred outcome. I conduct legal research and correspond with outside parties on housing matters such as eviction, reasonable accommodations, harassment, and discrimination. I have successfully resolved pre-eviction cases, drafted reasonable accommodation requests, filed DFEH complaints and negotiated with property managers, case managers, and Section 8 administrators. I hope to build upon this work and use my skills to support FHANC's mission.

As a student advocate with the Special Education Advocacy Law PELE Clinic, I honed my skills both as an independent advocate and also as part of a dynamic team. I worked with students with disabilities and their families, led IEP meetings, and achieved more specifically tailored accommodations for each of my clients. I successfully represented a student in a disciplinary hearing before the Williamsburg-James City County School Board which resulted in a reduced suspension from six months to nine days. I represented PELE and provided education at community outreach events for families who were beginning to navigate the special education system.

FHANC's mission to ensure equal housing opportunity and to value diversity in neighborhoods resonates deeply with me. As the daughter of a single mom who received vital legal assistance from a legal aid organization, I bring to my work the understanding that I would not be in the position I am today if it were not for organizations similar to FHANC. My passion for social justice through legal service, and the trust I build with clients, stems from this knowledge. I hope to use both my personal understanding and my professional experience to advocate for FHANC's clients. I would value the opportunity to discuss my abilities at your convenience. Thank you for your consideration.

Sincerely,

Maria Callahan

Ursula K. Lindsey

December 17, 2020

Fair Housing Advocates of Northern California
1314 Lincoln Ave. Suite A
San Rafael, CA 94901

Dear Hiring Committee:

It is with much enthusiasm that I submit my application for the Staff Attorney position at Fair Housing Advocates of Northern California. Through my experience analyzing clients' fair housing law issues and performing policy-level housing advocacy work, I honed my skills and passion for the work of eliminating systemic housing discrimination.

In my most recent role as a Staff Attorney at PolicyLink, I researched organizational standing and disparate impact claims as a crucial tool for reversing generations of segregation and unfair housing policies. In addition to providing direct services to housing providers and community organization clients, I was a core member in launching the Our Homes, Our Health initiative, a national coalition of grassroots and policy organizations formed to address housing instability caused by the pandemic. As a member of this group, I co-drafted a model eviction moratorium ordinance used by advocates in dozens of municipalities. My background representing organizations will allow me to make a significant contribution to FHANC in cases requiring knowledge of organizational standing.

My dedication to advocating for fair housing was sparked when I attended UC Hastings College of the Law in San Francisco's Tenderloin neighborhood. I volunteered weekly with the General Assistance Advocacy Project where I provided assistance to dozens of indigent clients with landlord-tenant and public benefits issues. I simultaneously bolstered my understanding of local, state, and federal regulations through my coursework. Successfully assisting those clients required deep respect, patience, and culturally competent communication skills. Through this formative experience, I developed the case management and individual representation skills necessary to counsel and represent victims of housing discrimination.

I am excited about the work of applying fair housing law to serve and advocate for tenants and homeowners in protected classes. Thank you for considering my application for the role of Staff Attorney. I would be happy to answer any questions you have about my application and look forward to the opportunity to interview.

Sincerely,



Ursula Lindsey

Ursula K. Lindsey

EDUCATION

University of California, Hastings College of the Law

Juris Doctor, *magna cum laude*, Concentration in Social Justice Lawyering

May 2017

Honors:

- *Thurston Society*, awarded for academic performance placing students in top 10% of class
- *Outstanding Achievement in Pro Bono*, awarded to students who completed at least 150 hours
- *CLEA Outstanding Student Award*, awarded to honor one clinical student at each law school
- *Witkin* and *CALI Awards* in Negotiation, Food Justice, and the Social Enterprise and Economic Empowerment Clinic, awarded to top student in class

Activities:

- *Vice President*, Hastings Prisoner Outreach
- *Co-Law Student Vice President and Legal Observer*, National Lawyers Guild

University of California, Berkeley

Bachelor of Arts, English

Dec. 2012

EXPERIENCE

PolicyLink

Staff Attorney

Abascal Fellow

2018-2020

Oct. 2019-July 2020

Aug. 2018-Oct. 2019

Successfully negotiated millions of dollars' worth of affordable housing units and workforce development funds by representing organizational clients in the execution of three multi-party community benefits agreements. Provided training and technical assistance to nonprofits, housing providers, and attorneys nationwide to increase capacity and support grassroots affordable housing campaigns. Presented to government officials and community members on tenant protections and anti-displacement strategy, including fair housing claims. Performed statutory research on FEHA and Title VIII, produced memoranda, and drafted housing policy. Facilitated coalition strategy meetings.

UC Hastings Social Enterprise and Economic Empowerment Clinic

Law Clerk

Fall 2016

Counseled social enterprise clients on corporate and transactional matters, including entity selection and structure, entity formation, tax exemption, organizing documents, liability, and conflict resolution.

San Francisco Public Defender's Office

Court Certified Law Student Intern

Spring 2016

Managed caseload of over a dozen indigent clients from arrest through sentencing including jail interviews, plea negotiations, motion filing, and witness examinations during evidentiary hearings.

National Lawyers Guild, San Francisco Bay Area Chapter

Co-Law Student Vice President

2015-2016

Served on Executive Board and Executive Committee. Reviewed program proposals, analyzed budget, and made funding recommendations for law student events involving all major Bay Area law schools.

General Assistance Advocacy Project

Advocate

Fall 2014-Spring 2015

Conducted intake interviews and determined eligibility for social services and public benefits. Assisted unhoused and marginally housed clients in Tenderloin neighborhood of San Francisco.

Siegel and Yee

Summer Associate

Summer 2015

Represented six active paying and pro bono clients. Developed factual and legal premises to support civil rights class action, police misconduct and employment discrimination cases.

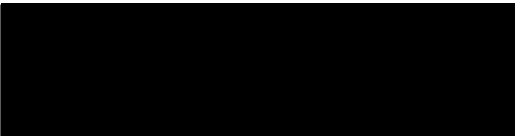
**Fair Housing Advocates of Northern California
Board of Directors Contact Information & Expertise**

FY 2020 - 2021

Herb Taylor, Board President

Compeat Software, Director of Training and Software

Expertise: Event management/coordination, esp. non-profits; software development and engineering

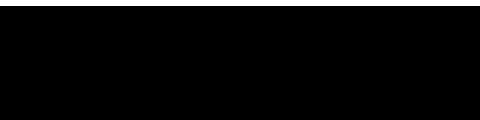
- Thirty one years of management in the hospitality industry including six years of event management and coordination;
 - specializes in weddings and non-profits.
 - four years managing in the tech industry
 - Affiliations: San Francisco – Marin Food Bank
- 

Paula M. Allen, Vice-President

AVP, Financial Services Manager

Mechanics Bank, San Rafael Branch

Expertise: Financing, Financial Consultant, Fundraising, and Banking

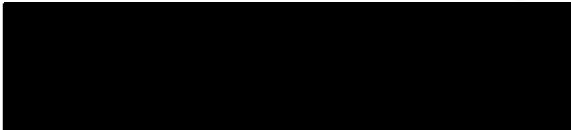
- 7 years in the banking industry including management of a retail branch, underwriting mortgages, and supervising audits
 - Served on the planning committee for Fair Housing's Fashion Show/Luncheon
 - Long-time Marin County resident with large network within local agencies
- 

Azalea Renfield, Secretary

United Educators Association for Affordable Housing: Founder/Executive Director

City and County of San Francisco Human Services Agency, Senior Eligibility Analyst


Expertise: Education, Housing, Nonprofit and Public Administration, Human Resource Management, and Public Policy

- Member of the San Francisco Human Rights Commission, Equity Advisory Committee.
 - Member of Municipal Management Association of Northern California
 - Member of the Society for Human Resource Management
 - Member of the Nonprofit Housing Association of Northern California
 - Appointed to serve on the League of California Cities, 2016 Community Services Committee.
- 

Lisa Mennucci, Treasurer

NES Administrative Services, Inc.: Director of Finance

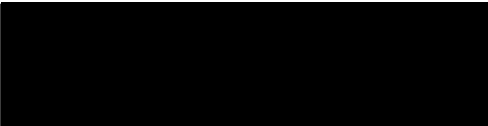
Expertise: Accounting Systems and Application

- Over 16 years of experience directing accounting departments, providing financial reporting and analysis to private corporations and small businesses
 - Successfully completed financial audit requiring communication with external auditors
 - Currently manages accounting staff, monthly financial analysis, budget planning, and system maintenance
- 

DeVera Boyd, Board Member

Full Circle Research: Senior Unit Leader

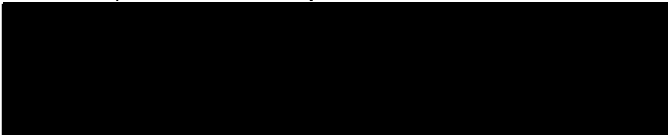
Expertise: Market research; marketing

- Leads a team of 9 people in 3 different cities
 - in the industry for over 18 years
- 

Dawn Gagnon, Board Member

United Educators for Housing and Literacy: Director of Housing and Social Justice

Expertise: Public policy; community education

- Community outreach and development
 - Vice President of Rising Valor, a nonprofit for veterans, focused on community advocacy for veterans facing opioid addiction
 - Current graduate student at McGeorge School of Law, Master of Public Administration, with special for on Special Education and Social Justice
- 

Cesar Lagleva, Board Member

Cesar Lagleva Consulting: Project Management Consultant, Educator and Facilitator

Expertise: Social work and human/civil rights advocacy

- 20 years of work experience with County of Marin's Health and Human Services Department (H & HS) which includes 18 years with H&HS' Behavior Health and Recovery Services (BHRS) Division as Mental Health Practitioner
- Provided administrative, program, and fiscal oversight and management of Mental Health Services Act's (MHSA) Workforce Education and Training's (WET) \$1 million budget
- Led county-wide Education Equity Initiative related to achievement gaps and school-to-prison pipeline (2008-2011)

Revised 1/22/2021

- Award Recipient of Marin Community Foundation's Beryl Buck Award for Social Justice (2008)





Fair Housing Advocates of Solano

1314 Lincoln Ave., Ste. A, San Rafael, CA 94901 ▼ (415) 457-5025 ▼ TDD: (800) 735-2922
www.fairhousingnorcal.org ▼ fhanc@fairhousingnorcal.org

Fair Housing Advocates of Solano Board of Directors

January 19, 2021

Authorizing Governing Board Resolution

On January 19, 2020, the Board of Directors unanimously approved the submittal of the application for the City of Vallejo CDBG funds to provide fair housing services. The following resolution was presented by the President and voted upon by the board, for the purpose of submittal of the application.

WHEREAS Fair Housing Advocates of Solano, a subsidiary of Fair Housing Advocates of Northern California, formerly Fair Housing of Marin, established a fair housing program in 1984;

WHEREAS Fair Housing Advocates of Solano has been providing fair housing services for several years in Solano County and the City of Vallejo;

WHEREAS Fair Housing Advocates of Solano has conducted systemic investigations of housing discrimination in the county and in the City of Vallejo;

WHEREAS Fair Housing Advocates of Solano has provided fair housing education in Solano County and in the City of Vallejo, including training public and private housing providers, conducting outreach with literature distribution, and posting fair housing ads to the community; and

WHEREAS Fair Housing Advocates of Solano has provided foreclosure prevention counseling to homeowners in Solano County and in the City of Vallejo;

Now therefore, Fair Housing Advocates of Solano's Board of Directors authorizes Caroline Peattie, Fair Housing Advocates of Solano's Executive Director, to do business for Fair Housing Advocates of Solano, and seek to renew a commitment of City of Vallejo funds under this program by submitting a funding application to the City of Vallejo CDBG program for FY 2021-22.

The resolution was approved by unanimous vote of the full Board.

Herb Taylor
Board President



A local non-profit helping communities eliminate housing discrimination

TDD: CALIFORNIA RELAY SERVICE FOR THE HEARING OR SPEECH IMPAIRED: (800) 735-2922
SE HABLA ESPAÑOL - NẾU CẦN GIÚP ĐỠ BẰNG TIẾNG VIỆT NAM XIN LIÊN LẠC SỐ: (415) 847-2747

<u>Expense</u>	<u>FY '19 / '20</u>
Personnel Salaries & Wage Staff Payroll	589,875
Personnel Payroll Taxes Staff Payroll Taxes	52,500
Personnel Salaries & Wage Tester wages	6,850
Personnel Payroll Taxes Tester PR tax	650
Personnel Employee Bene Workers' Comp Ins.	3,550
Personnel Employee Bene Health Insurance	51,000
Personnel Employee Bene Travel Stipend	3,950
Accounting Payroll Services	2,000
Accounting Accounting Services - CPA	9,300
Advertising	8,775
Attorney Exp / Bar Dues	1,100
Computer/Software Services	3,435
Dues and Memberships	400
Equipment Computer & Access. Purchases	800
Equipment Copier lease	4,300
Equipment Postage machine lease	480
Food, cards, staff aprec.	2,500
HAP pass thru expense	25,000
HUD Sponsored Training	10,000
Insurance (Liability)	5,800
Interpreters/Translators	315
Investigative Tools	350
Merchant/bank fees	250
Occupancy Rent	37,875
Occupancy Property Maintenance	6,000
Occupancy Utilities	2,850
Office Supplies	2,800
Outreach (Adobe Imaging)	200
Photocopies / Printing	8,155
Postage	1,475
Poster Contest	3,250
Postering	485
Prof. Svcs - Bookkeeping	29,325
Prof. Svcs - Computer IT support	9,985
Prof. Svcs - Pension Admin	850
Program Subcontractors	7,500
Research Tool (Online)	995
Seminar Costs	3,200
Special Event (FH Conf.)	7,275
Sponsorship / Donations	500
Staff Development	1,000
StoryTeller (Indep. Contr.)	4,000
Telephone / Internet	4,000
Testing Cellphone minutes	115
Testing Tester Background Checks	325
Testing Tester Training / Fees / Practice tests	1,050
Testing Tester Travel/Reimbursements	6,150
Travel - Local, Reimb.	2,250
	<hr/>
	924,790
 Projected Net Profit	 <hr/> <hr/> 1,583

Agency Annual Budget Summary
July 1, 2020 - June 30, 2021

	FY 20/21 Budget	FY 19/20 Actuals (thru 5/15)	FY 19/20 Annualized
Ordinary Income/Expense			
Income			
HUD PEI	310,000	300,000	300,000
HUD EOI Y1	104,167	93,750	125,000
HUD EOI Y2	52,083		-
HUD Housing Counseling	22,263	25,472	25,472
Sonoma County	70,000	53,362	53,362
Marin Co-CDBG	64,000	47,585	47,585
Contract Revenue-CAG/LAM	26,782	53,563	53,563
Contract Revenue-CAG/LASC	15,000	-	-
Fairfield	41,000	41,018	41,018
Santa Rosa	36,000	26,857	26,857
Marin Co-Other	25,000	20,000	20,000
Vallejo	30,000	13,858	13,858
Marin Co-Dispute Resolution	3,000	4,410	4,410
Contract Revenue - PFI	20,000	33,333	40,000
HAP	20,000	21,125	21,125
Corp Grants-Union Bank	2,500	5,000	5,000
Corp Grants-Bank of the West	5,000	5,000	5,000
Corp Grants-Marín Comm Foundation	53,000	53,000	53,000
Corp Grants-Wells Fargo	10,000	10,000	10,000
Corp Grants-Opus Bank	-	5,000	5,000
Seminar income	2,000	3,815	3,815
Individ. Contributions	5,000	10,401	10,401
Board Contributions	2,000	1,600	1,600
Special Event - Sponsorships	10,000	10,800	10,800
Interest/Dividend Income	742	742	742
Settlement income	-	5,535	5,535
NFHA Reimbursement	-	1,866	1,866
Total Income	929,537	847,092	885,009
Expense			
Accounting Payroll Services	2,500	2,496	2,723
Accounting Accounting Services - CPA	9,400	9,569	10,439
Advertising	3,635	6,025	6,573
Attorney Exp / Bar Dues	2,000	604	659
Computer/Software Services	7,019	3,866	4,218
Dues and Memberships	425	429	468
Equipment Computer & Access. Purchases	2,400	283	309
Equipment Copier lease	5,600	5,166	5,636
Equipment Postage machine lease	140	127	139
Food, cards, staff aprec.	2,000	1,885	2,056
HAP pass thru expense	19,000	30,246	32,995
HUD Sponsored Training	10,000	12,484	13,618
Insurance (Liability)	6,030	5,660	6,175
Interpreters / Translators	2,096	599	653
Investigative Tools	350	297	325
Merchant / bank fees	300	282	308
OccupancyRent	39,540	32,070	34,985
Occupancy Property Maintenance	6,000	4,589	5,006
Occupancy Utilities	1,811	2,574	2,808
Office Supplies	1,658	1,332	1,454
Outreach (Adobe Imaging)	-	100	109

Photocopies / Printing	5,655	4,081	4,452
Postage	1,130	1,246	1,359
Poster Contest	-	-	-
Postering	495	495	540
Prof. Svcs - Bookkeeping	-	18,795	20,504
Prof. Svcs - Computer IT support	11,600	10,451	11,401
Prof. Svcs - Pension Admin	750	750	818
Program Subcontractors	6,500	2,500	2,727
Research Tool (Online)	995	995	1,085
Recruitment	10,000	-	-
Retention	20,000	-	-
Seminar Costs	1,979	2,152	2,348
Special Event (FH Conf)	4,500	-	-
Sponsorship / Donations	500	75	82
Storyteller (Indep. Contr.)	-	-	-
Telephone / Internet	5,556	6,374	6,953
Testing Wages	3,254	4,860	5,301
Testing Payroll taxes (Budgeted w/ wages)	290	-	-
Testing Cellphone minutes	-	75	82
Testing Tester Background Checks	229	134	146
Testing Tester Training / Fees / Practice tests	558	198	215
Testing Tester Travel/Reimbursements	497	838	914
Travel - Local, Reimb.	952	1,347	1,470
Total Direct Costs	197,344	176,050	192,054
Indirect cost	140,472	-	-
Payroll Taxes	58,843	45,561	49,703
Benefits	59,038	46,789	51,042
Caroline Peattie	103,319	534,343	582,920
Adriana Ames	83,325	-	-
Casey Epp	77,175	-	-
Julia Gibbon-Howard	66,150	-	-
Dawei Wang	57,881	-	-
Emily Bao	57,881	-	-
Abraham Ramirez	52,500	-	-
Annya Maskey	51,912	-	-
Karen Crump	48,673	-	-
Elinna Lina	27,783	-	-
Jeff Bissell	34,560	-	-
Total Personnel Cost	779,040	626,693	683,665
Total Expense	976,384	802,742	875,719
Net Surplus (shortfall)	\$ (46,847)	44,350	\$ 9,289.77 Projected Net Surplus FY19/2

CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)
Fiscal Year 2020-2021 Covers July 1, 2020 - June 30, 2021

REFERENCES:

Leelee Thomas, Manager Housing & Grants
Community Development Agency, County of Marin
3501 Civic Center Drive, Suite 308, San Rafael, CA 94903
Phone: 415-473-6697
Provided full array of fair housing services in Marin County for decades.

LaTanya Terrones, MBA, Senior Management Analyst
Housing Services Department, City of Fairfield
1000 Webster Street, Fairfield, CA 94533
Phone: 707-428-7454
Provided full array of fair housing services in the city of Fairfield since 2016.

Angela Morgan, Program Specialist II,
Housing & Community Services, City of Santa Rosa
90 Santa Rosa Ave., Santa Rosa, CA 95404
Phone: 707-543-3465
Providing full array of fair housing services in the city of Santa Rosa since FY2016-17.

POLICY NUMBER: 57 WECZY1601-10

Basic Policy Information

Named Insured

Firm Name: Fair Housing Advocates of Northern California
Address: 1314 Lincoln Ave., suite A
San Rafael, CA 94901
Business: (415) 457-5025 Ext.103
Cell:
Fax: (415) 457-6382
Email:

Transaction Information

Term: 7/1/2020 - 7/1/2021
Last Update*: 7/1/2020
Carrier: Hartford Insurance Co

Location Information

Location #	Building#	Address
00001		1314 Lincoln Avenue, Ste A, San Rafael, CA 94901

Workers Compensation

Employers Liability

WC & Employer's liability

Each Accident Limit: \$1,000,000
Disease Policy Limit: \$1,000,000
Disease Each Employee: \$1,000,000
Deductible/Type:
Applies To:

Included States: CA, CA

Classification/Rating Information

State	Location #	Classification	Class	# Full Time Emp	# Part Time Emp	# Total Emp	Rate	Exposure
CA	00001	Salespersons--Outside	8742	5	0	6	0.61	238127
CA	00001	Law Firms	8820				0.64	254153
CA	00001	Clerical	8810	1	2	3	0.43	160483

* Not all information contained in the document may be the latest representation of your information. If you request new coverage or a change in coverage, please be advised that coverage cannot be bound without speaking to a licensed agent. If you have additional questions or concerns, please contact your Agency directly.

POLICY NUMBER: 2020-04391-PROP

Basic Policy Information

Named Insured

Firm Name: Fair Housing Advocates of Northern California
Address: 1314 Lincoln Ave., suite A
San Rafael, CA 94901
Business: (415) 457-5025 Ext.103
Cell:
Fax: (415) 457-6382
Email:

Transaction Information

Term: 8/1/2020 - 8/1/2021
Last Update*: 8/1/2020
Carrier: NonProfits Ins Alliance of CA

Location Information

Location #	Building#	Address
00001	00001	1314 Lincoln Avenue, Suite A, San Rafael, CA 94901

Commercial Property

Loc #00001 Bldg #00001: 1314 Lincoln Avenue, Suite A, San Rafael, CA 94901

Coverages

Subject of Insurance	Max Amount	Valuation	Cause of Loss	Limit 1/ Limit 2	Deductible/Type	Forms and Conditions
Business Personal Property		Replacement Cost	Special form	\$85,000	\$500	

Crime

* Not all information contained in the document may be the latest representation of your information. If you request new coverage or a change in coverage, please be advised that coverage cannot be bound without speaking to a licensed agent. If you have additional questions or concerns, please contact your Agency directly.

IMPORTANT NOTICE:

- 1. The insurance policy that you are applying to purchase is being issued by an insurer that is not licensed by the State of California. These companies are called “nonadmitted” or “surplus line” insurers.**
- 2. The insurer is not subject to the financial solvency regulation and enforcement that apply to California licensed insurers.**
- 3. The insurer does not participate in any of the insurance guarantee funds created by California law. Therefore, these funds will not pay your claims or protect your assets if the insurer becomes insolvent and is unable to make payments as promised.**
- 4. The insurer should be licensed either as a foreign insurer in another state in the United States or as a non-United States (alien) insurer. You should ask questions of your insurance agent, broker, or “surplus line” broker or contact the California Department of Insurance at the toll-free number 1-800-927-4357 or internet website www.insurance.ca.gov. Ask whether or not the insurer is licensed as a foreign or non-United States (alien) insurer and for additional information about the insurer. You may also visit the NAIC’s internet website at www.naic.org. The NAIC—the National Association of Insurance Commissioners—is the regulatory support organization created and governed by the chief insurance regulators in the United States.**
- 5. Foreign insurers should be licensed by a state in the United States and you may contact that state’s department of insurance to obtain more information about that insurer. You can find a link to each state from this NAIC internet website: https://naic.org/state_web_map.htm.**

6. For non-United States (alien) insurers, the insurer should be licensed by a country outside of the United States and should be on the NAIC’s International Insurers Department (IID) listing of approved nonadmitted non-United States insurers. Ask your agent, broker, or “surplus line” broker to obtain more information about that insurer.

7. California maintains a “List of Approved Surplus Line Insurers (LASLI).” Ask your agent or broker if the insurer is on that list, or view that list at the internet website of the California Department of Insurance: www.insurance.ca.gov/01-consumers/120-company/07-lasli/lasli.cfm.

8. If you, as the applicant, required that the insurance policy you have purchased be effective immediately, either because existing coverage was going to lapse within two business days or because you were required to have coverage within two business days, and you did not receive this disclosure form and a request for your signature until after coverage became effective, you have the right to cancel this policy within five days of receiving this disclosure. If you cancel coverage, the premium will be prorated and any broker’s fee charged for this insurance will be returned to you.

Date: _____

Insured: _____

D-1 (Effective January 1, 2020)

**AIX Specialty Insurance Company
2 Waterside Crossing, Suite 400, Windsor, CT 06095
Lawyers Professional Liability Policy
(NLADA Insurance Program)**

NOTICE: THIS IS A CLAIMS-MADE AND REPORTED POLICY. PLEASE READ THE POLICY CAREFULLY.
THE LIMIT OF LIABILITY AVAILABLE TO PAY DAMAGES WILL BE REDUCED BY AMOUNTS WE PAY FOR CLAIM EXPENSES AS DEFINED IN THE POLICY. FURTHER NOTE THAT AMOUNTS INCURRED FOR DAMAGES ARE SUBJECT TO THE DEDUCTIBLE.

FOR SURPLUS LINES POLICYHOLDER NOTICE - PLEASE SEE DECLARATIONS ADDENDUM

DECLARATIONS

- Item 1. Named Insured:** Fair Housing Advocates of Northern California (prev Fair Housing of Marin)
- Item 2. Mailing Address:** 1314 Lincoln Ave., Suite A, San Rafael, CA 94901
- Item 3. Policy Period** 7/1/2020 12:01 AM to 7/1/2021 12:01 AM

Coverage Summary

This policy includes only those Coverages designated with a "Yes" as "Included" in the Coverage Summary set forth below. If neither "Yes" nor "No" is designated for a listed Coverage, such Coverage is "Not Included."

Item 4. Coverage/Limit of Liability	Item 5. Deductible	Included (Yes/No)	Item 6. Premium
Lawyers Professional Liability \$250,000 Each Claim and \$500,000 in the aggregate Retroactive Date: 7/1/2007	\$5,000 Annual Aggregate	Yes	\$2,388.00
Management Liability Errors and Omissions Endorsement		No	
Employment Practices Liability		No	
Criminal Defense Endorsement		No	
Punitive Damages Endorsement \$50,000 Each Claim and \$50,000 in the aggregate Retroactive Date: 7/1/2014	\$5,000 Annual Aggregate	Yes	\$119.00

AIX Specialty Insurance Company
2 Waterside Crossing, Suite 400, Windsor, CT 06095
Lawyers Professional Liability Policy
(NLADA Insurance Program)

Coverage Summary (con't)

This policy includes only those Coverages designated with a "Yes" as "Included" in the Coverage Summary set forth below. If neither "Yes" nor "No" is designated for a listed Coverage, such Coverage is "Not Included."

Item 4. Coverage/Limit of Liability	Item 5. Deductible	Included (Yes/No)	Item 6. Premium
Outside Practice of Law Endorsement		No	
Primary Pro Bono Endorsement		Yes	\$0.00
Retroactive Date: 7/1/2007			
Additional Insured(s)		Yes	\$0.00
Retroactive Date:			
<i>Cancellation Notification Endorsement</i>		No	
Policy Premium:			\$2,507.00
Surcharges/Taxes:			
Surplus Lines Tax			\$75.21
Stamping Fee			\$6.27
Total Amount Due:			\$2,588.48

Item7. Forms Attached at Issue:

D-1	914-0002-CA 11 11	AIX OFAC 08 12	914-0001CV-CA 09 10	914-0001 09 10
SIG-0001 0910SL	XIL0002 06 07	AIX CLRG 08 16	914-0027 01 12	914-0028 09 10
914-0021 01 12				

AIX Specialty Insurance Company
2 Waterside Crossing, Suite 400, Windsor, CT 06095
Lawyers Professional Liability Policy
(NLADA Insurance Program)

Item 8. Forms Attached by Endorsement:

Item 9. NOTICE OF A CLAIM: Report any claim or potential claim to the Company as required by Section G.
DUTIES IN THE EVENT OF CLAIM(S) OR POTENTIAL CLAIM(S):

AIX Specialty Insurance Company
P.O. Box 15145
Worcester, MA 01615

Lawyers Professional Liability Claims Telephone No.: 800-558-6688
Facsimile: 616-643-1079
Report a claim online: hanoverprofessionals@hanover.com

The Declarations, the Professional Liability Coverage(s), and any endorsement attached thereto, constitute the entire agreement between the Company and the Insured.

AIX Specialty Insurance Company
2 Waterside Crossing, Suite 400, Windsor, CT 06095
Lawyers Professional Liability Policy
(NLADA Insurance Program)

SURPLUS LINES DISCLOSURE

CALIFORNIA SURPLUS LINES POLICYHOLDER NOTICE:

1. THE INSURANCE POLICY THAT YOU HAVE PURCHASED IS BEING ISSUED BY AN INSURER THAT IS NOT LICENSED BY THE STATE OF CALIFORNIA. THESE COMPANIES ARE CALLED NONADMITTED OR SURPLUS LINE INSURERS.
2. THE INSURER IS NOT SUBJECT TO THE FINANCIAL SOLVENCY REGULATION AND ENFORCEMENT WHICH APPLIES TO CALIFORNIA LICENSED INSURERS.
3. THE INSURER DOES NOT PARTICIPATE IN ANY OF THE INSURANCE GUARANTEE FUNDS CREATED BY CALIFORNIA LAW. THEREFORE, THESE FUNDS WILL NOT PAY YOUR CLAIMS OR PROTECT YOUR ASSETS IF THE INSURER BECOMES INSOLVENT AND IS UNABLE TO MAKE PAYMENTS AS PROMISED.
4. CALIFORNIA MAINTAINS A LIST OF ELIGIBLE SURPLUS LINES INSURERS APPROVED BY THE INSURANCE COMMISSIONER. ASK YOUR AGENT OR BROKER IF THE INSURER IS ON THAT LIST.

Aix Specialty Insurance Company

U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL ("OFAC")

ADVISORY NOTICE TO POLICYHOLDERS

No coverage is provided by this policyholder notice nor can it be construed to replace any provisions of your policy. You should read your policy and review your Declarations page for complete information on the coverages you are provided.

This notice provides information concerning possible impact on your insurance coverage due to directives issued by OFAC. **Please read this notice carefully.**

The Office of Foreign Assets Control ("OFAC") administers and enforces sanctions policy, based on Presidential Declarations of National Emergency.

OFAC has identified and listed numerous foreign agents, front organizations, terrorists, terrorists organizations, and narcotic traffickers as "Specially Designated Nationals and Blocked Persons". This list can be located on the United States Treasury's web site: <http://www.treas.gov/ofac>.

In accordance with OFAC regulations, if it is determined that you or any other insured, or any person or entity claiming the benefits of this insurance has violated United States sanctions law or is a Specially Designated National and Blocked Person, as identified by OFAC, this insurance will be considered a blocked or frozen contract and all provisions of this insurance are immediately subject to OFAC. When an insurance policy is considered to be such a blocked or frozen contract, no payments nor premium refunds may be made without authorization from OFAC.

Other limitations on the premiums and payments also apply.



A Member of the Hanover Insurance Group

a stock insurance company located at:
2 Waterside Crossing
Suite 400
Windsor, CT 06095

Surplus Lines

Lawyers Professional Liability Insurance Policy
(NLADA Insurance Program)

CALIFORNIA SURPLUS LINES POLICYHOLDER NOTICE:

1. THE INSURANCE POLICY THAT YOU HAVE PURCHASED IS BEING ISSUED BY AN INSURER THAT IS NOT LICENSED BY THE STATE OF CALIFORNIA. THESE COMPANIES ARE CALLED NONADMITTED OR SURPLUS LINE INSURERS.
2. THE INSURER IS NOT SUBJECT TO THE FINANCIAL SOLVENCY REGULATION AND ENFORCEMENT WHICH APPLIES TO CALIFORNIA LICENSED INSURERS.
3. THE INSURER DOES NOT PARTICIPATE IN ANY OF THE INSURANCE GUARANTEE FUNDS CREATED BY CALIFORNIA LAW. THEREFORE, THESE FUNDS WILL NOT PAY YOUR CLAIMS OR PROTECT YOUR ASSETS IF THE INSURER BECOMES INSOLVENT AND IS UNABLE TO MAKE PAYMENTS AS PROMISED.
4. CALIFORNIA MAINTAINS A LIST OF ELIGIBLE SURPLUS LINES INSURERS APPROVED BY THE INSURANCE COMMISSIONER. ASK YOUR AGENT OR BROKER IF THE INSURER IS ON THAT LIST.

IMPORTANT NOTICE

This is a CLAIMS-MADE AND REPORTED policy. Subject to the terms, conditions, exclusions and limitations of this policy, coverage is limited to liability for only those claims that are first made against you and first reported to us in writing after the retroactive date and during the policy period or any optional extended reporting period, if exercised by you.

This is a “defense within limits” policy with claim expenses included within the limit of liability. The limit of liability available to pay damages will be reduced by amounts we pay for claim expenses as defined in the policy. Further note that amounts incurred for claim expenses and damages are subject to the deductible.

Please read this policy carefully.

**LAWYERS PROFESSIONAL LIABILITY INSURANCE POLICY
SURPLUS LINES
(NLADA INSURANCE PROGRAM)**

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LAWYERS PROFESSIONAL LIABILITY INSURANCE POLICY

This is a **CLAIMS-MADE AND REPORTED** policy. Subject to the terms, conditions, exclusions and limitations of this policy, coverage is limited to liability for only those claims that are first made against you and reported to us in writing after the retroactive date and during the policy period or any optional extended reporting period, if exercised by you.

This is a "defense within limits" policy with claim expenses included within the Limit of Liability. The Limit of Liability available to pay damages will be reduced by amounts we pay for claim expenses as defined in the policy. Further note that amounts incurred for claim expenses and damages are subject to the deductible. Please read this policy carefully.

Throughout this policy, the terms **we**, **us** and **our** refer to the company providing this insurance. The terms **you** and **your** refer to the persons and entities insured under this policy. Other terms in bold print have special meaning and are defined in the policy.

A. COVERAGE

1. PROFESSIONAL SERVICES COVERAGE

We will pay on your behalf those sums in excess of the deductible which you become legally obligated to pay as damages and claim expenses because of any claim made against you arising from a wrongful act in the rendering of or failure to render professional services, provided that:

- a. The wrongful act must have first occurred on or after either the applicable retroactive date(s) or the date any insured against whom the claim is made became an employee, volunteer, member, or lawyer of, to, or otherwise affiliated with the named insured, whichever is more recent;
- b. You had no knowledge of facts which could have reasonably caused you to foresee a claim, or any knowledge of the claim, prior to the effective date of this policy or prior to the inception date of the first Lawyers Professional Liability Insurance policy we issued to you and continuously renewed;
- c. There is no prior policy (or policies) which provides insurance for such liability or claim, unless the available limits of liability of such prior policy or policies are insufficient to pay any liability or claim, in which event this policy will be excess over such coverage, whether such prior policies afford primary, excess, contingent or umbrella insurance, and subject to this policy's terms, Limit of Liability, deductible, exclusions, endorsements and conditions; and
- d. The claim or potential claim must first be made and reported to us in writing during the policy period or any extended reporting period, if applicable, and must arise from any wrongful act to which this policy applies.

2. DISCIPLINARY PROCEEDINGS COVERAGE

We will pay up to \$50,000 in disciplinary proceeding expenses per policy period, regardless of the number of disciplinary proceedings commenced against you and reported to us in writing during the policy period or any extended reporting period, if applicable, subject to the following:

- a. We will not pay any damages incurred as a result of disciplinary proceedings;
- b. The coverage provided under this section only applies to you if you are a partner, limited liability company member, officer, director, stockholder or employee of the named insured at the time you report the investigation or proceeding;
- c. Any payment made hereunder will not be subject to the deductible and will not reduce any applicable Limit of Liability.

For purposes of this section, reporting a preliminary investigation or a request for an investigation will be considered the same as reporting a disciplinary proceeding. However, we have no obligation under this section until the reported investigation is elevated to a disciplinary proceeding.

3. SUBPOENA ASSISTANCE COVERAGE

In the event you receive a subpoena for documents or testimony arising out of professional services, and you would like our assistance in responding to the subpoena, you may provide us with a copy of the subpoena, and we at our sole discretion may retain an attorney to provide advice regarding the production of documents, to prepare you for sworn testimony, and to represent you at any related deposition of you, provided that:

- a. The subpoena arises out of a lawsuit to which you are not a party; and
- b. You have not been engaged to provide advice or testimony in connection with the lawsuit, nor have you provided such advice or testimony in the past.

If we retain an attorney pursuant to the above, we will pay such attorney's legal fees and costs. Such payments are included in the Limit of Liability and are subject to the deductible. Any notice you give to us of such subpoena will be deemed notification of a potential claim.

4. PRE-CLAIM ASSISTANCE COVERAGE

Until the date a claim is made, we will pay all costs or expenses we incur at our sole discretion as a result of investigating a potential claim that you report to us. Such payments are included in the Limit of Liability and are subject to the deductible.

5. EQUITABLE RELIEF DEFENSE COVERAGE

We will pay up to \$50,000 to defend any demand for equitable relief, regardless of the number of such demands commenced against you and reported to us in writing during the policy period or any extended reporting period, if applicable, subject to the following:

- a. We will not pay any damages incurred as a result of equitable relief;
- b. The coverage provided under this section only applies to you if you are a partner, limited liability company member, officer, director, stockholder or employee of the named insured at the time you report the demand;
- c. Any payment made hereunder will be included in the Limit of Liability and will be subject to the deductible.

B. DEFENSE, SETTLEMENT & EXHAUSTION OF LIMITS (INCLUDED IN THE LIMIT OF LIABILITY)

We have the right to appoint counsel, and the exclusive right to defend any claim made under this policy, even if the allegations are groundless, false or fraudulent until there is a final adjudication against you. You may recommend counsel to us. We may accept that recommendation of counsel and such acceptance will not be unreasonably withheld. We are not obligated to defend any criminal investigation, criminal proceeding or prosecution against you. If a claim is not covered under this policy, we will have no duty to defend it.

Payment of claim expenses will reduce the amounts available to pay damages. Our duty to defend any claim or pay any amount as damages or claim expenses will cease when our Limit of Liability has been exhausted. Upon exhaustion of the Limit of Liability, we will tender control of the defense to the named insured. The named insured agrees to accept this tender of defense.

We will not settle a claim without the consent of the named insured, which will not be unreasonably withheld. If the named insured refuses to consent to a settlement we recommend that is acceptable to the claimant, then our liability for the claim will not exceed the amount for which the claim could have been settled, plus the claim expenses incurred up to the date of such refusal, or the applicable Limit of Liability, whichever is less. After the time of the named insured's refusal, we will have the right to withdraw from further defense of the claim by tendering control of the defense to the named insured who will be responsible for all damages and claims expenses incurred thereafter. For the purpose of this section, settlement includes, but is not limited to, any resolution of a claim that would have occurred as a result of any court-ordered process which the named insured chose not to accept.

The named insured is responsible for any fees or costs charged by a lawyer defending you or any other expenses incurred without our written consent.

C. LIMIT OF LIABILITY AND DEDUCTIBLE

1. LIMIT OF LIABILITY

The Limit of Liability shown in the Declarations for each claim is the most we will pay for the sum of all damages and claim expenses arising out of a single claim or a series of related claims, regardless of the number of persons or entities insured under this policy, number of claims made or the number of persons or entities making claims during the policy period or during any extended reporting period, if any.

If related claims are subsequently made against you and reported to us, all such related claims, whenever made, will be considered a single claim first made and reported to us within the policy period in which the earliest of the related claims was first made and reported to us.

The Limit of Liability shown in the Declarations as the Aggregate Limit of Liability is the most we will pay for the sum of all **damages and claim expenses** for all **claims** under this **policy**.

The Limit of Liability for any **extended reporting period** will be part of, and not in addition to, the Limit of Liability set forth in the Declarations.

2. DEDUCTIBLE

- a. You will pay the deductible amount shown in the Declarations. The deductible amount is the most you will pay in the aggregate for the sum of all **damages** for all **claims** first made and reported to us during the **policy period** or any **extended reporting period**, if applicable. Each of you is jointly and severally liable for these payments. We will not be required to make any payment for settlements reached or judgments rendered in an otherwise covered claim unless and until you have paid the deductible in full. You must pay the deductible (i) immediately when invoiced or, (ii) in the event that offers of judgment or settlement demands are made which you and we agree should be accepted, prior to the expiration of the time period for responding to such offers or demands.
- b. If you and we agree to use **mediation** to resolve any claim brought against you and if the claim is resolved by **mediation** within sixty (60) days after you receive the suit or demand, your deductible obligation for that claim will be reduced by 50%. The maximum amount of any reduction is \$10,000.

3. REIMBURSEMENT

You will be liable for amounts we have paid in settlement of **claims** or satisfaction of judgments in excess of the Limit of Liability. In the event that we voluntarily choose or are compelled by a court of law to make any payment for **claims expenses** or **damages** and request reimbursement from you, the reimbursement is payable immediately upon written demand but no later than thirty (30) days after written demand.

In the event that we voluntarily choose or are compelled by a court of law to make any payment for the deductible and request reimbursement from you, the reimbursement is payable immediately upon written demand but no later than thirty (30) days after written demand.

4. MULTIPLE INSURED, CLAIMS AND CLAIMANTS

The inclusion of more than one **insured** under this **policy** or the making of **claims** or the bringing of suits by more than one person or entity will not operate to increase the Limit of Liability set forth in the Declarations. If additional **claims** are subsequently made against the **insured** and reported to us, and arise out of the same, related or continuing acts as the claim already made and reported to us, all such **claims**, whenever made, will be deemed first made and reported to us within the **policy period** or the **extended reporting period** in which the earliest claim arising out of such acts was first made and reported to us, and will be subject to the Limit of Liability set forth in the Declarations.

D. DEFINITIONS

Claim means a demand or suit for money or services you receive, including any arbitration proceedings to which you are required to submit or to which you have submitted with our consent;

Claim expenses means all expenses we incur or authorize in writing for the investigation, adjustment, defense or appeal of a claim. These expenses include fees charged by a lawyer, mediator or arbitrator with our consent for which you are obligated. **Claim expenses** also means premiums for any appeal bond, attachment bond or similar bond but without any obligation of the company to apply for or furnish any such bond. **Claim expenses** does not include salaries, wages, fees, overhead or benefit expenses associated with our employees, or with any **insured** or **insured's** employees. We will determine the reasonableness of **claims expenses**. **Claims expenses** are included within, and not in addition to, the Limit of Liability set forth in the Declarations, unless specifically excepted elsewhere in this **policy**.

Company means the insurance company that issued this **policy**, as shown on the Declarations or referred to herein as **we**, **us**, or **our**.

Damages means monetary judgments, awards or settlements unless otherwise excluded. **Damages** includes pre-judgment interest; and post judgment interest that accrues after entry of judgment and before we have paid, offered to pay or deposited in court that part of the judgment within the applicable Limit of Liability.

Damages does not include fines, sanctions, or punitive or exemplary damages or the multiple portions thereof.

Damages does not include any costs or expenses in complying with any demand for or award of **equitable relief**, even if such compliance is compelled as a result of a judgment, award or settlement.

Damages does not include any costs or expenses relating to **your**:

1. Return, restitution or reduction of professional fees;
2. Fees owed from third parties;
3. Fees to third parties; or
4. Correcting, re-performing or completing any **professional services**.

Disciplinary proceeding expenses means all expenses **we** or, with our prior written consent, **you** incur in investigation, defense or appeal of any **disciplinary proceeding**.

Disciplinary proceeding means any grievance proceeding, judicial proceeding, disciplinary proceeding or formal administrative or regulatory proceeding brought against **you** and alleging professional misconduct or ethical violations in the performance of **your professional services**.

Equitable relief means a remedy not involving the payment of monetary **damages**.

Extended reporting period means an additional period of time for reporting **claim(s)**. The **extended reporting period** starts on the **policy termination date** and ends at the **extended reporting period** expiration date.

Insured means:

1. The **named insured**; or
2. Any lawyer, partnership, professional corporation, professional association, limited liability company or limited liability partnership who was, is or becomes a partner, officer, director, stockholder-employee, associate, manager, member, employee or volunteer of the **named insured** during the **policy period** shown in the Declarations solely while acting in a professional capacity on behalf of the **named insured**; or
3. Any non-lawyer who was or is an employee, independent contractor or volunteer of the **named insured** solely while acting on behalf of the **named insured**; or
4. The **insured's** heirs, assigns, spouse or domestic partner, and legal representatives in the event of the **insured's** death, incapacity or bankruptcy to the extent that the **insured** would have been covered.
5. Any organization which provides funding to the **named insured**, but only to the extent that a **claim** is made against it for a **wrongful act** performed by the **named insured**; however, there shall be no coverage afforded to any such entity as a result of its independent **wrongful acts**.

Loss means **claim expenses**, **damages** and **disciplinary proceeding expenses** and does not include **equitable relief**.

Mediation means the non-binding intervention of a qualified neutral third party to resolve disputes between **you** and the other party(ies) to a **claim** who is chosen by **you** and the other party(ies) to a **claim** with agreement by **us**.

Named insured means the entity designated as such on the Declarations.

Personal injury means:

1. False arrest, detention or imprisonment;
 2. Wrongful entry, eviction or other invasion of private occupancy;
 3. Malicious prosecution;
 4. Abuse of process;
 5. The publication or utterance of libel, slander or other defamatory or disparaging material; or
 6. A publication in violation of a person's right of privacy; and
- arising out of a **wrongful act** in **your** rendering of or failure to render **professional services**.

Policy means this policy form, the Declarations, and any endorsement to the policy issued by **us**, and **your** application, including all supplements.

Policy period means the period from the effective date of the **policy** to the **policy termination date**.

Policy termination date means the expiration date of the **policy** as shown on the Declarations or the cancellation date of the **policy**, if applicable, whichever is earlier.

Potential claim means any **wrongful act** or any facts or other circumstances which may subsequently give rise to a **claim**.

Professional services means:

1. Services **you** render as a lawyer, mediator, arbitrator, notary public, administrator, conservator, receiver, executor, guardian, trustee, or in any similar fiduciary capacity, but only if the services **you** render are those ordinarily performed by a lawyer
2. Other services adjunct to those legal services described above;
3. Services **you** render as a lawyer as a mediator or arbitrator, speaker, or author of legal treatises;
4. **Your** activities as a member of a formal accreditation, ethics, peer review, licensing board, standards review, bar association or similar professional board or committee.

Professional services does not include:

1. Services **you** provide as a public official or an employee or representative of a governmental body, subdivision or agency. This exclusion does not apply if **your** status is due only to the legal services **you** render under contract;
2. Services **you** provide as a notary in which **you** provide notarization without the signor being present;
3. Services **you** provide in relation to or as the promoter, seller or solicitor of securities, real estate, or other investments; or
4. Any of **your** activities as an Insurance Broker or Agent or Real Estate Broker or Agent.

Related wrongful acts means all **wrongful acts** in the rendering of **professional services** that are temporally, logically or causally connected by any common fact, circumstance, situation, transaction, event, advice or decision.

Related claims mean all **claims** arising out of a single or series of **wrongful acts** or arising out of **related wrongful acts** in the rendering of **professional services**.

Retroactive date refers to the date shown on the Declarations for the **named insured** firm. **Wrongful acts** that occurred prior to the **retroactive date** are not covered by this **policy**.

Wrongful act means any actual or alleged negligent act, error, omission, misstatement or **personal injury** committed in **your professional services**.

E. EXCLUSIONS

This **policy** does not apply to **claim(s)**:

1. Based upon or arising out of, or relating directly or indirectly to:
 - a. Any **insured** committing any intentional, dishonest, criminal, malicious or fraudulent act or omission. However, this exclusion does not apply to **personal injury**;
 - b. Any **insured** gaining any profit, remuneration or advantage to which such **insured** was not legally entitled; or

The above exclusions will not apply until a final adjudication establishes a. or b. above;

- c. Any breach of fiduciary duty including:
 - 1) Any breach of responsibility, or obligation, or alleging activities **you** performed in connection with any employee benefit or pension plan, including violations of the responsibilities, obligations or duties imposed upon fiduciaries by the Employee Retirement Income Security Act of 1974 ("ERISA"), as amended, or similar statutory or common law of the United States of America or any state or jurisdiction therein; or
 - 2) Any breach by a former, existing or prospective officer, director, shareholder, partner, manager, member, or trustee of any entity including pension, welfare, profit-sharing, mutual or investment fund or trust, if such entity is not named in the Declarations. However, this exclusion does not apply if **you** are deemed to be a fiduciary solely because of legal advice rendered or that should have been rendered with respect to an employee benefit plan;
- d. Any **loss** sustained by an **insured** or **claim** made against an **insured** as beneficiary or distributee of any trust or estate;

- e. Any liability **you** assume under any contract or agreement; however, this exclusion does not apply to liability **you** would have in the absence of such contract or agreement;
 - f. Any actual or alleged conversion, commingling, defalcation, misappropriation, intentional or illegal use of funds, monies or property; or inability or failure to pay or collect any funds, notes, drafts, or other negotiable instruments; or any resulting deficiency or default;
2. Arising out of or based upon;
 - a. Any discrimination on any basis, including, but not limited to: race, creed, color, religion, ethnic background, national origin, age, handicap, disability, gender, sexual orientation or pregnancy, or any other basis prohibited by law; or
 - b. **Your** sexual contact or conduct or the threat of sexual contact or conduct;
 3. Arising out of a **claim** by any **insured** under this **policy** against any other **insured** under this **policy**;
 4. Arising out of or made by any entity not named in the Declarations in which **you**:
 - a. Hold any interest as a partner, member, principal or stockholder; or
 - b. Are an employee; or
 - c. Directly control, operate or manage.

F. EXTENDED REPORTING PERIOD

1. AUTOMATIC EXTENDED REPORTING PERIOD

The **named insured** will be entitled to an automatic **extended reporting period** for no additional premium. This extension is applicable to any **claim** made against **you** during the **policy period** and reported to **us** in writing during the sixty (60) days immediately following the **policy termination date**.

2. OPTIONAL EXTENDED REPORTING PERIOD

We will provide an optional **extended reporting period** as described below:

- a. If this **policy** is canceled, terminated or nonrenewed, the **named insured** will have the right, upon payment of an additional premium, to an extension of the reporting period for any **claim** against **you** first made and reported after the date upon which the **policy period** ends, but only with respect to **wrongful acts** committed after the applicable **retroactive date** and prior to the end of the **policy period** and otherwise covered by this **policy**. Such period will be referred to as the optional **extended reporting period**.
 - 1) The additional premium for the optional **extended reporting period** will be based upon the rates in effect on the date this **policy** was issued or last renewed and will be for one (1) year at 100% of such premium; two (2) years at 150% of such premium; three (3) years at 175% of such premium; six (6) years at 225% of such premium; or, for an unlimited period at 250% of such premium.
 - 2) The **named insured** must request the optional **extended reporting period** in writing and must pay **us** the additional premium within sixty (60) days following the date of such cancellation, termination or nonrenewal. If **we** do not receive **your** request and premium payment within sixty (60) days following the date of such cancellation, termination or nonrenewal, the **named insured's** right to purchase the optional **extended reporting period** will cease.
 - 3) If **we** cancel or refuse to renew this **policy** due to:
 - a) Non-payment of premiums; or
 - b) Non-compliance by the **named insured** with any of the terms and conditions of this **policy**; or
 - c) Any misrepresentation or omission in the application for this **policy**; or
 - d) If at the time this right could be exercised by the **named insured**, such entity has been seized or disbanded at the request of any regulatory authority;
 the **named insured's** right to purchase the optional **extended reporting period** will cease.
- b. All premiums paid for an optional **extended reporting period** will be deemed fully earned as of the first day of the optional **extended reporting period**. The optional **extended reporting period** may not be canceled.

- c. The optional **extended reporting period** is non-renewable. The optional **extended reporting period** purchased must follow immediately after the expiration of the **policy**.
- d. Our offer of renewal terms, conditions, Limit of Liability and/or premiums different from those of the expiring **policy** will not constitute refusal to renew.
- e. The optional **extended reporting period** will not increase any Limit of Liability stated in the Declarations. For the purpose of **policy** limits, the reporting periods are part of, not in addition to, the **policy period**.

G. DUTIES IN THE EVENT OF CLAIM(S) OR POTENTIAL CLAIM(S)

1. NOTICE OF CLAIM OR DISCIPLINARY PROCEEDING

- a. If you receive notice of a **claim**, you and any other involved **insured(s)** must provide to us written notice of the **claim**, with full details including the date received, the claimant's name and address, the dates and nature of retention, and the alleged **wrongful act** as soon as practicable, but in no event later than sixty (60) days after such **claim** is first made.
- b. You and any other involved **insured** must:
 - 1) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the **claim** or **disciplinary proceeding**;
 - 2) Authorize us to obtain records and other information;
 - 3) Cooperate with us in the investigation, defense or settlement of the **claim** or **disciplinary proceeding**;
 - 4) Cooperate with us in the investigation of coverage for the **claim** or **disciplinary proceeding**; and
 - 5) Assist us, upon our request, in the enforcement of any right against any person or entity which may be liable to you because of **damages** to which this insurance may apply.
- c. No **insured** will, except at that **insured's** own cost, voluntarily make a payment, assume any obligation, agree to a settlement or incur any expense related to a **claim** or **disciplinary proceeding** without our consent.

2. NOTICE OF POTENTIAL CLAIM OR DISCIPLINARY PROCEEDING

- a. If, during the **policy period**, you become aware of a **wrongful act** or any facts or other circumstance that occurred on or after the **retroactive date** but prior to the end of the **policy period** which may reasonably be expected to subsequently give rise to a **claim** or **disciplinary proceeding** against you, you may give us written notice as soon as practicable of the **potential claim** or **disciplinary proceeding**. To the extent possible notice should include:
 - 1) Where the **wrongful act** took place and any facts or circumstance concerning the **wrongful act**; and
 - 2) The names and addresses of any persons and entities involved.
- b. Any **claim** or **disciplinary proceeding** arising out of the **wrongful act**, facts or circumstance which is subsequently made against you will be deemed to have been first made at the time we received such written notice of the **potential claim** or **disciplinary proceeding** from you, if we receive proper notice of the **potential claim** or **disciplinary proceeding** according to Paragraph a. above.

H. CONDITIONS

1. CANCELLATION AND NON RENEWAL

- a. We may cancel this **policy** by mailing to the **named insured's** last known address, with postage fully prepaid:
 - 1) Ten (10) days written notice of cancellation for nonpayment of premium or deductible; or
 - 2) Thirty (30) days written notice of cancellation for reasons other than nonpayment of premium; and
 - 3) Whether or not we offer a return of unearned paid premium or assessment.
- b. The **named insured** may cancel this **policy** for itself and all other **insureds** by written notice to us stating when thereafter the cancellation will be effective. If this **policy** is cancelled, earned premium will be computed in accordance with the customary short rate proportion of the premium.

- c. **We are not required to renew this policy.** However, we will send written notice of our intent to nonrenew this policy to the named insured at least thirty (30) days prior to expiration of the policy period. We will extend the period of coverage of the current policy at the expiring premium to comply with this notice requirement. The earned premium for any period of coverage beyond the expiration date will be considered pro rata based upon the rates in effect at the inception date of the expiring policy.
- d. **We will not amend the retroactive date(s) during a period of continuous coverage.**

2. REPRESENTATIONS AND APPLICATION

By accepting this policy you agree that:

- a. The statements in the Declarations are accurate and complete;
- b. Those statements are based on representations you made in your application for this insurance policy;
- c. The representations made in your application are the basis of this policy and are to be considered as incorporated into and constituting a part of this policy;
- d. Those representations are material to the acceptance of the risk we assumed under this policy;
- e. **We have issued this policy in reliance upon the truth, accuracy and completeness of such representations;**
- f. The application will be interpreted as a separate application for coverage by each insured. No statement in the application, fact pertaining to or knowledge possessed by any insured will be imputed to any other insured for the purpose of determining if coverage is available; and
- g. Statements in the application, facts pertaining to or knowledge possessed by the individual signing the application will be imputed to the named insured.

3. LEGAL ACTION AGAINST US

No person or entity has a right under this policy:

- a. To join us as a party or otherwise bring us into a suit asking for damages from an insured; or
- b. To sue us on this policy unless all of its terms have been fully complied with.

A person or entity may sue us to recover on an agreed settlement or on a final judgment against an insured; but we will not be liable for damages that are not payable under the terms of this policy or that are in excess of the applicable Limit of Liability. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

4. TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

If you have rights to recover all or part of any payment we have made under this policy, these rights are transferred to us. You must do nothing after a loss to impair our rights to seek or obtain recovery from others. At our request, you will sue those responsible or transfer those rights to us and help us enforce them. In the event of any payment under this policy, we will be subrogated to the extent of such payment to all of your rights of recovery. You will execute and deliver such instruments and papers and do whatever else is necessary to secure such rights and will do nothing to prejudice or compromise such rights without our express written consent.

5. ASSIGNMENT

No change in, modification of or assignment of interest in this policy will be effective except when made by a written endorsement to the policy.

6. SOLE AGENT FOR THE INSURED

By accepting this policy, you agree that only the named insured is authorized to act on behalf of all insureds with respect to the following: consenting to settlement or releasing rights under this policy, payment for premiums, receiving return premiums, giving or receiving notice of cancellation or nonrenewal, requesting any optional extended reporting period and agreeing to any changes in this insurance policy. Each insured agrees that the named insured will act on its or their behalf with respect to such matters.

7. COVERAGE TERRITORY AND VALUATION

- a. This policy applies to a wrongful act committed anywhere in the world.

- b. All premiums, limits, deductibles, **loss** and other amounts are expressed and payable in the currency of the United States of America. If a judgment is rendered, a settlement is denominated or another element of **loss** under this **policy** is stated in a currency other than the United States of America dollars, payment under this **policy** will be made in United States of America dollar equivalent determined by the rate of exchange published in the *Wall Street Journal* on the date the judgment becomes final, the amount of the settlement is agreed upon or any element of **loss** is due, respectively.

8. OTHER INSURANCE

- a. If other valid and collectible insurance is available to **you** for **loss** covered under this **policy**, the insurance provided by this **policy** will be excess over such other insurance, regardless of whether or not such insurance is primary, contributory, excess, contingent or otherwise.
- b. When this insurance is excess we have no duty to defend **you** against any **claim** if any other insurer has a duty to defend **you** against the **claim**. If no other insurer defends we will undertake to do so but we will be entitled to **your** rights against those other insurers.
- c. When this insurance is excess over other insurance we will pay only our share of the amount of **loss**, if any, that exceeds the sum of:
 - 1) The total amount that all such other insurance would pay for the **loss** in the absence of this insurance; and
 - 2) The total of all deductibles, self-insurance and retentions under all that other insurance.

We will share the remaining **loss**, if any, with any other insurance that is not described in this provision and was not bought specifically to apply in excess of the Limit of Liability shown on the Declarations of this **policy**.

9. TWO OR MORE POLICIES, COVERAGE PARTS, OR ENDORSEMENTS ISSUED BY US

It is our stated intention that this **policy** and any other **policy**, coverage part or endorsement issued by us, or by another member of The Hanover Insurance Group will not provide duplication or overlap of coverage for the same **claim**. If this **policy** and any other **policy** issued by us, or by another member of The Hanover Insurance Group, to **you**, apply to the same **claim**, then, **Condition 8. Other Insurance** notwithstanding:

- a. We will not be liable under this **policy** for a greater proportion of the **loss** than the applicable Limit of Liability of this **policy** bears to the sum of the total Limits of Liability of all such policies; and
- b. The maximum amount payable under all such policies combined will not exceed the highest applicable Limit of Liability under any one **policy**.

10. ALLOCATION

If **you** incur both **loss** covered by this **policy** and **loss** not covered by this **policy** on account of any **claim** because such **claim** includes both covered and non-covered matters, coverage with respect to such **claim** will apply as follows:

- a. 100 percent of **claim expenses** on account of the **claim** will be considered covered **loss**; and
- b. We will fairly allocate all remaining **loss** that **you** incurred on account of such **claim** between covered **loss** and non-covered **loss**.

11. SEPARATION OF INSURED

Except with respect to the Limit of Liability, deductible and any rights or obligations assigned to the named insured, this insurance applies:

- a. As if each insured were the only insured; and
- b. Separately to each insured against whom a **claim** is made.

12. CONFORMANCE TO STATUTE

The terms of this **policy** which are in conflict with the statutes of the state in which this **policy** is issued are amended to conform to those statutes.

13. SECTION TITLES

The titling of sections and paragraphs within this **policy** is for convenience only and will not be interpreted as a term or condition of this **policy**.

14. INNOCENT INSUREDS

In the event that coverage under this **policy** would be excluded, suspended or lost because any of **you** concealed a **claim** from **us**, **we** will cover any other of **you** who did not participate in, acquiesce in or fail to promptly notify **us** of this concealment, provided that **you** complied with all other **policy** provisions.

In the event that coverage under this **policy** would be excluded, suspended or lost because of a dishonest, criminal, malicious, or fraudulent act, error, or omission by one or more of **you**, **we** will cover any other of **you** who did not participate in, acquiesce in or fail to take appropriate action when **you** discovered the conduct, provided that **you** complied with all other **policy** provisions.

We have the right to recover against any **insured** responsible for dishonest, criminal, malicious or fraudulent acts errors, omissions, or discrimination, or concealment, or any other illegal act, whether or not intentional, for any **claim expenses** or **damages** paid under this section.

15. POLICY DISPUTES

If there is a dispute between **you** and **us** in the interpretation, validity, construction or enforceability of this **policy**, the dispute will be referred to **mediation** prior to the initiation of any legal proceeding. **We** both agree to meet with a qualified mediator in a good faith effort to negotiate a resolution of the dispute unless **we** and **you** both agree in writing to waive this provision. **We** and **you** agree to split the cost of the mediator equally. If **you** and **we** cannot agree on the specifics of the **mediation**, including but not limited to date, time, and/or mediator, the mediation process will instead follow the Commercial Mediation Procedures of the American Arbitration Association in effect at the inception of this **policy**. The **mediation** will continue until the dispute is resolved; or the mediator notifies **you** and **us** that it is unlikely that the dispute will be resolved through **mediation**; or any party elects to end the mediation.

You have thirty (30) days to accept **our** written invitation to participate in **mediation**. Refusal to participate in **mediation**, respond to a request to participate in **mediation**, or, after agreeing to participate, refusal to agree to terms of **mediation**, or to pay **your** share of **mediation** expenses will result in a waiver of this clause.

16. BANKRUPTCY

You or **your** estate's bankruptcy or insolvency does not relieve **us** of **our** obligations under this **policy**.

17. LIBERALIZATION

If **we** adopt any revisions to the terms and conditions of this **policy** form to provide more coverage without an additional premium charge during the **policy** term, the broadened coverage will immediately apply. However, the broadened terms and conditions will not apply to any **claims** that were first made against **you** prior to the effective date of the revision.

18. NOTICES

Any notices required to be given by an **insured** will be submitted in writing to the **company** or its authorized representative. If mailed, the date of mailing of such notice will be deemed to be the date such notice was given and proof of mailing will be sufficient proof of notice.

19. SERVICE OF SUIT

In the event of **our** failure to pay any amount claimed to be due hereunder, **we** will, at the request of the **named insured**, submit to the jurisdiction of any court of competent jurisdiction within the United States and will comply with all requirements necessary to give such court jurisdiction and will comply with all requirements necessary to give such court jurisdiction and all matters arising hereunder will be determined in accordance with the law and practice of such court.

20. TRADE AND ECONOMIC EMBARGOES

This policy does not provide coverage for **insureds**, transactions or that part of **damages** or **claims expenses** that are uninsurable under the laws or regulations of the United States concerning trade or economic sanctions.

THE ONLY SIGNATURES APPLICABLE TO THIS POLICY ARE THOSE REPRESENTING THE COMPANY NAMED ON THE FIRST PAGE OF THE DECLARATIONS.

We have caused this policy to be signed by our President and Secretary and countersigned on the declarations page, where required, by a duly authorized agent of the company.

AIX Specialty Insurance Company
2 Waterside Crossing
Suite 400
Windsor, CT 06095



Marita Zuraitis, President



Charles F. Cronin, Secretary

AIX Specialty Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

The following condition is added to the policy:

SERVICE OF SUIT CLAUSE

In the event of our failure to pay any amount claimed to be due hereunder, we, at your request, will submit to the jurisdiction of a court of competent jurisdiction within the United States. Nothing in this condition constitutes or should be understood to constitute a waiver of our rights to commence an action in any court of competent jurisdiction in the United States to remove an action to a United States District Court or to seek a transfer of a case to another court as permitted by laws of the United States or of any state in the United States. It is further agreed that service of process in such suit may be made upon the General Counsel, Legal Department, 2 Waterside Crossing, Suite 400, Windsor, Connecticut 06095 or his representative, and that in any suit instituted against us upon this Policy, we will abide by the final decision of such court or of any appellate court in the event of any appeal.

Further, pursuant to any statute of any state, territory, or district of the United States which makes provision therefore, we hereby designate the Superintendent, Commissioner, or Director of Insurance, or other officer specified for that purpose in the statute, or his or her successors in office, as our true and lawful attorney upon whom may be served any lawful process in any action, suit, or proceeding instituted by you or on your behalf or any beneficiary hereunder arising out of this Policy of insurance, and hereby designates the above named Counsel as the person to whom the said officer is authorized to mail such process or a true copy thereof.



Claim Reporting Guidelines

At The Hanover Insurance Group, we are committed to providing timely and efficient claims assistance to our Insureds. Please follow these guidelines to help us help you.

Notice of a Claim

Report a claim to The Hanover Insurance Group by email, facsimile or online as soon as possible to provide timely notice as required by your AIX Surplus Lines Policy. Contact us at:

Phone: 800.628.0250 (ext. 8556281) Fax: 508.926.4789
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You may also email us directly at lawyerclaim@hanover.com or online at www.hanover.com/hpro/pli.

Claims Requiring Expedited Handling

Some claims are time sensitive. Please report such claims as soon as you become aware of them, and while allowing sufficient time for the carrier to investigate and meaningfully respond. Do not wait until the eve of the response deadline as it threatens our ability to timely respond. Those items include, but are not limited to:

You have been served with a summons and complaint

- ✓ You received a demand from a Claimant which expires on a date certain
- ✓ You received notice of a proceeding requiring an immediate answer or an answer within a limited timeframe

Correspondence we need from you

Please provide a written narrative of the circumstances surrounding the claim or potential claim. The narrative should include:

- ✓ The Named Insured
- ✓ The Insureds (i.e., the lawyers involved in the professional services issue), your policy number, and effective date of coverage
- ✓ The client (Claimant's) name, address, and telephone number (also include the name, address, and telephone number of the Claimant's attorney)
- ✓ The timeframe in which you provided professional services to the Claimant
- ✓ Whether your relationship with the Claimant is ongoing or has been terminated
- ✓ A brief summary of the services rendered
- ✓ The date the error (alleged error) occurred
- ✓ A brief summary of the alleged (potential) error - please include the date you first became aware of the claim and the potential amount of damages that will be sought
- ✓ All pertinent letters or documents necessary for us to properly evaluate the claim (if there are numerous documents, please note this and provide those most pertinent)

PRIMARY PRO BONO ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Named Insured: Fair Housing Advocates of Northern California (prev Fair Housing of Marin)

Policy Number: L1A9192343 09

Issued by AIX Specialty Insurance Company.

This endorsement, effective 12:01 AM 7/1/2020 modifies the following:

LAWYERS PROFESSIONAL LIABILITY INSURANCE POLICY
(NLADA INSURANCE PROGRAM)

SECTION H - CONDITIONS, Paragraph 8. OTHER INSURANCE is replaced by the following:

8. OTHER INSURANCE

- a. If other valid and collectible insurance is available to **you** for **loss** covered under this **policy**, the insurance provided by this **policy** will be excess over such other insurance, regardless of whether or not such insurance is primary, contributory, excess, contingent or otherwise.
- b. When this insurance is excess **we** have no duty to defend **you** against any **claim** if any other insurer has a duty to defend **you** against the **claim**. If no other insurer defends **we** will undertake to do so but **we** will be entitled to **your** rights against those other insurers.
- c. When this insurance is excess over other insurance we will pay only our share of the amount of **loss**, if any, that exceeds the sum of:
 1. The total amount that all such other insurance would pay for the **loss** in the absence of this insurance; and
 2. The total of all deductibles, self-insurance and retentions under all that other insurance.**We** will share the remaining **loss**, if any, with any other insurance that is not described in this provision and was not bought specifically to apply in excess of the Limit of Liability shown on the Declarations of this **policy**.
- d. Only with respect to **insureds** who provide **professionals services** to clients of the **named insured** on a pro bono or judicare (reduced fee) basis and/or who participate in volunteer lawyers programs at the written request of the **named insured**, this **policy** will be primary, even if other valid and collectible insurance is available to **you** for a **loss** covered under this **policy**, regardless of whether or not such insurance is primary, contributory, excess, contingent or otherwise.

Premium:	\$2,507.00
Surplus Lines Tax (3.00%):	\$75.21
Stamping Fee (0.25%):	\$6.27
Total:	\$2,588.48

All other terms and conditions remain unchanged.

**PUNITIVE DAMAGES ENDORSEMENT
(Civil Legal Aid and Public Defender)**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Named Insured: Fair Housing Advocates of Northern California (prev Fair Housing of Marin)

Policy Number: L1A9192343 09

Issued by AIX Specialty Insurance Company.

This endorsement, effective 12:01 AM 7/1/2020 modifies the following:

LAWYERS PROFESSIONAL LIABILITY INSURANCE POLICY
(NLADA INSURANCE PROGRAM)

SECTION D – DEFINITIONS, Damages is replaced by the following:

Damages means monetary judgments, awards or settlements unless otherwise excluded. **Damages** includes pre-judgment interest; and post judgment interest that accrues after entry of judgment and before we have paid, offered to pay or deposited in court that part of the judgment within the applicable Limit of Liability.

Damages does not include fines, sanctions, or punitive or exemplary **damages** or the multiple portions thereof; except that this policy will cover punitive **damages** or exemplary **damages** or the multiple portions thereof, if insurable by law. The most we will pay under the exception is the Limit of Liability shown for Punitive Damages in the Declarations. This limit is included in and not in addition to the Limit of Liability and is subject to the deductible.

Damages does not include any costs or expenses in complying with any demand for or award of **equitable relief**, even if such compliance is compelled as a result of a judgment, award or settlement.

Damages does not include any costs or expenses relating to **your**:

- a. Return, restitution or reduction of professional fees;
- b. Fees from third parties;
- c. Fees to third parties;
- d. Correcting, re-performing or completing any **professional services**.

The Limit of Liability shown in the Declarations for the coverage provided in this endorsement is a sublimit and not in addition to the Limit of Liability provided in the **policy**.

Premium:	\$2,507.00
Surplus Lines Tax (3.00%):	\$75.21
Stamping Fee (0.25%):	\$6.27
Total:	\$2,588.48

All other terms and conditions remain unchanged.

ADDITIONAL INSURED ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Named Insured: Fair Housing Advocates of Northern California (prev Fair Housing of Marin)

Policy Number: L1A9192343 09

Issued by AIX Specialty Insurance Company.

This endorsement, effective 12:01 AM 7/1/2020 modifies the following:

LAWYERS PROFESSIONAL LIABILITY INSURANCE POLICY
(NLADA INSURANCE PROGRAM)

SECTION D - DEFINITIONS, the definition of **Insured**, is replaced by the following:

Insured means:

1. The **named insured**; or
2. Any lawyer, partnership, professional corporation, professional association, limited liability company, limited liability partnership, non-profit entity or governmental agency who was, is or becomes a partner, officer, director, stockholder-employee, associate, manager, member, employee or volunteer of the **named insured** during the **policy period** shown in the Declarations solely while acting in a professional capacity on behalf of the **named insured**; or
3. Any non-lawyer who was or is an employee, independent contractor or volunteer of the **named insured** solely while acting on behalf of the **named insured**; or
4. The **insured's** heirs, assigns, spouse or domestic partner, and legal representatives in the event of the **insured's** death, incapacity or bankruptcy to the extent that the **insured** would have been covered;
5. Any organization which provides funding to the **named insured**, but only to the extent that a **claim** is made against it for a **wrongful act** performed by the **named insured**; however, there shall be no coverage afforded to any such entity as a result of its independent **wrongful acts**.
6. Any entity and any lawyer, employee, member or volunteer of such entity which provides **professional services** at the request of the **named insured** and in support of the **named insured's** rendering of **professional services** to its clients; however, there shall be no coverage afforded to any such entity, lawyer, employee, member or volunteer as a result of independent **wrongful acts**.

All other terms and conditions remain unchanged.

POLICY NUMBER: NDO1584215

Basic Policy Information

Named Insured

Firm Name: Fair Housing Advocates of Northern California
Address: 1314 Lincoln Ave., suite A
San Rafael, CA 94901
Business: (415) 457-5025 Ext.103
Cell:
Fax: (415) 457-6382
Email:

Transaction Information

Term: 8/28/2020 - 8/28/2021
Last Update*: 8/28/2020
Carrier: USLI

Location Information

Location #	Building#	Address
00001	00001	1314 Lincoln Ave., suite A, San Rafael, CA 94901

Directors and Officers

Coverages

Coverage:	Limit	Deductible/Type	Ded Basis	Ded Applies To	Misc Information
Directors & Officers of Non Profit Entities	\$1,000,000	\$0/Dollars	Per Claim		
Employment Practices Liability	\$1,000,000	\$5,000/Dollars	Per Claim		

** Not all information contained in the document may be the latest representation of your information. If you request new coverage or a change in coverage, please be advised that coverage cannot be bound without speaking to a licensed agent. If you have additional questions or concerns, please contact your Agency directly.*



Fair Housing Advocates of Northern California

1314 Lincoln Ave., Ste. A, San Rafael, CA 94901 ▼ (415) 457-5025 ▼ TDD: (800) 735-2922
www.fairhousingnorcal.org ▼ fhanc@fairhousingnorcal.org

CONFLICT OF INTEREST POLICY

SECTION 1. PURPOSE

Fair Housing Advocates of Northern California is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between Fair Housing Advocates of Northern California and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of Fair Housing Advocates of Northern California honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Fair Housing Advocates of Northern California. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Fair Housing Advocates of Northern California or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

SECTION 2. PERSONS CONCERNED

This statement is directed not only to directors and officers, but to all employees and volunteers who can influence the actions of Fair Housing Advocates of Northern California. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning Fair Housing Advocates of Northern California.

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to Fair Housing Advocates of Northern California.
2. Persons and firms from whom Fair Housing Advocates of Northern California leases property and equipment.
3. Persons and firms with whom Fair Housing Advocates of Northern California is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.

A local non-profit helping communities eliminate housing discrimination

TDD:
SE HABLA



CALIFORNIA RELAY SERVICE FOR THE HEARING OR SPEECH IMPAIRED: (800) 735-2922
ESPAÑOL - NẾU CẦN GIÚP ĐỠ BẰNG TIẾNG VIỆT NAM XIN LIÊN LẠC SỐ: (415) 847-2747

5. Donors and others supporting Fair Housing Advocates of Northern California.
6. Agencies, organizations and association which affect the operations of Fair Housing Advocates of Northern California.
7. Family members, friends, and other employees.

SECTION 4. NATURE OF CONFLICTING INTEREST

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with Fair Housing Advocates of Northern California.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with Fair Housing Advocates of Northern California.
3. Receiving remuneration for services with respect to individual transactions involving Fair Housing Advocates of Northern California.
4. Using Fair Housing Advocates of Northern California's time, personnel, equipment, supplies, or good will for other than Fair Housing of Marin -approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with Fair Housing Advocates of Northern California. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of Fair Housing Advocates of Northern California.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The board has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the chief executive officer (or if she or he is the one with the conflict, then to the board chair), who shall bring the matter to the attention of the board. Disclosure involving directors should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these matters to the board.

The board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to Fair Housing Advocates of Northern California. The decision of the board on these matters will rest in their sole discretion, and their concern must be the welfare of Fair Housing Advocates of Northern California and the advancement of its purpose.

I HEREBY understand and agree to comply with FHANC's Conflict of Interest Policy. I understand that I am obligated to disclose any real or apparent conflicts of interest and update this information as necessary.

Signature

Date

CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)
Fiscal Year 2021-2022
Covers July 1, 2021 - June 30, 2022

APPLICATION SUPPORTING DOCUMENT REQUIREMENTS

Instructions: Review document submittal requirements to ensure completeness of application and complete shaded cells. Print tab when completed. FOR NEW APPLICANTS ONLY: Organizations/agencies NOT currently receiving CDBG Program funds in FY 2021-2022 are required to submit Items #15-20. (Organizations receiving FY 2020-2021 CDBG funding are not required to submit these items.)

Item #	Document Name	Included with Application? Yes/No/"n/a"
1	Completed General Information Tab	yes
2	Completed Application Questions Tab	yes
3	Completed Budget Tab	Yes
4	Completed Schedule Tab	Yes
5	Completed Doc Requirements Tab	Yes
6	Organizational Chart	Yes
7	Resumes of Executive Director, Program Manager, and Fiscal Officer	Yes
8	Resumes of Key Agency Personnel who will be associated with proposed public service activity	Yes
9	Agency Board of Directors Roster including identification of Board officers, addresses, telephone numbers, and description of general area of board member's expertise	Yes
10	Resolution authorizing application submittal and authorized signatory for application and contract documents	Yes
11	Agency's total budget (CDBG and non-CDBG) for prior two fiscal years	Yes
12	<u>References:</u> Name, address, telephone, email for references on three (3) recent similar programs or projects, including brief description of work provided by the agency for each reference	Yes
13	Copy of current insurance coverages for the agency/organization, including workers' compensation	Yes*
14	Agency Conflict of Interest Statement	Yes
15	State and Federal (IRS) nonprofit determination letters	N/A
16	Articles of Incorporation	N/A
17	Bylaws	N/A
18	Financial Statements or Audits for last 3 fiscal years	N/A
19	Written Fiscal/Accounting Policies and Procedures	N/A
20	Written Personnel Policies and Procedures including Affirmative Action Plan and Grievance Procedure	N/A

House of Acts Application Packet

General Information

CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)
Fiscal Year 2021-2022

Covers July 1, 2021 - June 30, 2022

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION


Application Instructions: This Excel-based Application Worksheet includes five (5) "tabs" which comprise the full application (see bottom of screen to scroll between tabs). The tabs include: Instructions and General Info; Application Questions; Budget; Schedule; and Doc Requirements. Applicants must complete and submit all portions of the Application to the City of Vallejo.

General Information Instructions: Complete all information in shaded cells. Print tab when completed and provide signature where indicated.

Agency General Name	House of Acts
Address 1	627 Grant Street
Address 2	
City	Vallejo
State	CA
Zip	94590
Main Telephone Number	707-553-1042
Website Address	www.houseofacts.org
EIN (XX-XXXXXXX)	68-0005684

CEO/Executive Director	
First Name	Edmond
Last Name	Wade
Title	Director
Email	houseofacts@comcast.net
Telephone	707-553-1042

Funding Request Summary and Program Contact	
Activity/Program/Project Name	Computer/GED Learning Program
Amount of FY20 CDBG Requested	\$50,000
Program Contact First Name	Sheila
Program Contact Last Name	Nixon
Program Contact Telephone	707-553-1042
Program Contact Email	houseofactsada@comcast.net

Authorized Signature of Applicant submitting application	
Full Name	Edmond Wade
Title	Director
Date:	January 28, 2021
Signature:	

Application Questions

CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)
Fiscal Year 2021-2022

Covers July 1, 2021 - June 30, 2022

APPLICATION QUESTIONS

Instructions: Respond to all questions indicated in shaded cells. Print tab when completed.

Question #	Question Description						
1	<p>Enter the number of applications your agency is submitting for City of Vallejo CDBG Program funding. If more than one application, enter the numerical ranking of the priority of this proposal. E.g, "1 of 3" means you are submitting 3 applications and this one is the highest priority.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 100px; text-align: center;">1</div>						
2	<p>Enter the organization/agency type. Enter "X"</p> <table border="1" style="margin-left: 100px;"> <tr> <td style="width: 100px;">Private, non-profit organization</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Public agency/department</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </table>	Private, non-profit organization	X	Public agency/department		Other	
Private, non-profit organization	X						
Public agency/department							
Other							
3	<p>AGENCY DESCRIPTION: Provide description of the agency's mission and history, including number of years in existence. Describe agency's current strategic and/or operations plan.</p> <div style="border: 1px solid black; padding: 5px; margin-left: 100px;"> <p>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 are located at 627 Grant Street and 115 Teri Ct. The women's facility is located at 844 5th Street, Vallejo. The main office/facility is located at 627 Grant St., Vallejo, CA 94590. MISSION STATEMENT - The House of Acts is a Faith based facility designed to create an atmosphere of healing for those whose lives have been impaired by alcohol and other drugs. To provide literacy skills, computer training, GED education development, job readiness development classes, online college preparation and customer service training. To provide culturally relevant services to people of all ethnic and racial backgrounds. HOA is committed to recruiting, hiring and retaining 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.</p> </div>						
4	<p>Is this a new project or activity?</p> <table border="1" style="margin-left: 100px;"> <tr> <td style="width: 100px;">Yes</td> <td></td> </tr> <tr> <td>No</td> <td style="text-align: center;">X</td> </tr> </table>	Yes		No	X		
Yes							
No	X						

Question #

Question Description

- 5 **OTHER CDBG FUNDING:** If your agency has never received CDBG funding from the City of Vallejo, please list any CDBG funding received from other jurisdictions in the last 5 years (jurisdiction, amount, and purpose). Enter N/A if not applicable.

N/A

- 6 **CAPACITY:** Describe your agency's capacity to conduct the activity/program/project (previous federal grants management, staff experience and capacity, fiscal resources, etc).

The House of Acts has made it a goal over the past 32 years, to support the men and women health and wellness with resources that counter their abusive lifestyle. Due to receiving the CDBG grant over the last few years the House of Acts have been able to provide the following: job development training, computer skills training, basic literacy instruction/evaluation and GED preparation assistance as the individuals complete the House of Acts Drug Treatment Program. The House of Acts has served roughly 205 clients that has entered our program last year. This number of 210 clients consist of 18 clients divided within 3 houses per month.

- 7 **PROPOSED PROGRAM/ACTIVITY DESCRIPTION:** Provide a description of the activity/program/project for which your agency is seeking funding. **NOTE: Agencies applying to assist homeless persons must coordinate with Resource Connect Solano operated by Caminar, a non-profit organization, to be considered for funding. Describe how the activity/program/project will coordinate with Resource Connect Solano, if applicable.**

We propose to expand our 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, Workforce Training and Retail Customer Service Training. The HOA goal is to continue to enhance/expand all skills training as follows: **Basic Literacy:** Basic English, Reading and Math. **Job Search Training:** Resume writing, interviewing skills, how to search/complete job applications on the Internet. **Computer Training:** Intro to Computers, basic typing instructions, Microsoft Word, Excel and PowerPoint. **GED Preparation. Hidden Treasure Boutique** (HOA's Thrift Store) will provide on the job training in retail, customer service, marketing (promotion) inventory, cash handling and merchandising. **Workforce Helping Hands Program:** 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.

Question #

Question Description

- 8** **ACTIVITY/PROGRAM IMPLEMENTATION: Describe how the activity/program will be implemented, administered, and operated.**

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 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 met the individual client. Clients will be expected to complete "end projects" for each Literacy, Computer Training, GED Prepararion, and Resume Writing. If it is determined that their needs cannot met during 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. **SEE ATTACHED**

- 9** **NEED FOR PROGRAM/ACTIVITY: Describe the problem(s), need(s), issue(s) or service gap(s) to support the need for this project in the City of Vallejo. Include Vallejo demographics, statistics, report citations, etc.**

The City of Vallejo, as well as America as a whole continues to be in a terrible battle with the war on drugs. Vigilance is needed to change the 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 become over-crowded and now local/county jails are facing the same dilemma in California. The House of Acts believes that if more and pertinent on-site 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. **SEE ATTACHED**

- 10** **USE OF VALLEJO CDBG FUNDS: Describe in detail how Vallejo's CDBG funds will be used within the activity/program/project. Describe how the project is cost effective and the budget is reasonable for the anticipated result.**

The amount of funds the House of Acts is requesting within this CDBG proposal is \$50,000. This \$50,000 will consist of the following: A basic literacy/GED instructor and a Computer Instructor and a part-time Administrative Assistant. Our goal is to expand our GED, literacy and computer course. We would like to have 2 seperate instructors so that each one can focus on the course that they are assigned to teach. This will also help to make sure that we can accurately track the programs progress, courses and work experience programs. The administrative assistant will work closely with the counnselors and instructors to track the progress and to help with making the courses better for our statistic reports.

- 11** **TARGET POPULATIONS: Describe the population your agency will serve with these funds and how they will benefit from the implementation of the activity/program/project.**

The population that the House of Acts will serve men and women who have been incarcerated, on parole or probation and are dealing with drug and alcohol addictions. The individuals who enter our facilities are usually lacking in basic education skills and computer skills with little or no work experience. Their 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. SEE ATTACHED**

8. ACTIVITY/PROGRAM IMPLEMENTATION:

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 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.

9. NEED FOR PROGRAM/ACTIVITY:

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) "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, health care 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 Hidden Treasures Boutique will help these individuals continue in maintain 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 today. An individual who has been addicted to drugs is someone who has a hard time in 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.

11. TARGET POPULATIONS:

The earlier a person is introduced to technology the better chance they will have to become productive individuals skilled in the areas of technology. 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.

Question #

Question Description

12 **OUTREACH:** Explain how your agency will outreach to low income, limited English speakers, and/or disabled persons. How will each of these groups access the activity/program/project for which your agency is requesting funding?

Clients entering the House of Acts are either court ordered parolees and probationers requiring substance abuse treatment. These individuals are usually unemployed, homeless and have little to no income. Many of our clients suffer from mental health issues and some have physical disabilities.

13 **COLLABORATION:** Identify the organizations with which your agency partners, and describe their relevant capabilities that result in greater service integration.

The House of Acts will continue to work with Solano County Detox, Parole, Probation, The GEO Group, Alameda Courts, BACS and Center for Positive Change, Solano County, VA, Archway Detox, LaClinica, local schools and colleges, Global Center for Success and other local Alcohol and Drug programs to minimize duplication of services. The list of agencies that we work with assist us in many areas of treatment, from placement of clients in need of treatment, detox services or medical services.

14 **LEVERAGING:** Describe leveraging or sustainability efforts your agency is implementing to maintain service levels.

The House of Acts continue its working relationship with Parole, Probation, The GEO Group and other organizations that will ensure participants in need of our services. We receive requests for treatment on a daily basis from the above mentioned groups and from private citizens. We will continue to reach out to the community so that it is aware of the House of Acts and the services that are available to them.

15 **EFFECT IF NOT FUNDED:** If this application does not receive funding, what will be the effect on the activity/program/project?

Should the House of Acts not receive funding or partial funding we would adjust the hours of service we offer. This would effect the amount of training that we would be able to share with the participants.

16 **POPULATIONS TO BE SERVED:** Indicate population(s) that will be served (mark "X") for ALL that apply).

Extremely Low Income Persons (Incomes 30% or less of AMI)	X
Very Low Income Persons (Incomes 31-50% AMI)	X
Low Income Persons (Incomes 51-80% AMI)	X
Seniors 62 years and older	X
Lower income families with children attending Vallejo City Unified School District	X
Homeless Persons or Families	X
Persons or families at risk of homelessness	X
Persons with mental illness	X
Persons with developmental disabilities	X
Persons with physical disabilities	X
Persons living with AIDS/HIV-related illness	X
Victims of domestic violence	X
Veterans	X
Other target population (describe)	Individuals on Parole or Probation

Question #

Question Description

17 **CDBG PROGRAM OBJECTIVE: Select ONE objective that relates to your activity (Tip: When selecting, ask "What is the purpose of the activity? What is the larger community need that I am seeking to address?" (Mark "X" in selected objective)**

Creating a suitable living environment	
Providing decent affordable housing	
Creating economic opportunities	x

18 **CDBG PROGRAM OUTCOME: Select ONE outcome that relates to your activity (TIP: When selection, ask "What type of change or result am I seeking?" (Mark "X" in applicable category)**

Availability/Accessibility	
Affordability	
Sustainability	x

19 **COMMON INDICATOR: Choose a common indicator that your agency will use to track clients - Mark "X" in selected category.**

Persons	x
Households	

20 **# CLIENTS TO BE SERVED: For the category you selected in Question #19, provide the total number of unduplicated Vallejo clients your agency anticipates serving through this activity/program/project.**

# Unduplicated Vallejo Clients	210
--------------------------------	-----

21 **# CLIENTS TO BE SERVED BY INCOME AND TYPE: Based on the common indicator you selected above, provide the number of unduplicated Vallejo clients your agency anticipates serving in each category listed below.**

Low Income (51-80% AMI)	30
Very Low Income (31-50% AMI)	30
Extremely Low Income (0-30% AMI)	40
Disabled	40
Female Headed Households	10
Seniors	10
Youth	0
Homeless	50

Question #

Question Description

22

CLIENTS TO BE SERVED BY RACE/ETHNICITY: Enter the number of clients your agency anticipates serving in the following race/ethnicity categories. The sum of numbers must match the total clients entered in Question #21 above. Per HUD, "Hispanic" is an ethnicity, and not a separate race.

White	30
White + HISPANIC	20
Black/African American	60
Black/African American + HISPANIC	15
Asian	5
Asian + HISPANIC	1
American Indian/Alaskan Native	2
American Indian/Alaskan Native + HISPANIC	2
Native Hawaiian/Other Pacific Islander	5
Native Hawaiian/Other Pacific Islander + HISPANIC	1
American Indian/ Alaskan Native and White	2
American Indian/ Alaskan Native and White + HISPANIC	2
Asian and White	5
Asian and White + HISPANIC	2
Black/African American and White	20
Black/African American and White + HISPANIC	20
American Indian/Alaskan Native and Black/African American	3
American Indian/Alaskan Native and Black/African American + HISPANIC	3
Other Multi Racial	9
Other Multi Racial + HISPANIC	3
TOTAL	210

23

ELIGIBILITY VERIFICATION: Describe intake process and how information will be obtained to determine clients' Vallejo residency status, and household and income eligibility under the CDBG Program requirements.

Participants are required to complete an intake application. All participants who are from out of the city of Vallejo are required to register with the Vallejo Police Department or apply for a California ID at the DMV office. The participant is required to give the address of the residence that they are living in.

24

ADDITIONAL INFORMATION (OPTIONAL): Applicants may include additional description regarding presented information if desired.

Budget

CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)
Fiscal Year 2021-2022

Covers July 1, 2021 - June 30, 2022

ACTIVITY/PROGRAM BUDGET

Instructions: Enter the budget in the shaded cells for the proposed activity or program to be implemented in the City of Vallejo with CDBG funds. Under Funding Sources section, enter all funding sources (including other non-CDBG funding sources, if applicable) related to the proposed activity or program to be implemented in the City of Vallejo (e. g., foundation name, individual contributions, in-kind contributions, other federal/state or local public funding source/s, etc.), the amount of funding requested, and the amount committed. Under Funding Uses section, at Column A enter additional types of expenses if applicable; at Column C enter the line item budget by expense type; at Column E enter only the Vallejo CDBG funding requested amounts, by line item/expense type. Print tab when completed.

<u>Funding Sources</u>	<u>Amount Requested</u>	<u>Amount Committed</u>
Enter Amount of Vallejo FY21-22 CDBG Request	\$ 50,000	n/a
Other Source:		
Other Source:		
Other Source:		
Other Source:		
TOTAL	\$ 50,000	\$ -

<u>Funding Uses</u>	<u>Total Activity/ Program/ Project Budget</u>	<u>Amount Requested from Vallejo CDBG</u>
Personnel: Salaries (see instructions below)		\$ 42,500
Personnel: Benefits (see instructions below)		\$ 7,500
Operating: Supplies		
Operating: Printing/Copying		
Operating: Postage		
Operating: Telephone		
Operating: Rent and Utilities		
Operating: Accounting/Audit		
Operating: _____		
Operating: _____		
TOTAL	\$ -	\$ 50,000

Budget Narrative: Discuss and justify the items and amounts entered above. If using CDBG for salaries/benefits, list each employee, their position/title, and the percentage of their salary and benefits (e.g., 0.10 FTE) that will be paid with CDBG funds. The City of Vallejo will provide CDBG funds to pay for direct costs only.

Instructor (To be hired) - Salary \$20,996.80 Annually/Benefits \$2,499.96 - Annually
Sheila Nixon - Salary \$10,872.20 Annually/Benefits \$2,496.96 - Annually
Admin Assistant (to be hired) - Salary \$10,623.00/Benefits \$2,496.96

Schedule

**CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)
Fiscal Year 2021-2022**

Covers July 1, 2021- June 30, 2022

TIMELINE/PROGRAM SCHEDULE

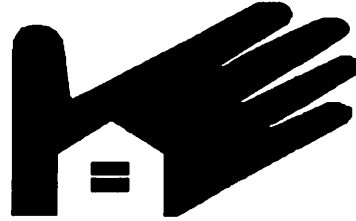
Instructions: Provide a timeline below in the shaded cells showing the specific actions/milestones to be taken to implement the proposed CDBG-funded activity or program in Column A. Enter month/year milestone will be completed in Column C. Enter "not started" "underway" or "completed" in Column E for completion status. The CDBG Program requires timely expenditure of funds, and funding will be made available for the July 1, 2021 through June 30, 2022 period. Print tab when completed.

COLUMN A	COLUMN C	COLUMN E
<u>Actions/Milestones</u>	<u>Month/Year to be started</u>	<u>Month/Year Completed</u>
<i>Example: Outreach to potential clients</i>	July-21	Aug-21
GED/Literacy and Computer classes	July-21	Jul-22

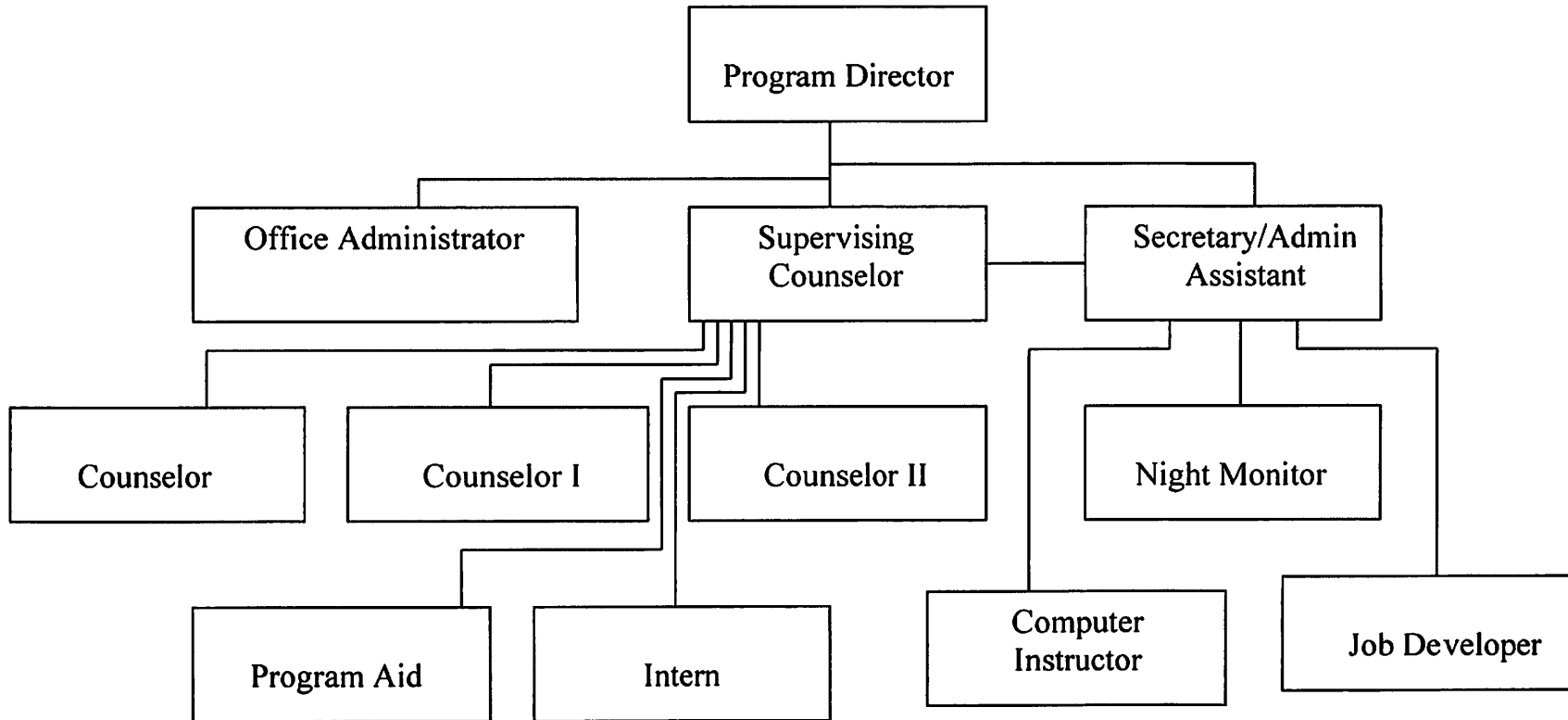
Schedule Narrative: Include a narrative to accompany the timeline/program schedule, (optional).

Document Requirments

Organizational Chart



The House Of Acts
Alcohol and Substance Abuse Treatment Program



**Resumes of
Executive Director,
Program Manager
& Fiscal Officer**

EDMOND WADE

Summary

Dynamic Clinical Supervisor eager to leverage expertise to develop Counselor teams with strong clinical, technical, and decision-making skills. Proven success in improving patient care and outcomes by developing and leading robust training programs.

Enthusiastic individual with superior skills in working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to any setting. Excited to begin new challenge with successful team.

Skills

- Multidisciplinary team collaboration
- Improving clinical quality outcomes
- Patient relations
- Patient Health Education

Experience

Clinical Supervisor The House Of Acts

11/2006 to Current
Vallejo, California

- Created and implemented improvement plans to resolve issues and drive improvements to deficient areas.
- Evaluated patients, determined care needs and managed implementation of treatment plan.
- Improved research-based approaches through participation in research and evidence-based clinical audits.
- Drove attainment of optimal outcomes through case management focused on appropriate treatment, clinical quality assurance and service utilization.
- Provided routine management and emergency response with authoritative and professional manner.
- Introduced new departmental policies and oriented staff to facilitate adoption of changes.
- Improve policies and procedures through development, implementation, revision and evaluation of new protocols.
- Optimized operations by understanding, following and enforcing OSHA regulations.

Workforce Manager The House Of Acts

11/2006 to Current
Vallejo, California

Use a leadership style that creates and maintains an environment based on mutual respect, trust, teamwork. Be a role model by taking full responsibility for one's decisions, supervisory practices, and personal wellness. Seek job performance feedback from supervisees, peers, and manager to improve supervisory practices.

Education and Training

High School Diploma Vallejo High School

08/1977
Vallejo, CA

Drug Recovery Specialist CAARR Insititute

06/2006
Fairfield, CA

Certifications

- Certified BREINING INSTITUTE Registered Addiction Specialist (RAS) 01/10/2013 to 01/10/2021
- CADTP SUDCC Sudstance Use Disorder Certified Counselor 02/08/2019 to 01/10/2021
- Project Management Professional Workforce Manager

BREINING INSTITUTE

Breining Institute has determined that the individual identified below

EDMOND STEVEN WADE, RAS II

continues to meet the qualifications relating to addiction treatment and administration, including the documentation of clinical experience, formal continuing education and / or written examination, and is hereby renewed the credential.

Registered Addiction Specialist II (RAS II)

with all the rights, privileges and honors thereto pertaining.

Certification Number:

W1201111703

Initial Certification Date:

January 10, 2013

Current Status:

Active

Renewal Date:

January 10, 2023



Dean of Students

AUTHENTICITY: In order for this Certificate to be valid, it must be signed by the Dean of Students and contain a complete image of the Breining Institute Seal in the background.

ON-LINE VERIFICATION OF CREDENTIAL - WWW.BREINING.EDU

REGISTERED SERVICE MARKS OF BREINING INSTITUTE

Since 1986, Breining Institute has been dedicated to providing individuals in this profession with the highest level quality education, training, testing and certification, and has awarded certificates, degrees and professional credentials to qualified individuals in 47 U.S. States and 22 countries.

These credentials are registered service marks, and may only be used by professionals who have been awarded these credentials by Breining Institute:

"Registered Addiction Specialist" and "RAS" credentials: Service Mark Reg. No. 65739, Class Number 41

"Clinical Supervisor Credential" and "CSC" credentials: Service Mark Reg. No. 66826, Class Number 41

"Master Counselor in Addictions" and "MCA" credentials: Service Mark Reg. No. 66746, Class Number 41

"Medication-Assisted Treatment Counselor" and "MATC" credentials: Service Mark Reg. No. 66622, Class Number 41

"Forensic Addictions Counselor" and "FAC" credentials: Service Mark Reg. No. 66627, Class Number 41

"Certified Co-occurring Disorders Specialist" and "CCDS" credentials: Service Mark Reg. No. 67864, Class Number 41

"Certified Women's Treatment Specialist" and "CWTS" credentials: Service Mark Reg. No. 67863, Class Number 41

"Certified Case Manager Interventionist" and "CCMI" credentials: Service Mark Reg. No. 121265, Class Number 41

"CCMI" Service Mark Reg. No. 5,560,295, United States Patent and Trademark Office (USPTO), Ser. No. 87-778,904, Class Number 41

California Substance Use Disorder Certified Counselor

The CADTP Certification Board Hereby Acknowledges that

Edmond Steven Wade

has satisfied the requirements for certification, having the experience, knowledge, & attitudinal skills to serve in all modalities of substance use disorder treatment as established in the California Code of Regulations, Title 9, Section 13040, holding the position of

Substance Use Disorder Certified Counselor II

SUDCC II

Demonstrated Education and Advanced Field Experience

<u>January 10, 2021</u> Valid From	<u>January 10, 2023</u> Valid To	<u>7522</u> Certificant Number
---------------------------------------	-------------------------------------	-----------------------------------



Stacie Perez
Certification Board Chair
Recorded On



Deborah Pagluso
Certification Board Secretary
December 18, 2020



The Substance Use Disorder Certified Counselor credential is accredited by the National Commission for Certifying Agencies and is recognized by the State of California, Department of Health Care Services, Substance Use Disorder Compliance Division as an approved California SUD Certifying Agency. Those holding this credential are authorized to work in any substance use disorder (SUD) treatment modality.



Substance Use Disorder Certified Counselor II

Your account is incomplete Set a password to make it easier to change settings when you next view this credential

[Set a Password](#)

ADD TO MOBILE WALLET

Preview how your credential will appear and then add it to your mobile wallet.

[Preview](#)

This website uses cookies to ensure you get the best experience on our website. [Learn more](#)

[Got it!](#)

Professional Experience:

Mar. 2002 – Present

Alternative Family Services, Vallejo, CA

Foster Parent

- Worked with minors who suffer from emotional and mental disabilities, PTSD, disruptive and abusive behaviors, self injury,
- Dispensed medication
- Worked with school administration, county social workers,
- Taught life skills, independent living skills,

Nov. 2007 – June 2008

MIT Academy, Vallejo, CA

Secretary to the Directors

- Proficient with computer software to generate and update reports, data records
- Managed electronic and paper filing systems
- Coordinated student testing modules
- Handled all confidential documents on sensitive student matters
- Coordinated events, conferences, meetings, and retreats and assisted directors with facilitation of each.

Jan. 2008 – Present

Rehoboth Transformation Community Corp., Vallejo, CA

Part-Time Administrative Assistant to the Director

- Managed accounts payables/ receivables
- Designed presentations and other materials
- Prepared and updated membership data to generate financial reports, mailing lists for product surveys and research
- Handled confidential matters regarding financial reports, contracts and executive board matters
- Assisted with coordination and help facilitate events, meetings, retreats and conferences

Mar. 2004 – Nov 2007

Global One Lending Inc., Sacramento, CA

Loan Officer

- Interviewed clients to process loan application, and explained the various types of loans and credit terms available to them
- Verified client information through research and analyze credit reports to recommend property types and affordability
- Researched and obtained potential lenders for client
- Managed all escrow issues

Feb. 1997 – Dec. 2002

Chevron Oil Company Inc., Concord, CA

Account Manager – Commercial Accounts

- Operated high volume of incoming customer calls for commercial accounts
 - Researched and obtained information for transactions, resolutions, data reports
 - Proof read contracts
 - Provided customer service on billing matters
 - Corrected discrepancies on customer accounts as necessary
 - Resolved delinquent accounts
-

Shelia D. Nitron

Apr. 1982 – Aug. 1984 *Alpha Omega Inc., Vallejo, CA*
Administrator

- o Managed office, typing, filing, supplies
- o Responsible for determining placement of new residents
- o Managed supplies for all facilities
- o Developed office and facility procedure manuals
- o Accounts payables and receivables

Education:

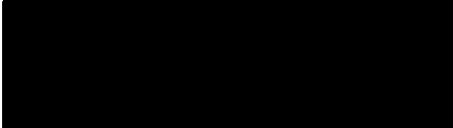
JD Edwards 1099 tax course (certificates)
Healds Business College, Walnut Creek
Solano Jr. College, Suisun, CA

Computer Skills:

Software: JD Edwards, MS Word, Excel and Outlook.

References Available Upon Request

Resumes of Key Agency Personnel



Professional Profile

'Executive level leader with a proven track record of providing team-based solutions in challenging environments for high-profile, high-budget projects nationally and internationally'

With extensive experience in building and developing high-functioning project teams to deliver critical Security and Infrastructure projects, I have successfully executed a comprehensive array of assignments with a focus on System Optimization. Having led a multitude of innovative technical projects across a broad range of disciplines including Physical/Site Security, Media, Entertainment and Manufacturing, I am able to successfully collaborate with senior-level stakeholders in the private and government sectors, lead multi-jurisdictional project teams, and ultimately deliver client focused results on time and within budget.

Core Skills

- Project Leadership
- Threat Assessment & Prevention
- Global Business Infrastructure
- Technology Implementation
- Cross-cultural acumen
- C-suite Leadership
- Measurement & Assessment
- Response Specific Planning
- Operational Requirements Capturing
- Communication

Career Summary

May 2015 - Present

**PIER 39, San Francisco
Vice President of Operations**

Report to President and CEO, leading team of 85 and managing \$19MM annual operating budget to provide a safe, clean, enjoyable experience for 15MM visitors and guests annually.

Key Responsibilities

- Build a vision for the property moving into the future to define its place on the San Francisco Bay
- Develop overall goals and operating plans and policies for the Moor & South family of companies
- Oversight of five departments including Security Operations and Facilities Engineering
- Providing high-level project reports to stakeholders and the Executive Committee
- Final decision maker on all projects related to Property, Guest and Employee Security and Safety, Risk Management, Engineering (landside and marine), Architecture, HazMat Compliance, Operations Financial Planning.
- Represent PIER 39 to the Port of San Francisco, Bay Conservation and Development Commission, Bay Area Council, San Francisco Police Department and City entities providing Owner/Partner (Security & Engineering) consultation services
- Provide mentorship to junior managers and staff working in union and non-union environments

Key Achievements

- Re-built a small Security Guard contingent into a highly trained, 38-member Security Officer Team, publicly recognized by the San Francisco Police Department as a 'Force Multiplier'
- Have had PIER 39 acknowledged as a priority target in the City of San Francisco and hence garnered support for threat prevention from the FBI and other local and federal agencies

May 2009 – Dec 2015

**Thompson Consulting and Industry, Inc., Los Angeles
Owner/Principal**

Principal Owner's Representative and Engineer in Responsible Charge to various clients including K-12 school districts, City municipalities, public and private clients

Key Responsibilities

- Project Management of Pasadena Unified School District 'Measure K' Bond: \$221MM
- Managed a mixed portfolio of Architects, Engineers and General Contractors
- "Problem Project" completion and closeout for several clients – including management of major construction companies who had "dropped the ball" – over \$100MM work completed
- Client technical representative to the State of California Division of the State Architect
- Design projects including central plants, hydrology and water supply, transportation of fluids, storm water, water capture, facilities civil and electrical projects

Key Achievements

- Design and Implementation of the Pasadena 'Secure Schools' Initiative; to improve school safety for teachers and students in today's environment of increasing threat
- Design and Construction Oversight, and Project Management of a brand new, \$28MM Middle School (Sierra Madre) on an extremely challenging project site in a very challenging community
- Success in bring divided communities, neighbourhood groups, and civic leaders together through projects revolving around the betterment of the local community

May 2009 – May 2015

**Rancho Colorina, Inc., (501c3) Castaic
President / Instructor / Trainer**

May 2006 – May 2009

**Universal Creative (Universal Studios), Hollywood
Project Director**

May 2001 – May 2006

**Glendale Unified School District, Glendale
Snr Construction Project Manager**

Feb 2000 – Feb 2001

**Disneyland Resort, Anaheim
Assistant Manager, Operations**

Mar 1997 – Feb 2000

**Universal Studios International, Hollywood/Japan
Ride/Show Engineer**

Dec 1993 – Mar 1997

**Disneyland Resort, Anaheim
Animator/Diver (Robotics Tech)**

Education

- > *Philosophiae Doctor (Ph.D.)*, Engineering & Technology – Northcentral University, 2019 (*projected*)
Dissertation Topic: Bedouin of the Sinai/Naqab: Technology and Commercial Change.
A case study of an all-Negev Bedouin tech company conducted in the Negev, Israel exploring the personal and professional characteristics, rationale, and the decision-making process of corporate individuals based on the available opportunity to overcome educational, cultural, and economic obstacles prohibiting entry into the sometimes-hostile Israeli high-tech sector.
- > Diploma in Alcohol and Drug Counselling Studies – Intercoast College, 2019
Preparation to sit the International Certification and Reciprocity Consortium exam
- > Certificated Learning PETEX Petroleum Engineering – University of Texas at Austin, 2017
Concentration: Special Drilling Operations & Artificial Lift: Field Handling of Natural Gas / Surface Handling of Well Fluids / Transport of Petroleum, Derivatives & Natural Gas

- > Master of Science, Mechanical Engineering – California State University, Northridge. 2010
Concentration: Energy, Fluids.
Thesis I: Viability of the Stirling Engine in Commercial Power Generation (publish date: 05/10)
Thesis II: UVC Light and its Effect on the Efficiency of HVAC Systems (publish date: 12/09)
- > Bachelor of Science, Mechanical Engineering - California State University, Northridge, 2004
Concentration: Thermal Fluids and Economics: Power Plant Cycles
Undergraduate Thesis: Desiccant Scrubbed Air and Controlled Testing Environments at -40°F
- > Associate Diploma Music (Jazz) – Queensland Conservatorium of Music, Australia, 1988
Concentration: Jazz Performance

Academic/Teaching Experience

Adjunct Faculty Mechanical Engineering, California State University, Northridge, 2005 – 2011

Enabling students with a rich and practical education based in both academic theory and practical experience

- ME 101/L: Introduction to Mechanical Engineering through Project Based Learning – 3 units
- ME 309/L: Numerical Methods for Engineering Systems with Mathematical Modelling – 5 units
- ME 390: Fluid Mechanics with an Introduction to Fluid Dynamics – 3 units
- ME 491: Fluids Mechanics Lab – 1 unit
- ME 493: Hydraulics & Hydrology; Open Channel Flow – 3 units
- ME 686: Systems Engineering and Optimization (w/ Dr. Tom Mincer) – 6 units

Honors / Awards / Recognition

- Rutgers University – University Advisory Board Member, *current*
- THEA Award, Best New Attraction for 2008 – “SIMPSONS RIDE”
- CSUN College of Mechanical Engineering, Outstanding Achievement, 2005
- City of Glendale TOP 103 Most Influential People list, 2003 (number 33)
- Queen Elizabeth II Silver Jubilee Trust Award Recipient, 1990

Publications

- Thompson, F. (2018). The coming storm: Northern California and the national opioid epidemic. *The California Narcotic Officer* 36(2), 24-25. Los Angeles, CA: 911 Media
- Thompson, F. (2018). Audio-animatronics in the industry of their birth and the new haptic experience. *TEAAS* 1(1). [Peer Reviewed inaugural publication, Nov. 2018: open source]
- Thompson, F. (2010). *Stirling Technology and It's Proposed Use in Commercial Power Generation*. Northridge, CA: California State University Northridge
- Thompson, F., Sansolis, A., Noel, D., Lina, et al. (2006). *ME695MAO Advanced Modelling, Analysis and Optimization Stirling Dish Project – CSUN One*. Northridge, CA: California State University Northridge
- Thompson, F. (2006). *Cowboys & Horses, A Book of Poetry & Prose*. ISBN 978-0-6151-3262-4. Morrisville, NC: Lulu Enterprises

Conference Presentations

- Reality and Incidental Emotions in the Context of a Terrorist Threat – PIER 39 Christmas Day Attack (A Joint ASIS & InfraGard Presentation) – Oct 2018
- Animatronics in the Industry of Their Birth, and the New Haptic Experience (IAAPA) – Nov 2018
- Epicenter 2018 – A Department of Emergency Management Emergency Preparedness Presentation (DEM/SFPD – multi-jurisdictional) – Aug 2018
- Active Shooter: A Presentation with SFPD and UCSF (San Francisco Central Business District) – March 2018
- Threat Assessment and Prevention (SoMa & City Initiative with DEM) – Nov 2017

Licenses & Experience

- > Registered Professional Engineer – California / Idaho / Texas
- > LEED (Leadership in Energy & Environmental Design) Accredited Professional
- > Certified Professional in Erosion and Sediment Control (CPESC)
- > Qualified SWPPP Designer and Practitioner QSP / QSD (national water management)
- > Master diver; contaminated water, overheads, and body recovery; Nitrox / Mixed Gas
- > Professional Association of Therapeutic Horsemanship – Trainer and Instructor
- > Federal Bureau of Investigation – Clearance / TWIC-TSA / WMD / InfraGard Private Sector Member
- > Bureau of Security & Investigative Services (BSIS) – (Chemical, Fire Arms, Baton, Arrest)
- > Federal Firearms and Safety Instructor: Pistol / Shotgun / Rifle / Range Safety Officer
- > QPR Institute – Suicide Interventionist / Counsellor
- > International Certification & Reciprocity Consortium (IC&RC): Substance Abuse Counsellor (*in process – Special Populations*) - CADAC
- > Advanced Life Support Certificate including infant and AED

Professional Affiliations

CNOA – California Narcotic Officers Association
ASIS/GSX – International Society of Security Professionals
InfraGard – FBI/Private Sector Critical Infrastructure Protection
SPE – Society of Petroleum Engineers
ASME – American Society of Mechanical Engineers
NSPE – National Society of Professional Engineers
USGBC – U.S. Green Building Council
PATH, Intl – Professional Association of Therapeutic Horsemanship
APA – American Psychological Association
AFSP – American Foundation for Suicide Prevention
USCCA – United States Concealed Carry Association

Additional Experience

- > Dual Citizen – Australia & United States
- > Expertise in the Bedouin Culture & the Israeli-Palestinian relationship
- > Lived and worked internationally for many years
- > Japanese – Basic (oral only)
- > Arabic – Elementary (*studying* oral and written)
- > Excellent Creative & Analytical skills
- > Excellent interpersonal skills
- > Travel extensively
- > Horse Whisperer

Office of Admissions and Records

ACCREDITATION

CSUN is accredited by the Western Association of Schools and Colleges, the agency which grants national accreditation to colleges and universities in the Western United States. For the State of California, CSUN is accredited by the Board of Education.

COURSE NUMBERING

000-099	Development Courses which do not carry credit toward graduation.
100-299	Lower Division Courses of freshman and sophomore level, but open also to upper division students.
300-399	Upper Division Courses of junior level which do not give graduate credit toward a major in the master's degree. Sophomore students may enroll in 300-level courses, but freshmen may not without special permission.
400-499	Upper Division Courses of junior and senior level. Some of these courses may be accepted in certain graduate programs.
500-599	Courses intended primarily for graduate students which may be taken by advanced undergraduate students for baccalaureate credit.
600-699	Courses limited to graduate students. Intended mainly for masters and credential programs.
700-799	Courses limited to graduate students. Intended mainly for doctoral programs; may be taken as part of a master's degree.
800-899	Courses specifically designed for career advancement. Credit for these courses does not apply to degrees or credentials at the University.
900-999	Noncredit courses offered by the College of Extended Learning.

GRADING SYSTEM

Grade	Definition	Grade Points	Effective Dates
A	Outstanding	4.0	1958
A-		3.7	1987
B+		3.3	1987
B	Very Good	3.0	1958
B-		2.7	1987
C+		2.3	1987
C	Average	2.0	1958
C-		1.7	1987
D+		1.3	1987
D	Barely Passing	1.0	1958
D-		0.7	1987
F	Failure	0.0	1958
CR	Credit	N/A	1973
NC	No Credit	N/A	1973
U	Unauthorized Incomplete	0.0	1977-2002
AU	Audit	N/A	1958-1987
SP	Satisfactory Progress	N/A	1973-2008
RP	Report in Progress	N/A	2008
I	Incomplete	N/A	1958
IC	Incomplete Charged	N/A	2008
W	Withdrawal	N/A	1958
WU	Unauthorized Withdrawal	N/A	1958-1973, 2002

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

(Public Law 93-880, S518)

CSUN Transcript information cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974.

Authentication and Release of this Record.

Official transcripts are blue. They bear the University seal, the signature of The Director of Admissions and Records, and a Heat Glance Security Spot on the front of the document.

A black and white document is not authentic and should not be accepted as an official CSUN academic transcript.

Alteration and / or forgery of this document with the intent to deceive another party is a criminal offense.

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TRANSCRIPT NOTATIONS

U / ATT or UA	= Units Attempted
U / ACC or UE	= Units Accepted or Units Earned
GP	= Grade Points
GR	= Grade
GPA	= Grade Point Average

REF = Reference Footnotes

1	= Change of Grade
2	= Incomplete removed
3	= Incomplete charged
4	= Type 1 repeat (standard repeat of CSUN coursework)
5	= Any action that is an exception to University policy
6	= Retroactive withdrawal
7	= Post-Graduate Credit - Masters
8	= Post-Graduate Credit - Credential
9	= Excess enrollment
A	= Repeat of a course that has a department, course number and / or title change
D	= Any deduction of CSUN enrollment as a result of Type 2 repeat
F	= Excess enrollment of course that has a department course number and / or title change
M	= Post-Graduate Credit towards additional Masters

SEMESTER UNITS

UNIT OF CREDIT

The University is on the semester calendar. Each regular semester unit equals approximately 1 hour of University work per week for approximately 15 weeks (or the equivalent in accelerated terms).

NON-MATRICULATED (NM)

The term "NM" indicates that the coursework was undertaken in a non-matriculated status.

TRANSFER TOTALS

Transfer totals listed on the transcript include units from the institutions listed and units for any exams listed as Examination Credit.

COURSE SUFFIXES

Credit by challenge examination by course work is indicated by the suffix 'XM' or 'X' following the course number. Beginning in Spring 1985, the suffix 'IS' or 'I' designates enrollment in individual study. Individual study courses may be taken only in substitution for approved courses not available in the semester. The 'CS' suffix designates courses which have a service learning component.

GRADUATION REQUIREMENTS

120-132 semester units are required for the baccalaureate degree. A minimum grade points average 2.0 is required for all collegiate work attempted, all CSUN units attempted, and in the major. A minimum of 30 semester units of approved graduate work is required for the master's degrees. A grade point average of not less than 3.0 is required for work in the master's program.

CONTINUING EDUCATION UNIT (CEU)

The CEU is a nationally recognized unit of measurement of the non-credit, postsecondary level study. It has been established by the International Association of Continuing Education and Training (IACET). A student can earn one CEU for every ten hours of participation or portion thereof.

Between 1958 and 1972, California State University Northridge was named San Fernando Valley State College. Prior to Fall 1958 semester, San Fernando Valley State College was a branch campus of Los Angeles State College. Students were granted full residence credit for course work at Los Angeles State College. Course titles, units, and grade of this work are listed on the Los Angeles State College permanent record which has been retained by that institution.

VALERIE R. MADISON



PROFESSIONAL EXPERIENCE:

Mar 2020 to present

Amazon Warehouse – Vacaville
Scanning, Processing, Supervising, Scheduling

Jan 28 2016 - Feb 27 2016

PFC Group of Companies / Las Vegas
Surveillance / Protection detail in the Los Altos area
30 day contract

Nov 2015 – Mar 2018

Security Industry Specialists Inc (SIS) / San Jose
Surveillance / Protection detail in the Northern Calif area
Security detail in local Apple Stores

Police Officer June 13 1988 to October 22, 2009

Vallejo Police Department

Attended and graduated from the Napa Police Academy. Patrol Officer, Peer Support Officer, Undercover/Crime Suppression Officer, Community Base Policing, Youth Services Officer, School Resource Officer, D.A.R.E. Officer & Honor Guard.

Vallejo PD Patrol Officer (June 1988 to August 1992)

Respond to calls for service; investigate criminal activity, Conduct primary and follow-up investigations of Fraud, Theft and Crimes against persons/property, Primary traffic collision investigations, Parking Enforcement, issuing citations, impounding vehicles. Assisting officers in patrol with the preservation and collection of evidence at crime scene. Enforcement of state and local law. Liaison between the community and the police department.

Vallejo PD Undercover/Crime Suppression Officer (November 1989 to October 1992)

Reduce narcotics and prostitution problem within the city. Suppress specific and series criminal activity in the city. Conducted long and short-term sting operations in the purchase of street level narcotics and prostitution. Acquired the ability to develop information to author search warrants.

Vallejo PD Community Base Policing Program (January 1990 to December 1992)

Perform community meetings and relations tasks. Liaison between the community and the police department.

Vallejo PD Youth Services Officer (August 1992 to June 1999)

Assigned to Solano Junior High. Implement a comprehensive school safety plan. Liaison between school staff and students. Provide law enforcement and introduce diversion intervention programs via the department's Police Probation Program. Perform community and public relations tasks designed for youth of Vallejo. Instructor of D.A.R.E. curriculum, Assist officers engaged in the instruction of D.A.R.E. curriculum. Developing after school programs

Vallejo PD Peer Support Counselor (1994 to October 2009)

Assist in critical incident debriefings; be available to officers for counseling needs.

Vallejo PD Honor Guard (1990 to December 2001)

Attend services of fallen officers & annual memorial services

Vallejo PD Patrol Officer (1988 to October 2009)

Aforementioned duties above

IPM Health Plan September 1983 to June 1988

Receptionist/Secretary. Handling centrex telephone system for 47 employees, word processor and typist.

Burns Security October 1981 to September 1983

Receptionist/Security. Receptionist and Security for the executive staff at the Pacific Bell Computer Company. And working various sites as Sohio, Bechtel and Department stores.

Redwood Bank April 1980 to September 1981

Bank Teller / Customer Relation. Opening / Closing accounts, light bookkeeping

EDUCATION

High School:

El Cerrito High 1975 – High School Degree obtained

Colleges:

Contra Costa College 1975 – 1978

Professional Accounting Institute – 1983 Certificate of Completion obtained

Solano College – 1985 – 1986

Napa Valley College – 1987 – 1988

Santa Rosa College – 1993

Sacramento City College – 1991

Napa College – 1990 – 1991 Certificate of Completion Criminal Justice obtained

Temple Theological Institute and Bible College – 2017 to 2019 Bachelor Degree obtained

Temple Theological Institute and Bible College Masters/Doctrinal Program – 2019 to Present

SPECIALIZED TRAINING AND PROFESSIONAL CERTIFICATES

Drug Recognition & Influence (August 1990)
Crime Scene Investigations/Evidence
Narcotic Investigations (August 1990)
Criminal Investigations
Interview & Interrogation
Search Warrant (August 1990)
Undercover Officer (August 1990)
Basic Traffic Accident Investigation (April 1989)
Emergency Vehicle Operations (December 1990)
Radar Operator (Radar 1991)
Complaint Dispatcher (June 1990)

Certificate:

POST Academy Napa Valley College (June 1988)
Basic POST Certificate (January 1990)
Advanced POST Certificate (November 1999)
Intermediate POST Certificate (November 1999)
P.O.S.T. Post Trauma Stress for LEO's Course (June 1996)
D.A.R.E. Instructor Certificate (October 1997)
P.O.S.T. Peer Support for LEO's Course (May 1995)
P.O.S.T. Re-certification 832 PC Course (June 2013)

PERSONAL QUALIFICATIONS:

Throughout my experience in the working industry, I find that it enables me to learn quickly and react accordingly. I have experience w/working with all ages, multicultural groups, social and economic backgrounds & w/people from multicultural communities. I have been the liaison between police and other services such as CPS, APS, & schools. I've coordinated and worked with probation and parole. Most professional organizations are open to diversity; diversity can lead to employee issues. I'm skilled in dealing in non violent crisis intervention; I feel that my greatest asset is having an open mind and my outgoing personality which enables me to get along well with anyone. I've completed over 25 years of Law Enforcement with Vallejo Police Department. Since my retirement I volunteered 4 days a week at a drug and alcohol program facility that house recovering addicts.

Marital Status – Divorce, one adult son

References Available Upon Request

Currently volunteering at the Two listed businesses

House of Acts (drug and alcohol rehabilitation center)

October 2009 to Present

Duties

Assisting the executive staff at the facility involving but not limited to: Bookkeeping, Answering Phones, Clerical, Customer Relation, Computers, Printers

Fluent in Windows XP/Vista Photoshop

Familiar with Microsoft Word, WordPerfect, Excel

Knowledge of records management and filing system

Able to operate fax machine, copiers, Multi phone lines and other office equipment

2B Successful Youth

October 2010 to Present

Duties

Working in an after school program at 2 schools to provide assistance with homework, Reading, Science, Teaching life skills, Mentoring and Tutoring to students K-12th grades. Supervising recreation, arts and crafts, monitoring computer activities, provide technical support and cooking classes, vegetable garden, chaperone field trips and provide transportation as needed

Solano Juvenile Hall - mentoring teenagers and assisting them with their homework

Strongly self-motivated, punctual, follow direction accurately

Responsible Reliable and friendly

Professional appearance and manner

Paying attention to detail, providing assistance needed

Work as a team player and cooperate well with other employees in every job

Work with minimum supervision ... Maintain confidentiality throughout each process

Able to work well under pressure and in fast-paced environments

Motivated worker who can perform a wide variety of task without direct supervision

El Cerrito High School

El Cerrito, California

This Certifies that

Valerie Renee Madison

has completed a course of studies in accordance with the requirements of the State Board of Education and the Trustees of this School and is therefore awarded this Diploma

Given at El Cerrito, California, this twelfth day of June, one thousand nine hundred seventy-five

W. F. Fuller
President, Board of Trustees

W. B. ...
Superintendent of Schools

Frank E. ...
Principal

Temple Theological Institute and Bible College



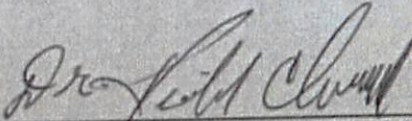
Is Hereby Awarded to

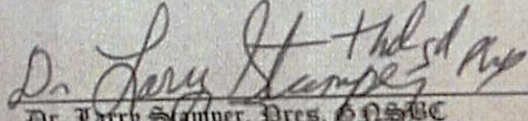
Valerie Madison

In Recognition of scholarly attainments and distinguished service
And in nomination of the Faculty of the Temple Theological Institute & Bible College
By virtue of authority granted by Transworld Accrediting Agency
Hereby certifies the degree of

Bachelor of Theology

With all honors rights and privileges thereunto appertaining.
In witness whereof this Diploma signed by the authorized officers
Of the Temple Theological Institute and Bible College is granted.
Given in Tracy California on the thirtieth Day of May
In the year Two Thousand and Twenty


Dr. Richard Clark, Chancellor, TTBCE


Dr. Larry Stamper, Pres. TTBCE

Elaine Faucett



EXPERIENCE

Fairfield School District— *Substitute Teacher*

April 2016 - PRESENT

K-12 Public Schools.

Healthy Partnerships — *SUD Counselor/ Mental Health*

August 2017- November 2018

Intake, Assessment, Treatment Planning, Counseling, Progress Notes, Drug Court Progress Reports, Individual and Group Facilitator, Drug Screening and Testing, Discharge Planning, Community Referrals.

Vallejo School District— *Calif Credentialed School Teacher*

August 1998- October 2015

9-12 Physical Education Teacher
Track and Field ; Cross Country Coach

EDUCATION

State University of New York - Masters of Social Work

August 1989 - June 1992

Clinicals: New York Prison Psy Center

Langston University - Bachelors of Science

August 1976 -- June 1980

Degree in Physical Education and Teachers Education

Certifications

Registered Alcohol and Drug Technician

California Teacher Credential - Valid

Associate Clinical Social Worker; BBS

CPR Certification Oct 2018 - October 2019

SKILLS

Group and Individual Counseling; Psychosocial Assessment, Treatment Planning, Interpersonal and Communication Skills. Community Referrals and Outreach; Client Charting; Community Coordination; Diversity Training; DBT, Cognitive Behavior Training, Public Speaking and Presentation Skills.

References

Steve Greer - LMFT #13945

Healthy Partnerships

707 315 2253

Carl Foster - Kaiser Mgt
Trainer

510 520 1926

Willie Felder - ICU R.N

707 342 7296

RALPH GARNER -

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 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.

10/98 - 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; Adaptac, 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

Melvin C. Quintanilla

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 Chamorru & English

References: Upon request

SANDI ROSE APODACA

CAREER OBJECTIVE

To obtain long-term employment with a company that has growth potential where I can contribute my skills and experience while helping others

SUMMARY OF QUALIFICATIONS

- An ambitious and highly motivated worker who learns new systems quickly and takes initiative
 - Capable of handling multiple tasks and responsibilities in a fast-paced work environment
 - Dependable and conscientious; an ability to think independently and quickly resolve problems
 - Productive and responsible; able to represent a company with professional appearance and manner
-

EDUCATION

A.A Degree in Accounting & Business (In Progress)
POST Certificate for Dispatch (2009)
Ocat and Detention Officer Certification (2005)
Forklift Certification (2016)
Drug & Alcohol Counseling (2017-2018)

Solano Community College, Fairfield, CA
Napa Valley College, Napa, CA
Quay County Detention Center, Tucumcari, NM
Vallejo Adult School Vallejo, CA
Intercoast College Fairfield, CA

EMPLOYABLE SKILLS

- | | | |
|-------------------------------|-------------------------|--------------------|
| ✓ Keyboarding (42WPM) | ✓ Computer Applications | ✓ Correspondence |
| ✓ Filing/Proofreading | ✓ Multiple Line Phones | ✓ Customer Service |
| ✓ Cash Register Cash Handling | ✓ 10 Key by Touch | ✓ Basic Accounting |
| ✓ Inventory Control | ✓ Scheduling | ✓ First Aid/CPR |
-

WORK EXPERIENCE

Ujima Family Recovery Services- The Rectory

07/2018-present

Quay County Detention Center – Tucumcari, NM

- ✓ Monitored the conduct of inmates, according to established policies, regulations, and procedures, in order to prevent escape or violence
- ✓ Took inmates into custody and escort to locations within and outside of facility
- ✓ Performed radio dispatcher duties, answered phones, filed an faxed correspondence and maintained data
- ✓ Searched inmates and cells for contraband, and conducted fire, safety, and sanitation inspections

Co-Occurring Disorder Counselor

01/2018- 07/2018

Shamia Recovery Center – Vallejo, CA

- ✓ Case Management
- ✓ Progress notes, group notes and documentation
- ✓ Resolved disputes with clients, over see the program.
- ✓ Teach Groups and help teach recovery and life skills to women and their children

Counselor Intern

02/2018- 06/2018

House of Acts – Vallejo, CA

- ✓ Case Management
 - ✓ Progress notes, group notes and documentation
-

Drug and Alcohol Counselor
07/2018- 02/2019

Ujima Family Recovery Services– San Pablo, CA

- ✓ **Case Management**
 - ✓ **Progress notes, group notes and documentation**

 - ✓ **Resolved disputes with clients, over see the program.**
 - ✓ **Teach Groups and help teach recovery and life skills to women and their children**
-

Sheila Kennedy CADC-II

Accomplishments

- Eight years counseling women for domestic violence and rape (Solano County)
- Substance Abuse Counselor
- Facilitate Anger Management
- Certified Member of CAADAC
- Alpha Gamma Sigma

Professional Experience

Counselor-Medmark Methadone Treatment Center, Vallejo, CA • 3/2016– Present

- Monitor patient's medication doses.
- Confer with Doctor about dose adjustments and patients.
- Meet with patients weekly.
- Maintained accurate records and notes on each patient.

Substance Abuse Professional (SAP) Holistic Health Consulting Group, HHCG, Oakland, CA • 8/2015– Present

- Evaluate and assess client with violations for substance abuse while driving under the influence.
- Determine when and if clients are capable of returning to assigned duties.
- Self-employed Holistic Health Consulting Group (HHCG), contracted with Department of Transportation

Cashier Receptionist–Kaiser Permanente, Vallejo, CA• 8/ 1998– Retired 2018

- Greet and assist patients
- Follow appropriate patient registration/check in
- Possess working knowledge of Health Plan coverage types

Domestic Violence Instructor-Kaiser Permanente (bi-monthly classes) 2003-2009

- Counseled women involved in domestic violence
- Provided resources and other options
- Brought awareness to substance abuse and its correlation to domestic violence

Substance Abuse Counselor–Shamla Recovery Center, Vallejo, CA• 12/2006– 1/2013

- Facilitate Anger Management
- Relationship Group
- Early Recovery Skills
- Relapse Prevention
- Job Readiness
- Parenting Classes
- Supervised a 20-bed facility that included post and perinatal children
- Provided on going individual and group counseling
- Performed intake assessments for new clients
- Developed treatment plans and coordinated services
- Trained new staff
- Ensured full compliance with mandated health and safety regulations

Education

Substance Abuse Professional (SAP) August 2014

Certified Board of Drug Counselor II - 2011

Certification of Alcohol & Drug Abuse Studies – University of California Berkeley, Berkeley, CA •

Associates of Arts in Psychology – Diablo Valley College

Anthony Cortez Gamio, MSW

Objective:

I am a 2nd year Addiction Counseling student seeking to gain field experience at your agency.

Skills:

Documentation in, mental health, alcohol and drug Assessments, Progress Notes, Treatment Plans, Medi-Cal billing, Microsoft 2013 Excel.

Education:

California State University East Bay.

Hayward CA.

Masters in Social Work: Awarded

June 12, 2014.

Concentration: Community Mental Health.

Bachelor of Arts Degree: Awarded : Sociology.

June 2012.

Concentration: Social Services Option.

Minor Concentration: Human Development.

Solano Community College.

2004-2010.

Suisun CA.

5 Associates Degrees: Awarded.

2007-2010.

Liberal Arts, Psychology, General Science, Social Science, English.

Diablo Valley College.

1 Associates Degree: In progress, 2nd year.

2014-Present.

Pleasant Hill CA.

Addiction Counseling

Internship Experience: Case Manager

The Rainbow Community Center, MSW 2nd year: Internship

Sept. 2013-2014.

Concord CA.

- o Provide Case Management Services.
- o Provide Individual and Group Therapy.
- o Facilitate Support Groups, Process Groups.
- o Medi-Cal Progress Note documentation.
- o Outreach and Milieu work.

Options Recovery Services, MSW 1st year: Internship

Sept. 2012-2013.

Oakland CA.

- o Provide supportive counseling to clients.
- o Facilitate Psycho Educational Groups for clients with Co-occurring disorders.
- o Provide individual and group therapy to clients.
- o Conduct individual adult Mental Health, Alcohol and/or Drug assessments, Progress Notes, Treatment Plans, Interventions and Evaluations using BHCS Clinician's Gateway.

Contra Costa County Community Services Bureau, LIHEAP.

Social Services Option: Internship

2012-2013.

Martinez, CA.

Low Income Home Energy Assistance Program Eligibility Clerk

- o Assist applicants retrieving and processing required documentation.
- o Provide customer service and receptionist services.

Work Experience: Case Manager

The Rainbow Community Center

June 2014-Feb. 2015. Concord, CA

- o Provide Case Management Services.
- o Provide Individual and Group Therapy.
- o Facilitate Support Groups, Focus Groups.
- o Medi-Cal Progress Note documentation.
- o Outreach and Milieu work.

Professional Memberships:

National Association of Social Workers,

Cal State East Bay Alumni Association

2012-present

Trainings:

HIPPA, Suicide Prevention, CPR, First Aid, Medi-Cal Documentation, LGBTQ Ally, Certified Enrollment Counselor for Covered California, Motivational Interviewing, Mental Health First Aid.

Dr. Hassaan Tohid

TEDx Speaker

Trainer/Coach/Speaker

EXPERIENCE

⊕ Positions held

- Chief Neuroscientist & Assoc. Professor at California Institute of Behavioral Neurosciences & Psychology. 2016-Present
- Leadership Position at American Cancer Society - Leadership Council Member (Local Board) 2016- Present
- Editor In Chief for the journals of:

- ✧ Neuropsychiatry
- ✧ Journal of Cell science & Therapy
- ✧ Insights in Neurosurgery
- ✧ Editor In Chief- Quality in Primary Care

- Consultant Neuroscientist at Center for Applied Social Neuroscience -Japan
2016- Present

- Editorial Board Position for the following Scientific Peer-Reviewed Journals:

- | | | |
|--|---|--|
| 1. The Scientific Pages of Translational Neuroscience | 5. Achieves of Neurology Neurosurgery | 12. Annals of Emergency Surgery |
| 2. Journal of Clinical Neurology, Neurosurgery and Spine | 6. Journal of Nuclear Medicine, Radiology & Radiation Therapy | 13. The Scientific Pages of Pediatric Neurology. |
| 3. Austin Neurological Disorders and Epilepsy: Open Access | 7. Austin Spine | 14. Integrative Diabetes and Cardiovascular Diseases |
| 4. Current Psychopharmacology | 8. CRESSCO Journal of Depression and Anxiety | 15. Jacobs Journal of Microbiology and Pathology |
| | 9. Translational Biomedicine | 16. International Journal of Women's health and Wellness |
| | 10. Scientific Pages of Nephrology | 17. Jacobs Journal of Physiology |
| | 11. Shiraz E Medical Journal | |

18. Austin Pain & relief
19. Neurology Medcrave
20. JSM Renal Medicine
21. SM Journal of Anesthesia
22. Journal of Neurology and Neurorehabilitation Research
23. Neurology & Neurotherapy Open Access Journal (NNOAJ)
24. JSM Brain Science
25. Austin Neurological Disorders and Epilepsy: Open Access
26. Journal of Neurology, Neurosurgery and Spine
27. SM Journal of Clinical and Medical Imaging (SMJCMII)
28. Journal of Neurological Science and Psychiatry
29. Journal of medical research and practice (USA)
30. EC Gynecology
31. International Journal of Medical & Health Research
32. Journal of Biomedical Graphics and Computing (JBGC)
33. Journal of Orthopedic Research & Physiotherapy.
34. General Medicine Open Access.
35. Engineering & Medical Devices
36. CRESSCO Journal of Schizophrenia Research (CIJSR)
37. Neuroanesthesia
38. Journal of Neurology and Neurosurgery
39. Gastroenterology & Hepatology
40. Austin Journal of Anesthesia and Analgesia.
41. The Journal of Diabetes & Metabolic Syndrome
42. Health Economics & Outcome Research
43. Psychology & Behavioral Science International Journal
44. Clinical Radiology : Remedy Open Access
45. The Journal of Middle East and North Africa Sciences
46. Jacobs Journal of Medical Diagnosis and Medical Imaging
47. Translational Brain Rhythmicity (TBR)
48. Clinics in Oncology – Bladder Cancer
49. Neurological Surgery Case reports
50. Women`s Health Leaflets – Remedy OA
51. Neurological Case Reports: Annals of Clinical Case Report
52. Annals of Clinical Case Reports
53. Clinics in Oncology - Radiological Techniques and Scans
54. Austin Neurology
55. Clinical Neurological surgery Leaflets
56. General Surgery: Clinics in Surgery
57. Neurological Surgery: Clinics in Surgery
58. SciTz Anesthesia: Clinical Research
59. JSM Clinical and Medical Imaging
60. JSM Spine
61. Oral and Maxillofacial Surgery
62. SciTz Gynecology & Reproductive Medicine
63. Emergency Surgery : Clinics in Surgery
64. ARC Journal of Radiology
65. International Journal of Psychology & Neurosciences
66. Journal of Addiction & Dependence
67. Remedy open access Clinical Neurology
68. Journal of Ophthalmology & Clinical Research
69. Journal of anesthesia & Surgery
70. Journal of Spine
71. The International Journal of Neurology & Brain Disorders
72. Open Journal of Clinical & Medical Case Reports

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| 73. Austin
Neurosurgery: Open
Access | 81. BAOJ Neurology | 90. Journal of Medical
Imaging &
Interventional
Radiology |
| 74. Spine Research
Insights in cell
science | 82. International Journal
of Brain Disorders
and Treatment | 91. SRL Reproductive
Medicine &
Gynecology |
| 75. Journal of Neurology
and Psychology | 83. Jacobs Journal of
Pharmacology and
Pharmacovigilance | 92. Austin
Anesthesiology
Open Access Journal |
| 76. Neurochemistry &
Neuropharmacology
Journal | 84. Journal of Medical
and Health Sciences | 93. Clinical Neurology:
Open Access Journal |
| 77. Cogent Psychology | 85. SRL Neurological
Disorders | 94. Peertechz Journal of
Orthopedics and
Rheumatology |
| 78. Journal of Spine,
Neurology &
Neurophysiology | 86. Global Anesthesia
and Perioperative
Medicine (GAPM) | 95. Archives of Clinical
Gastroenterology |
| 79. EC Neurology
(Journal) | 87. Annals of Surgery
International | |
| 80. International Journal
of Advanced and
Applied Sciences | 88. Annals of Neurology
& Neurosciences | |
| | 89. Neurology, Brain and
Psychiatry Journal | |

⊗ Research work

- Consultant Neuroscientist at the Center for Applied Social Neurosciences (CASN), Japan. 2016-Present
- Visiting Neuroscientist at the Center for Mind and Brain, Neuroimaging and Electrophysiology Lab, University of California (UC Davis), Department of Neurology. 2015-2016
- Visiting scholar and Research fellow, Department of Clinical Neurosciences, University of Cambridge (UK). Working on mirror neurons and Neurodegeneration (ALS). Feb-Jul 2015
- Writing extensively in Neurosurgery (Spinal Cord injury, Traumatic Brain Injury and Parkinsonism) with researchers from Desert Regional Medical Center, Palm Springs. Arrowhead Regional Medical Center, Colton. California. 2014 – Present
- Project with the master dermatologist Dr. Howard Maibach. University of California, San Francisco (UCSF) Department of Dermatology/ Psychodermatology & Neurodermatology . 2012- Present

⊗ Clinical work

- Clinical trainee -externship in Psychiatry at Napa State Hospital, Napa Valley, California. 2015-Present
- Senior Researcher CVHCare. 2013-2017

- I lead the research for CVHCare and create clinical programs for Congestive Heart Failure, Pneumonia, and palliative care patients etc. to reduce the re-admission rates among patients. These programs involve nursing, physical therapy and occupational therapy protocols.
- Clinical Training Trainee physician under the guidance of Dr. Iqbal Yousuf (Legana Medical Center) through tele-medicine video-conferencing in Tasmania, Australia. 2012-2014
- Working as a Motivational speaker in different languages, spoke at different seminars using Success, Psychology knowledge and Psychotherapy experience.

2004- Present

⊙ Certifications and Training

- HIPAA Privacy and Information Security Training at UCLA Health System. 2014
- Completion of University of California, CICARE Training at UCLA Health System. October 13th, 2014
- Completion of an online 9 week course by National Research University – Higher School of Economics (HSE).
“Introduction to *NEUROECONOMICS: How the brain makes decisions*”. 2014
- Completion of a 5 week course by Johns Hopkins University on “*The Science of safety in health care*” 2014
- Completion of a 5 week Neurology course by Johns Hopkins University, on “*Alzheimer’s disease and other Neurological Disorders.*” 2013
- Completion of a 12 week course by Georgia Institute of Technology on “*INTRODUCTION TO PSYCHOLOGY AS A SCIENCE*” 2013

⊙ Professional memberships and Associations

- Legislative Ambassador at ACS CAN 2016-Present
- Member of American Neuropsychiatric Association. 2014- 2015
- Leadership Council Member -- American Cancer Society 2016- Present

ACADEMICS

⊙ Education

- 2010 MBBS (MD equivalent) Sindh Medical College, Dow University of Health Sciences (DUHS), Karachi, Pakistan
-

⊙ **Academic-Research Experience**

- Visiting Research Fellow/Scholar for Dr. Michael Commons, Department of Psychiatry, Harvard School of Medicine, Cambridge, USA. 2015- Present
- Visiting Scholar/ Research Fellow University of California, Los Angeles (UCLA), Department of Psychiatry with Dr. Bazargan-Hejazi . 2015- Present
- Visiting Neuroscientist at the Center for Mind and Brain, Neuroimaging and Electrophysiology Lab, University of California (UC Davis), Department of Neurology. 2015-Present
- Visiting scholar and Research fellow, Department of Clinical Neurosciences, University of Cambridge (UK). Working on mirror neurons and Neurodegeneration (ALS). 2015-Present
- University of California (UCLA) Department of Psychiatry. 2015-Present
- University of California (UCLA) Department of Psychiatry Projects on Psychodermatology and Neuroimaging and nanotechnology. 2015-Present
- University of California, San Francisco (UCSF), Department of Dermatology / Psychodermatology & Neurodermatology, Project with the master dermatologist, Dr.HowardMaibach. 2012-Present

⊙ **Writings**

- Extensive writing in Neurosurgery (Spinal Cord injury, Traumatic Brain Injury and Parkinsonism) with researchers from Desert Regional Medical Center, Palm Springs. Arrowhead Regional Medical Center, Colton. California.

⊙ **Institutional Affiliations**

- Center for Mind and Brain (UC Davis)
- University of California, Davis (UC Davis)
- University of California, Los Angeles (UCLA)
- Napa State Hospital, Napa Valley, California
- Dow University of Health Sciences (DUHS)
- (Sindh Medical College), Karachi, Pakistan

⊙ **Selected Teaching and Curriculum Development**

- Teaching associate for Howard Maibach, University of California, San Francisco (UCSF).

⊙ **Peer-Reviewed Publications**

- 1. Tohid H . Anti-glutamic acid decarboxylase antibody positive neurological syndromes. *Neurosciences (Riyadh)*. 2016 Jul;21(3):215-22. doi: 10.17712/nsj.2016.3.20150596.
- 2. Tohid H1, Aleem D, Jackson C. Major Depression and Psoriasis: A Psychodermatological Phenomenon. *Skin Pharmacol Physiol*. 2016;29(4):220-30. doi: 10.1159/000448122. Epub 2016 Aug 19.
- 3. Tohid H (2015) Psychiatric illnesses in bariatric surgical patients: a common problem in the surgical world. *Glob Anesth Perioper Med2*: doi: 10.15761/GAPM.1000141
- 4. Saffin JM1, Tohid H. Walk like me, talk like me. The connection between mirror neurons and autism spectrum disorder. *Neurosciences (Riyadh)*. 2016 Apr;21(2):108-19. doi: 10.17712/nsj.2016.2.20150472.
- 5. Yaqoob S, Tohid H, SooHoo R. FXTAS and Alzheimer. 2015. UC Davis
- 6. Tohid H, Burney W, Maibach H, Jackson C, Aqeel N. Psychiatric Disorders leading to dermatological problems. 2015 (unpublished) University of California, San Francisco
- 7. Tohid H, Arshad A. Psychogenic non epileptic seizures vs epileptic seizures 2015 (in review)
- 8. Tohid H, Aleem D, Aleem B. Phantom Limb phenomenon and mirror neurons. 2015. (In review) University of California. 2015
- 9. Tohid H, Idrees T. Mirror neurons and Cruedzfelt Jakob Disease. University of California . 2015 (In review)
- 10. Hornberger M, Tohid H. Mirror neurons association with Amyotrophic Lateral Sclerosis. (In review) University of Cambridge.
- 11. Mubarik A, Tohid H. Frontal Lobe and Schizophrenia (unpublished).2015. University of California
- 12. Jackson C, Tohid H, Daniyal Aleem. Pathophysiological Mechanism of Major Depression causing Psoriasis. 2015 (Unpublished) University of California, San Francisco, UCSF
- 13. Tohid H, Maibach H. Does Response Percutaneous Absorption: In Vivo & In vitro. *Ocular toxicology*)
- 14. Tohid H, Tohid S, Hamza M, Burney W, Maibach H. Effects of psychotropic drugs on skin. 2015 (accepted) University of California, San Francisco, UCSF
- 15. Idrees ST, Tohid H, Burney W. Effects of Schizophrenia on Limbic system. (unpublished) 2015
- 16. Saffin J, Tohid H. Role of mirror neurons in Autism. 2015 (accepted by *Neurosciences*) *Journal of Neurosciences*. July 2015.
- 17. Abdul Ahad, Tohid H. Cauda Equina MRI findings. *Neuroradiology 2015 Neuroradiology Journal*. Aug 2015
- 18. Tohid H. Falzan M, Uzma F, Alterations of Occipital lobe In Schizophrenia. 2015 (published) *Neurosciences Journal*. July 2015.
- 19. Hamza M, Tohid H, Maibach H. Shaving effects on percutaneous penetration: clinical implications. *Cutan Ocul Toxicol*. 2014 Nov 3:1-9.
- 20. Tohid H. Robin Williams Suicide: A case study. *Trends for Psychiatry and Psychotherapy*.
- 21. Tohid H, Ateeq Mubarik. Religious Exorcism and Psychotherapy as a Hybrid Approach to the Dissociative Identity Disorder Treatment. 2015 (In Review).

⊙ **Reviewer of Peer-Reviewed Journals**

- International Journal of Sports and exercise Medicine.
- The Australian and New Zealand Journal of Psychiatry (ANZJP).

⊙ **Clinical and Research Training Experience**

- Researcher in Neuropsychiatry, Neuroimmunology, Clinical Psychiatry, Neurology, Behavioral Neurology, Human psychology, Telemedicine and Dermatology. 2012 – Present
- Three years in patient care at Jinnah Postgraduate Medical Center, Karachi. Pakistan during student life. Completed a three year rotation in the departments of Internal Medicine, Pediatrics, Surgery, Gynecology, Obstetrics, Emergency Care, Psychiatry, Neurology, Ophthalmology, ENT, Infectious Diseases, NICVD and NICU. 2007 – 2010
- Hands-on patient care experience in I.K. Hospital, Karachi in Internal, Family Medicine and Neuro-Psychiatry. 2008 – 2010

KNOWLEDGE & SKILLS

- Excellent knowledge of hospital, home health and tele-medicine settings.
 - Excellent psychotherapy skills (Cognitive Behavioral Therapy CBT, Solution Focused Therapy and Reality Therapy)
 - Excellent teaching skills.
 - Exceptional motivational speaking skills due to experience in the success psychology research.
 - Excellent clinical skills and pharmacological know how.
 - Exceptional Research and Analytical skills.
 - Extensive knowledge on the Affordable care act (Obama care).
 - Great patient relations and organizational/management skills.
 - Excellent know how of Electronic Medical record software programs like 'Kinnser and Trackvia'.
 - Good knowledge of virtually all medical office and hospital related work.
 - Hands on experience in hospital and medical office administration.
 - Knowledge of all the pertinent medical terminology.
 - Experience in routine clinical and medical offices procedures and processes
 - Outstanding public speaking and presentation skills.
 - Proficiency in MS Word, MS Power Point and MS Excel.
 - Data Analysis using AFNI, MATLAB , PYTHON and R Language. (Basic)
-

⊙ **Language Skills**

- Multilingual skills with fluency in *English, Spanish, Urdu, Hindi*.

MICELLANEOUS

Awards and Achievements

- Received 'Best Speaker title' and 'Speech contest-first place' by Toastmasters International Fairfield-Suisun Orators Club.
- Created a Program for CVHCare, which is an intravenous therapy clinical program for Nurses, physical and occupational therapists.
- Hold a unique experience of all 3 possible medical settings, hospital, home health and tele-medicine.
- Served as a Vice Editor of the college educational magazine 2002 -2003 for Government Delhi College, Karachi.

OVERVIEW

- Clinical Experience
- Applied and Basic Research experience.
- Behavioral Therapy experience.
- Academic and Research writer .
- Leadership, Management and administration experience..
- Motivational and Public speaker.

REFERENCES

- Will be provided on request
-

Enrolment No: DUHS/S/5472/2005

Serial No. 001660



Dow University of Health Sciences

Having pursued the prescribed course of study for the Degree of
M.B.B.S

and passed the required Professional Examinations,
Dow University of Health Sciences hereby admits

Hassaan Toheed

s/o

Najam Toheed

To the Degree of

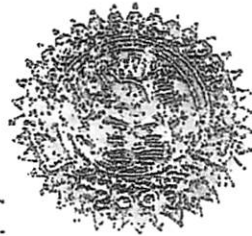
Bachelor of Medicine Bachelor of Surgery

in the Year 2010

In witness whereof, we have set our signatures and the seal of this University in
hereunto affixed.

this Eleventh day of May 2011, at Karachi, Pakistan.

Feroz Syed
Registrar



Masood Hameed
Vice-Chancellor

Detailed transcripts of examination results have been issued separately

SECURITY FEATURES OVERLEAF

**Agency
Board of Directors**



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

BOARD OF DIRECTORS

Edmond Wade (**Director**)

Expertise: Clinical Supervisor with success in patient care and developing and leading training programs. Managed HOA Workforce division.

Contact info: [REDACTED]

Taira Scott, Attorney at Law (**President**)

Expertise: Ms. Scott graduated from Barry University School of Law. Ms. Scott holds a Juris Doctor Degree, a Master's in Entertainment Business and a Bachelor's of Art. Ms. Scott currently works at Contra Costa County.

Contact: [REDACTED]

Valerie Madison (**Secretary**)

Expertise: Ms. Madison is a local resident of Vallejo. Ms. Madison attended Contra Costa College and San Jose State. Ms. Madison majored in criminal justice with a minor in psychology. Ms. Madison worked in law enforcement for over 25 years.

Contact: [REDACTED]

Omar Boughton (**Treasurer**)

Expertise: Mr. Boughton is teacher within the Sacramento school district. Mr. Boughton believes in helping others Mr. Boughton is currently finishing his 2nd degree in accountant.

Contact: [REDACTED]

Kamicha Boughton (**Community Outreach**)

Expertise: Ms. Boughton has a Master's degree in public administration. Ms. Boughton is a native of Vallejo, who believes in bridging the city and the program together. Ms. Boughton handles all community outreach programs within the city and the HOA.

Contact: [REDACTED]

Rob'Lena Miles (**Advisor**)

Expertise: Ms. Miles is an executive for NorthFace clothing company. Ms. Miles helps the program with budgeting and overseeing our budgets.

Contact: [REDACTED]

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.

Authorizing Resolution Letter



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 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, online College classes, 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) for Fiscal Years 2021 - 2022.

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 a crime free lifestyle for all men and women who desire to change.

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.

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

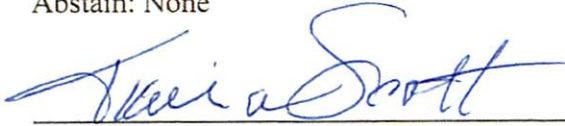
Adopted by the Board of Directors of the House of Acts at a regular meeting held on January 15, 2021 by the following votes:

Ayes: Scott, Garner, Madison, Boughton, Boughton, Miles

Noes: None

Absent: None

Abstain: None



1/28/2021

Taira Scott, President

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.

Budget

2020 & 2021

BUDGET 2020/2021

House of Acts / Residential Treatment Program 2020-2021		
PERSONNEL	Cost	Subtotal
Payroll benefits and taxes (Includes CDBG)	\$475,600	
Employee Live Scans	\$750	
Personnel Total		\$547,350
OPERATING COSTS		
Mortgage	\$72,300	
Property Taxes, State Franchise Board, and IRS	\$10,230	
Water	\$8,123	
PG&E Utilities & Garbage	\$12,875	
Telephone	\$2,980	
Property Maintenance	\$3,100	
Food	\$9,500	
Insurance Liability	\$17,600	
Clothing	\$1,800	
Transportation	\$21,000	
Postage	\$760	
Office Supplies, Internet, Computers, Printers	\$21,120	
Retail Supplies/Tools & Equipment	\$18,760	
Activities	\$13,100	
Contractor's Fees	\$5,600	
Staff Development Training	\$8,200	
Drug Testing	\$10,200	
OPERATING COSTS TOTAL		\$237,248
INDIRECT COSTS (10% of Operating Costs + Personnel)		\$71,359
PROGRAM EXPENSES (Personnel + Operating + Indirect)		\$784,598
TOTAL REVENUES		
The GEO Group		\$586,821
Solano County/BACS		\$11,860
City of Vallejo		\$67,820
Private Donations		\$15,519
Alameda Courts		\$16,358
Medi-Cal		\$36,579
CDBG Grant		\$50,000
TOTAL REVENUES		\$784,598

BUDGET 2020/2021

House of Acts / Residential Treatment Program 2020/2021		
PERSONNEL	Cost	Subtotal
Payroll benefits and taxes (Minus CDBG)	\$425,600	
Employee Live Scans	\$750	
Personnel Total		\$426,350
OPERATING COSTS		
Mortgage	\$72,300	
Property Taxes, State Franchise Board, and IRS	\$10,230	
Water	\$8,123	
PG&E Utilities & Garbage	\$12,875	
Telephone	\$2,980	
Property Maintenance	\$3,100	
Food	\$9,500	
Insurance Liability	\$17,600	
Clothing	\$1,800	
Transportation	\$21,000	
Postage	\$760	
Office Supplies, Internet, Computers, Printers	\$21,120	
Retail Supplies/Tools & Equipment	\$18,760	
Activities	\$13,100	
Contractor's Fees	\$5,600	
Staff Development Training	\$8,200	
Drug Testing	\$10,200	
OPERATING COSTS TOTAL		\$237,248
INDIRECT COSTS (10% of Operating Costs + Personnel)		\$71,359
PROGRAM EXPENSES (Personnel + Operating + Indirect)		\$734,598
TOTAL REVENUES		
The GEO Group		\$586,821
Solano County/BACS		\$11,860
City of Vallejo		\$67,820
Private Donations		\$15,519
Alameda Courts		\$16,358
Medi-Cal		\$36,579
TOTAL REVENUES		\$734,598

BUDGET 2019/2020

House of Acts / Residential Treatment Program 2019-2020		
PERSONNEL	Cost	Subtotal
Payroll benefits and taxes	\$421,548	
Employee Live Scans	\$670	
Personnel Total		\$422,218
OPERATING COSTS		
Mortgage	\$64,800	
Property Taxes, State Franchise Board, and IRS	\$8,545	
Water	\$7634.16	
PG&E Utilities & Garbage	\$11,378.16	
Telephone	\$2,284	
Property Maintenance	\$2,230	
Food	\$7,200	
Insurance Liability	12,589	
Clothing	\$737	
Transportation	\$18,610.76	
Postage	\$628	
Office Supplies & Internet	\$7,620	
Activities	\$10,800	
Contractor's Fees	\$3,874	
Staff Development Training	\$7,200	
Drug Testing	\$9,200	
OPERATING COSTS TOTAL		\$175,330.08
INDIRECT COSTS (10% of Operating Costs + Personnel)		\$59,754.80
PROGRAM EXPENSES (Personnel + Operating + Indirect)		\$657,302.88
TOTAL REVENUES		
The GEO Group		\$460,466.55
Solano County/BACS		\$75,459.85
City of Vallejo		\$48,371.63
Private Donations		\$10,045.00
Alameda Courts		28,000.00
Medi-Cal		35,125.35
TOTAL REVENUES		\$657,302.88

BUDGET 2019/2020

House of Acts / Residential Treatment Program 2019-2020		
PERSONNEL	Cost	Subtotal
Payroll benefits and taxes (Includes CDBG Expense)	\$421,244	
Employee Live Scans	\$600	
Personnel Total		\$421,844
OPERATING COSTS		
Mortgage	\$64,800	
Property Taxes, State Franchise Board, and IRS	\$8,545	
Water	\$7634.16	
PG&E Utilities & Garbage	\$11,378.16	
Telephone	\$2,284	
Property Maintenance	\$2,230	
Food	\$7,200	
Insurance Liability	\$12,589	
Clothing	\$737	
Transportation	\$18,610.76	
Postage	\$628	
Office Supplies & Internet (Includes CDBG Computers, Printers and Literacy supplies)	\$23,820	
Retail Supplies/Tools & Equipment (Includes CDBG supplies)	\$21,000	
Activities	\$10,800	
Contractor's Fees	\$3,874	
Staff Development Training	\$7,200	
Drug Testing	\$9,200	
OPERATING COSTS TOTAL		\$212,530.08
INDIRECT COSTS (10% of Operating Costs + Personnel)		\$63,437.06
PROGRAM EXPENSES (Personnel + Operating + Indirect)		\$697,811.14
TOTAL REVENUES		
The GEO Group		\$524,321.00
Solano County/BACS		\$12,451.54
City of Vallejo		\$48,868.25
Private Donations		\$10,045.00
Alameda Courts		28,000.00
Medi-Cal		24,125.35
CDBG Grant		50,000.00
TOTAL REVENUES		\$697,811.14

BUDGET 2018/2019

House of Acts / Residential Treatment Program 2018-2019		
PERSONNEL	Cost	Subtotal
Payroll benefits and taxes	\$401,144	
Employee Live Scans	\$600	
Personnel Total		\$401,944
OPERATING COSTS		
Mortgage	\$64,800	
Property Taxes, State Franchise Board, and IRS	\$8,545	
Water	\$7634.16	
PG&E Utilities & Garbage	\$11,378.16	
Telephone	\$2,284	
Property Maintenance	\$2,230	
Food	\$72,000	
Insurance Liability	12589	
Clothing	\$737	
Transportation	\$18,610.76	
Postage	\$628	
Office Supplies & Internet	\$7,620	
Activities	\$10,800	
Contractor's Fees	\$3,874	
Staff Development Training	\$7,200	
Drug Testing	\$9,200	
OPERATING COSTS TOTAL		\$139,019.32
INDIRECT COSTS (10% of Operating Costs + Personnel)		\$54,076.33
PROGRAM EXPENSES (Personnel + Operating + Indirect)		\$594,839.65
TOTAL REVENUES		
STOP		\$460,466.55
Solano County/BACS		\$75,459.85
City of Vallejo		\$48,868.25
Private Donations		\$10,045
TOTAL REVENUES		\$594,839.65

House of Acts Substance Abuse and Drug Program

CDBG 2018/2019: Breakdown of Funds asked for:

Proposed Budget amount: \$50,000

Basic Literacy/Computer Instructor:	\$14,000.00
Administrative Assistant (Office):	\$ 6,100.00
Computer and Literacy supplies:	\$ 6,700.00
Computers and Printers	\$ 9,500.00
Hidden Treasures Retail Supplies	\$ 6,200.00
Tools and Equipment (Workforce Helping Hands):	<u>\$ 7,500.00</u>
	\$50,000.00

References

References

Vallejo Together

**Address: 414 Tennessee Street
Vallejo, CA 94590
Phone# (707) 655-5381**

Brief Description: The Vallejo Together organization works with the homeless in the community. Assisting with food, shelter and clothing. Vallejo Together also offers the ability for the homeless to shower and wash their clothing.

Southern Solano Alcohol Council

**Address: 419 Pennsylvania Street
Vallejo, CA 94590
Phone# (707)643-2715**

Brief Description: We refer individuals to each other's program. When we have a client that needs detox we send them to their organization. And when they have clients that need treatment they refer them to The House of Acts.

Church on the Hill

**Address: 210 Locust Drive
Vallejo, CA 94591
Phone# (707) 644-4451**

Brief Description: Church on the Hill is one of the oldest churches in Vallejo whose mission is to service the community. Church on the Hill serves the community with food and clothing drives and a yearly back to school supplies drive.

Insurance





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/13/2020

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 BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or 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 Kerber Gost Insurance Agency 1754 Spyglass Circle Vista, CA 92081 Egan Gost	CONTACT NAME: Egan Gost PHONE (AG, No. Ext): 661-330-4404 FAX (AG, No.): E-MAIL ADDRESS: EganHelpsNonProfits@KerberGost.com <table style="width: 100%; border: none;"> <tr> <th style="width: 80%; text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%; text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : NonProfits Insurance Alliance of California</td> <td style="text-align: center;">11384</td> </tr> <tr> <td>INSURER B : New York Marine and General Insurance Company</td> <td style="text-align: center;">16608</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : NonProfits Insurance Alliance of California	11384	INSURER B : New York Marine and General Insurance Company	16608	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED House of Acts 627 Grant Street Vallejo, CA 94589															

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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (INSD) (W/D)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	2020-38883	01/27/2020	01/27/2021	EACH OCCURRENCE \$ 1,000,000	
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000	
						MED EXP (Any one person) \$ 20,000	
						PERSONAL & ADV INJURY \$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:					GENERAL AGGREGATE \$ 3,000,000	
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY		2020-38883	01/27/2020	01/27/2021	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB		2020-38883-UMB	01/27/2020	01/27/2021	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$ 10,000 EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC201900017870	09/01/2019	09/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Vallejo, its officers, directors, employees, agents, and volunteers are listed as an additional insureds as it pertains to the operations of the named insured on their behalf per attached form CG 20 26 04 13.

CERTIFICATE HOLDER The City of Vallejo P.O. Box 1423 Vallejo, CA 94590	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. AUTHORIZED REPRESENTATIVE Egan Gost
--	---



CITY OF VALLEJO

BUSINESS LICENSE

2020 - 2021

TO BE POSTED IN A CONSPICUOUS PLACE
AND
NOT TRANSFERABLE OR ASSIGNABLE.

"For Services Provided in the City of Vallejo, California Only"

TAX COLLECTOR'S OFFICE, City Hall, 555 Santa Clara St., Vallejo, CA. This certificate is evidence that the person(s), firm, or corporation named hereon has paid the tax required by Chapter 5.04 of the City of Vallejo Municipal Code for the type of business, the business address and for the period indicated hereon. This certificate is issued without verification that the taxpayer is subject to or exempted from licensing by local, state, Federal or other agencies. Issuance of this certificate is not an endorsement, nor a certificate of compliance with other ordinances or laws, nor an assurance that the proposed use is in conformance with the City's building / Fire / Zoning regulations.

Business Name HOUSE OF ACTS
Business Location 627 GRANT ST
Business Owner(s) EDMOND WADE
HATTIE S-MILES

HOUSE OF ACTS
627 GRANT ST
VALLEJO, CA 94590-7228

License Number 11710004
Effective Date August 26, 2020
Expiration Date June 30, 2021

**THIS BUSINESS LICENSE DOES NOT PERMIT A
BUSINESS THAT IS OTHERWISE PROHIBITED.**

For all inquiries regarding this license, contact HdL
Business Support Center at 707-302-6074.

Conflict of Interest Statement

15. CONFLICT OF INTEREST

House of Acts is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to The Organization, you must disclose it to the Office Administrator. If an actual or potential conflict of interest is determined to exist, The Organization will take such steps as it deems necessary to reduce or eliminate this conflict.

**CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)**

Fiscal Year 2021-2022

Covers July 1, 2021 - June 30, 2022

APPLICATION SUPPORTING DOCUMENT REQUIREMENTS

Instructions: Review document submittal requirements to ensure completeness of application and complete shaded cells. Print tab when completed. **FOR NEW APPLICANTS ONLY:** Organizations/agencies NOT currently receiving CDBG Program funds in FY 2021-2022 are required to submit Items #15-20. (Organizations receiving FY 2020-2021 CDBG funding are not required to submit these items.)

Item #	Document Name	Included with Application? Yes/No/"n/a"
1	Completed General Information Tab	Y
2	Completed Application Questions Tab	Y
3	Completed Budget Tab	Y
4	Completed Schedule Tab	Y
5	Completed Doc Requirements Tab	Y
6	Organizational Chart	Y
7	Resumes of Executive Director, Program Manager, and Fiscal Officer	Y
8	Resumes of Key Agency Personnel who will be associated with proposed public service activity	Y
9	Agency Board of Directors Roster including identification of Board officers, addresses, telephone numbers, and description of general area of board member's expertise	Y
10	Resolution authorizing application submittal and authorized signatory for application and contract documents	Y
11	Agency's total budget (CDBG and non-CDBG) for prior two fiscal years	Y
12	References: Name, address, telephone, email for references on three (3) recent similar programs or projects, including brief description of work provided by the agency for each reference	Y
13	Copy of current insurance coverages for the agency/organization, including workers' compensation	Y
14	Agency Conflict of Interest Statement	Y
15	State and Federal (IRS) nonprofit determination letters	See Above
16	Articles of Incorporation	
17	Bylaws	
18	Financial Statements or Audits for last 3 fiscal years	
19	Written Fiscal/Accounting Policies and Procedures	
20	Written Personnel Policies and Procedures including Affirmative Action Plan and Grievance Procedure	

CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)
Fiscal Year 2021-2022
Covers July 1, 2021 - June 30, 2022

APPLICATION SUPPORTING DOCUMENT REQUIREMENTS

Instructions: Review document submittal requirements to ensure completeness of application and complete shaded cells. Print tab when completed. FOR NEW APPLICANTS ONLY: Organizations/agencies NOT currently receiving CDBG Program funds in FY 2021-2022 are required to submit Items #15-20. (Organizations receiving FY 2020-2021 CDBG funding are not required to submit these items.)

Item #	Document Name	Included with Application? Yes/No/"n/a"
1	Completed General Information Tab	Y
2	Completed Application Questions Tab	Y
3	Completed Budget Tab	Y
4	Completed Schedule Tab	Y
5	Completed Doc Requirements Tab	Y
6	Organizational Chart	Y
7	Resumes of Executive Director, Program Manager, and Fiscal Officer	Y
8	Resumes of Key Agency Personnel who will be associated with proposed public service activity	Y
9	Agency Board of Directors Roster including identification of Board officers, addresses, telephone numbers, and description of general area of board member's expertise	Y
10	Resolution authorizing application submittal and authorized signatory for application and contract documents	Y
11	Agency's total budget (CDBG and non-CDBG) for prior two fiscal years	Y
12	<u>References:</u> Name, address, telephone, email for references on three (3) recent similar programs or projects, including brief description of work provided by the agency for each reference	Y
13	Copy of current insurance coverages for the agency/organization, including workers' compensation	Y
14	Agency Conflict of Interest Statement	Y
15	State and Federal (IRS) nonprofit determination letters	/
16	Articles of Incorporation	
17	Bylaws	
18	Financial Statements or Audits for last 3 fiscal years	
19	Written Fiscal/Accounting Policies and Procedures	
20	Written Personnel Policies and Procedures including Affirmative Action Plan and Grievance Procedure	

Legal Services of
Northern California
Application Packet

**CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)**

Fiscal Year 2021-2022

Covers July 1, 2021 - June 30, 2022

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION

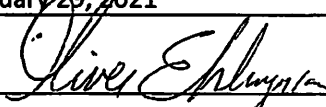
Application Instructions: This Excel-based Application Worksheet includes five (5) "tabs" which comprise the full application (see bottom of screen to scroll between tabs). The tabs include: Instructions and General Info; Application Questions; Budget; Schedule; and Doc Requirements. Applicants must complete and submit all portions of the Application to the City of Vallejo.

General Information Instructions: Complete all information in shaded cells. Print tab when completed and provide signature where indicated.

Agency General Name	Legal Services of Northern California
Address 1	1810 Capitol Street
Address 2	
City	Vallejo
State	CA
Zip	94590
Main Telephone Number	707-643-0054
Website Address	lsnc.net
EIN (XX-XXXXXXX)	94-1384659

CEO/Executive Director	
First Name	Gary
Last Name	Smith
Title	Executive Director
Email	gsmith@lsnc.net
Telephone	

Funding Request Summary and Program Contact	
Activity/Program/Project Name	Eviction Defense and Tenant Legal Education
Amount of FY20 CDBG Requested	\$30,000
Program Contact First Name	Oliver
Program Contact Last Name	Ehlinger
Program Contact Telephone	
Program Contact Email	oehlinger@lsnc.net

Authorized Signature of Applicant submitting application	
Full Name	Oliver Ehlinger
Title	Managing Attorney
Date:	January 29, 2021
Signature:	

**CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)**

Fiscal Year 2021-2022

Covers July 1, 2021 - June 30, 2022

APPLICATION QUESTIONS

Instructions: Respond to all questions indicated in shaded cells. Print tab when completed.

Question #	Question Description						
1	<p>Enter the number of applications your agency is submitting for City of Vallejo CDBG Program funding. If more than one application, enter the numerical ranking of the priority of this proposal. E.g, "1 of 3" means you are submitting 3 applications and this one is the highest priority.</p> <div style="border: 1px solid black; width: 200px; height: 20px; margin-left: 100px; text-align: center;">1</div>						
2	<p>Enter the organization/agency type. Enter "X"</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Private, non-profit organization</td> <td style="border: 1px solid black; width: 100px; height: 20px; text-align: center;">X</td> </tr> <tr> <td>Public agency/department</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td>Other</td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>	Private, non-profit organization	X	Public agency/department		Other	
Private, non-profit organization	X						
Public agency/department							
Other							
3	<p>AGENCY DESCRIPTION: Provide description of the agency's mission and history, including number of years in existence. Describe agency's current strategic and/or operations plan.</p> <p>The Mission of Legal Services of Northern California (LSNC) is to provide quality legal services to empower the poor to identify and defeat the causes of poverty within their communities efficiently utilizing all available resources. LSNC has over 60 years of experience in targeting its services to diverse populations with the greatest social and economic need. Its primary funding source, the Legal Services Corporation, requires LSNC to serve clients with incomes at or below Federal poverty guidelines. LSNC's computerized intake system, outreach efforts, and case acceptance policies reinforce LSNC's ability to target services to those most in need.</p> <p>Our operations plan includes distribution of flyers and brochures and outreach presentations to government agencies, service providers, institutions, organizations, churches, and community centers that serve the lower income senior community and a broad range of seniors from varying ethnic backgrounds. For example, we distribute program brochures and provide outreach presentations to agencies and organizations that (1) serve a broad range of lower income persons from varying ethnic backgrounds (e.g., Health & Social Services, SSA, APS, Department of Mental Health, hospitals and medical clinics); (2) are frequented by low income seniors and their families (e.g., senior centers, long-term care facilities); (3) are frequented by persons of particular ethnic backgrounds (e.g., Community Centers); (4) are located in predominately minority neighborhoods and (5) have members of particular ethnic backgrounds (e.g., churches). We also screen potential clients to evaluate those most in need and to assure that Program targeting goals are a factor in case acceptance. All phone-in and walk-in clients are advised during intake screening that we target our limited resources to assist persons who cannot afford even reduced or low-fee legal services. Similarly, our outreach materials and presentations stress that our primary mission is to assist the lower-income and senior community. During COVID-19, LSNC was reduced in-person service, but has continued to provide legal advice and representation for client through phone and email.</p>						
4	<p>Is this a new project or activity?</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Yes</td> <td style="border: 1px solid black; width: 100px; height: 20px;"></td> </tr> <tr> <td>No</td> <td style="border: 1px solid black; height: 20px; text-align: center;">X</td> </tr> </table>	Yes		No	X		
Yes							
No	X						

OTHER CDBG FUNDING: If your agency has never received CDBG funding from the City of Vallejo, please list any CDBG funding received from other jurisdictions in the last 5 years (jurisdiction, amount, and purpose). Enter N/A if not applicable.

5

N/A

CAPACITY: Describe your agency's capacity to conduct the activity/program/project (previous federal grants management, staff experience and capacity, fiscal resources, etc).

6

LSNC is a large, regional-non profit, with over 100 staff and 50 attorneys housed in eight offices across Northern California with a program-wide budget of approximately 12 million dollars. LSNC's Executive and Finance office manages grants and funding for all of LSNC's offices, including LSNC's Solano County office. The Finance Unit is comprised of 8 full-time accounting and grant specialists, and have managed CDBG grants for LSNC's Solano, Yolo, and Butte offices.

PROPOSED PROGRAM/ACTIVITY DESCRIPTION: Provide a description of the activity/program/project for which your agency is seeking funding. NOTE: Agencies applying to assist homeless persons must coordinate with Resource Connect Solano operated by Caminar, a non-profit organization, to be considered for funding. Describe how the activity/program/project will coordinate with Resource Connect Solano, if applicable.

7

LSNC seeks to main staffing for its Tenant rights and Eviction Prevention services to low-income renters in the City of Vallejo. The Program provides a range of direct services depending on the nature of the client's legal problem, including advice and counsel, brief services, direct representation in administrative and judicial proceedings, community education, and community and economic development. Examples of the array of services include: advice and counsel (e.g., eligibility for subsidized housing, foreclosure prevention); brief services (e.g., intervention/negotiations with landlords, lenders); direct representation in administrative and judicial proceedings (e.g., Housing Authority termination of Section 8 assistance; defense of unlawful evictions; lawsuits to enforce affordable housing obligations of local jurisdictions, fair housing, or health & safety standards); and community education including self-help clinics, distribution of self-help packets (e.g., tenants rights and responsibilities); client seminars (e.g., fair housing rights); community/economic development (e.g., assisting local jurisdictions in developing programs to produce and preserve affordable housing). During COVID, the Program has worked on making resources available to tenants remotely, through links, packets, and videos.

8

ACTIVITY/PROGRAM IMPLEMENTATION: Describe how the activity/program will be implemented, administered, and operated.

LSNC's Tenant Rights and Eviction Prevention Services are implemented as part of LSNC's general provision of civil legal services to low-income Vallejo residents. As potential clients request appointments with LSNC, LSNC staff schedules attorney time for individuals who:

- who have received a notice to terminate their tenancy;
- who have received a notice to terminate their public rental assistance;
- who rent in a property facing a foreclosure;
- who rent units that fail to meet standards of habitability;
- having difficulty applying public rental assistance to their tenancy;
- facing or anticipating an income decrease that will endanger their ability to pay rent; and
- facing housing discrimination due to a disability.

At each eviction defense clinic, a LSNC staff attorney will provide information regarding general housing rights and eviction timelines and processes. The attorney will then individually meet with each client to address that client's specific legal issue. The attorney will assess which of the following levels of legal services are appropriate for an individual on a case by case basis:

- educating the client their legal rights;
- drafting pre-eviction correspondence in the client's name;
- engaging in pre-eviction negotiation on a client's behalf;
- representation in a pre-eviction public subsidy administrative hearing;
- drafting court paperwork in the client's name;
- assistance negotiating resolution to an eviction case with a landlord's agent or attorney;
- limited representation in a single stage or motion of an eviction proceeding; or
- full representation in a judicial proceeding.

In determining whether to provide direct representation to a client from the eviction defense clinic, LSNC proposes to prioritize eviction cases where the assistance of a lawyer Legal Services of Northern California would have the greatest impact on preserving the housing of low and very low income renters and non-homeless persons with special needs in Vallejo. These are generally cases where a tenant's defense involves a complicated legal issue that could not be adequately presented by an unrepresented litigant or that LSNC attorneys have found the Solano bench frequently decides incorrectly. This includes circumstances where one or more of the following elements are present:

- substandard rental conditions, endangering the health and welfare of the occupants;
- termination of tenancy based on an act against a tenant or tenant's household member that constitutes domestic violence, sexual assault, or stalking;
- disability discrimination, such as the termination of tenancies of disabled persons who require reasonable accommodations;
- failure to sufficiently allege good cause for terminating the tenancy of a tenant residing in subsidized housing;
- cure of the alleged violation by a mobile home park tenant;
- mobilehome owners right to good cause protection from eviction;
- waiver of a termination notice;
- retaliation against a tenant for complaint about housing conditions; and
- tenants in foreclosed properties.

- 9 **NEED FOR PROGRAM/ACTIVITY: Describe the problem(s), need(s), issue(s) or service gap(s) to support the need for this project in the City of Vallejo. Include Vallejo demographics, statistics, report citations, etc.**

As the City notes in Vallejo Municipal Code section 7.300, which the City passed to address oppressive rental increases: "Vallejo is experiences a housing crisis, and a severe lack of rental housing, particularly rental housing that is affordable to lower and moderate-income residents of the city." The Times-Herald cites \$1400.00 as the approximate rent for a 2 bedroom apartment in Vallejo; this level is not affordable to very-low income families under HUD measures. Additionally, the cost of moving is often prohibitive for lower-income families, forcing these families to remain in less-than-ideal housing situations, such as units in disrepair. Educating and assisting tenants to assert their rights helps to avoid the risk of displacement. Additionally, LSNC's full representation of clients often provides benefits beyond that client. For instance, LSNC represented a low-income tenant in an affirmative suit challenging a rental increase that violated the ban on price gouging. Although award to LSNC's client was relatively small, the attorney representing the owner advised his other client to rescind similar rental increases, which affected approximately 15 families.

- 10 **USE OF VALLEJO CDBG FUNDS: Describe in detail how Vallejo's CDBG funds will be used within the activity/program/project. Describe how the project is cost effective and the budget is reasonable for the anticipated result.**

LSNC will use any CDBG funds to pay for attorney time, as laid out in the budget. LSNC sets salaries on a union scale and cannot adjust rates for specific projects. However, LSNC attorneys, even with a salary increase pursuant to negotiations in January 2021, work significantly below market rate for attorneys in the Bay Area.

- 11 **TARGET POPULATIONS: Describe the population your agency will serve with these funds and how they will benefit from the implementation of the activity/program/project.**

LSNC's program would serve three of the four groups Vallejo identifies in its Consolidated Plan: 1) very-low and low-income renters; 2) homeless persons; and 3) non-homeless persons with special needs. LSNC's services will benefit these populations by assisting individual to assert their legal rights as renters or housing advocates. Additionally, LSNC will give special consideration regarding providing fuller representation to limited-English proficient and disabled litigants, who face significant barriers when accessing the legal system without an attorney. In determining whether to provide direct or advanced representation to client from the clinic, LSNC will prioritize cases where assistance of a lawyer will have the greatest impact on asserting COVID-related renter protections.

OUTREACH: Explain how your agency will outreach to low income, limited English speakers, and/or disabled persons. How will each of these groups access the activity/program/project for which your agency is requesting funding?

12

LSNC utilizes a combination of outreach efforts to inform targeted populations and the community of the services available, including: (1) providing brochures for direct delivery and distribution to eligible clients by other agencies, organizations, service providers, community centers, churches, and the like; (2) posting flyers and providing brochures at locations throughout the the City; (3) public service announcements; and (4) outreach presentations to community groups and organizations serving Vallejo tenants. Program staff participate in community education forums at community and senior centers, apartment complexes, mobile home parks, and churches. These forums include particular topics such as home foreclosure prevention, landlord/tenant rights, and fair housing rights. LSNC also provides telephone services in other languages. We have Spanish speaking staff in office, and we can use outside interpreter services for other languages. Our brochures are provided in English and Spanish. We also post signs advising the public of our commitment to serving the lower-income community, seniors, and persons of diverse cultural and ethnic backgrounds.

COLLABORATION: Identify the organizations with which your agency partners, and describe their relevant capabilities that result in greater service integration.

13

LSNC partners, both formally and informally, service agencies across the County. These organizations provide services that LSNC is unable to, such as case management and income maintainance. LSNC refers homeless clients and clients in mental health crisis to Caminar. LSNC refers clients with disabilities that create barriers to finding housing to Resources for Independent Living. LSNC refers elder and dependent adult clients, who may be victims of abuse or neglect to the Solano Multidisciplinary Team for Elder Abuse Prevention. LSNC refers clients in need of rental assistance to Catholic Charities. Likewise, all these organizations have a "warm contact" with LSNC, allowing staff at these agencies to directly refer clients to LSNC. LSNC has a specific relationship with Fair Housing Advocates of Northern California, the only other entities which offers free civil legal assistance in Vallejo. When a renter may be the victim of discrimination, LSNC will refer that renter to Fair Housing Advocates who have a greater expertise in these areas.

LEVERAGING: Describe leveraging or sustainability efforts your agency is implementing to maintain service levels.

14

LSNC continues to attempt to recruit volunteer attorneys to assist in providing similar services as well as extended representation in appropriate cases. Staff also continues to work with the Solano County Bar Association and personnel from the Solano County Superior Court to improve and expand services at the Legal Access Center. The LSNC Solano Office regularly uses local private attorney volunteers to interview clients and to assist clients in preparing legal papers and forms for court cases. The Managing Attorney serves as the President of the Solano County Bar Association. Additionally, LSNC maintains relationships with organizations that provide case management, including Caminar, Adult Protective Services, Choice in Aging, and Resources for Independent Living, to support its clients' non-legal needs.

EFFECT IF NOT FUNDED: If this application does not receive funding, what will be the effect on the activity/program/project?

15

With this funding, LSNC would likely have to allocate approximately 600 hours of attorney time to other grants.

16 POPULATIONS TO BE SERVED: Indicate population(s) that will be served (mark "X") for ALL that apply).

Extremely Low Income Persons (Incomes 30% or less of AMI)	X
Very Low Income Persons (Incomes 31-50% AMI)	X
Low Income Persons (Incomes 51-80% AMI)	X
Seniors 62 years and older	X
Lower income families with children attending Vallejo City Unified School District	X
Homeless Persons or Families	X
Persons or families at risk of homelessness	X
Persons with mental illness	X
Persons with developmental disabilities	X
Persons with physical disabilities	X
Persons living with AIDS/HIV-related illness	X
Victims of domestic violence	X
Veterans	X
Other target population (describe)	

17 CDBG PROGRAM OBJECTIVE: Select ONE objective that relates to your activity (Tip: When selecting, ask "What is the purpose of the activity? What is the larger community need that I am seeking to address?" (Mark "X" in selected objective)

Creating a suitable living environment	
Providing decent affordable housing	X
Creating economic opportunities	

18 CDBG PROGRAM OUTCOME: Select ONE outcome that relates to your activity (TIP: When selection, ask "What type of change or result am I seeking?" (Mark "X" in applicable category)

Availability/Accessibility	
Affordability	
Sustainability	X

19 COMMON INDICATOR: Choose a common indicator that your agency will use to track clients - Mark "X" in selected category.

Persons	
Households	X

20 # CLIENTS TO BE SERVED: For the category you selected in Question #19, provide the total number of unduplicated Vallejo clients your agency anticipates serving through this activity/program/project.

# Unduplicated Vallejo Clients	300
--------------------------------	-----

21 # CLIENTS TO BE SERVED BY INCOME AND TYPE: Based on the common indicator you selected above, provide the number of unduplicated Vallejo clients your agency anticipates serving in each category listed below.

Low Income (51-80% AMI)	18
Very Low Income (31-50% AMI)	200
Extremely Low Income (0-30% AMI)	80

Disabled	130
Female Headed Households	140
Seniors	105
Youth	0
Homeless	30

22 # CLIENTS TO BE SERVED BY RACE/ETHNICITY: Enter the number of clients your agency anticipates serving in the following race/ethnicity categories. The sum of numbers must match the total clients entered in Question #21 above. Per HUD, "Hispanic" is an ethnicity, and not a separate race.

White	35
White + HISPANIC	30
Black/African American	170
Black/African American + HISPANIC	10
Asian	5
Asian + HISPANIC	10
American Indian/Alaskan Native	2
American Indian/Alaskan Native + HISPANIC	3
Native Hawaiian/Other Pacific Islander	0
Native Hawaiian/Other Pacific Islander + HISPANIC	0
American Indian/ Alaskan Native and White	0
American Indian/ Alaskan Native and White + HISPANIC	0
Asian and White	5
Asian and White + HISPANIC	0
Black/African American and White	0
Black/African American and White + HISPANIC	0
American Indian/Alaskan Native and Black/African American	0
American Indian/Alaskan Native and Black/African American + HISPANIC	0
Other Multi Racial	15
Other Multi Racial + HISPANIC	15
TOTAL	300

23 **ELIGIBILITY VERIFICATION:** Describe intake process and how information will be obtained to determine clients' Vallejo residency status, and household and income eligibility under the CDBG Program requirements.

LSNC bases its intake process on the federal regulations which govern grantees of the Legal Services Corporation (specifically 45 CFR 1611.7, which states that grantees must make a "reasonable inquiry" into the income of applicants for service in a manner which would not impair the lawyer-client relationship). LSNC collects income, asset, household-size, and residency information from all applicants for service through an intake form. A LSNC attorney verifies with each client that the information a client enters on the intake form during the initial interview. When LSNC attorneys draft documents for clients in court, clients must verify their income and address under the penalty of perjury in the court filing.

24 **ADDITIONAL INFORMATION (OPTIONAL):** Applicants may include additional description regarding presented information if desired.

**CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)**

Fiscal Year 2021-2022

Covers July 1, 2021 - June 30, 2022

ACTIVITY/PROGRAM BUDGET

Instructions: Enter the budget in the shaded cells for the proposed activity or program to be implemented in the City of Vallejo with CDBG funds. Under Funding Sources section, enter all funding sources (including other non-CDBG funding sources, if applicable) related to the proposed activity or program to be implemented in the City of Vallejo (e. g., foundation name, individual contributions, in-kind contributions, other federal/state or local public funding source/s, etc.), the amount of funding requested, and the amount committed. Under Funding Uses section, at Column A enter additional types of expenses if applicable; at Column C enter the line item budget by expense type; at Column E enter only the Vallejo CDBG funding requested amounts, by line item/expense type. Print tab when completed.

<u>Funding Sources</u>	<u>Amount Requested</u>	<u>Amount Committed</u>
Enter Amount of Vallejo FY21-22 CDBG Request	\$ 30,000	n/a
Other Source:		
Other Source:		
Other Source:		
Other Source:		
TOTAL	\$ 30,000	\$ -

<u>Funding Uses</u>	<u>Total Activity/ Program/ Project Budget</u>	<u>Amount Requested from Vallejo CDBG</u>
Personnel: Salaries (see instructions below)	\$ 25,265	\$ 25,265
Personnel: Benefits (see instructions below)	\$ 4,735	\$ 4,735
Operating: Supplies		
Operating: Printing/Copying		
Operating: Postage		
Operating: Telephone		
Operating: Rent and Utilities		
Operating: Accounting/Audit		
Operating: _____		
Operating: _____		
TOTAL	\$ 30,000	\$ 30,000

Budget Narrative: Discuss and justify the items and amounts entered above. If using CDBG for salaries/benefits, list each employee, their position/title, and the percentage of their salary and benefits (e. g., 0.10 FTE) that will be paid with CDBG funds. The City of Vallejo will provide CDBG funds to pay for direct costs only.

LSNC will use the CDBG funds to support the approximately percentage of each attorney's time working on eligible client. LSNC predicts the approximate breakdown to be: Approx 6% FTE of a Managing Attorney (Oliver Ehliner), and approximately 7% FTE for three staff attorneys (Ary Smith, Beth Davis, and Ezra Lintner). The annual salaries and benefits for each position above are:

1. Managing Attorney: \$102,030.00 salary and \$7326.40 in benefits;
2. Staff Attorney Step 1 (Davie and Lintner): \$65,004 salary and \$6887.64 benefits;
3. Staff Attorney Step 2 (Smith): \$65,952.00 salary and \$6887.64 in benefits.

**CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)**

Fiscal Year 2021-2022

Covers July 1, 2021- June 30, 2022

TIMELINE/PROGRAM SCHEDULE

Instructions: Provide a timeline below in the shaded cells showing the specific actions/milestones to be taken to implement the proposed CDBG-funded activity or program in Column A. Enter month/year milestone will be completed in Column C. Enter "not started" "underway" or "completed" in Column E for completion status. The CDBG Program requires timely expenditure of funds, and funding will be made available for the July 1, 2021 through June 30, 2022 period. Print tab when completed.

<u>COLUMN A</u>	<u>COLUMN C</u>	<u>COLUMN E</u>
<u>Actions/Milestones</u>	<u>Month/Year to be started</u>	<u>Month/Year Completed</u>
<i>Example: Outreach to potential clients</i>	<i>July-21</i>	<i>Aug-21</i>
Schedule and hold bi-weekly renters' rights clinics	July-21	on going
Target outreach to community groups in Vallejo	July-21	on going
Review/determine level of service for eligible clients	July-21	Ongoing and reviewed weekly
Review outcome data and adjust priorities	January-22	Not started
Create remote materials, such as videos	July-21	21-Sep

Schedule Narrative: Include a narrative to accompany the timeline/program schedule, (optional).

**CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)**

Fiscal Year 2021-2022

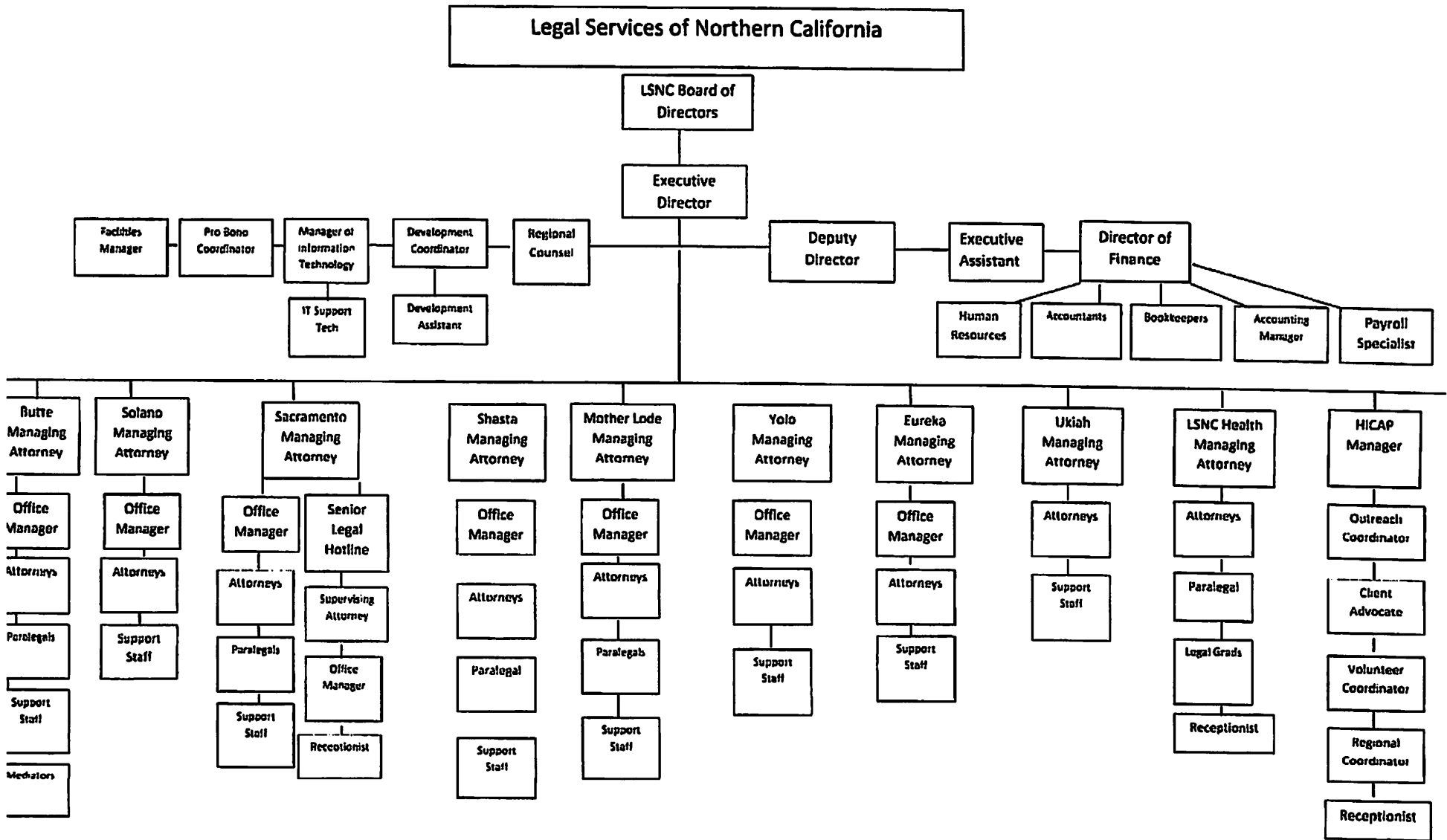
Covers July 1, 2021 - June 30, 2022

APPLICATION SUPPORTING DOCUMENT REQUIREMENTS

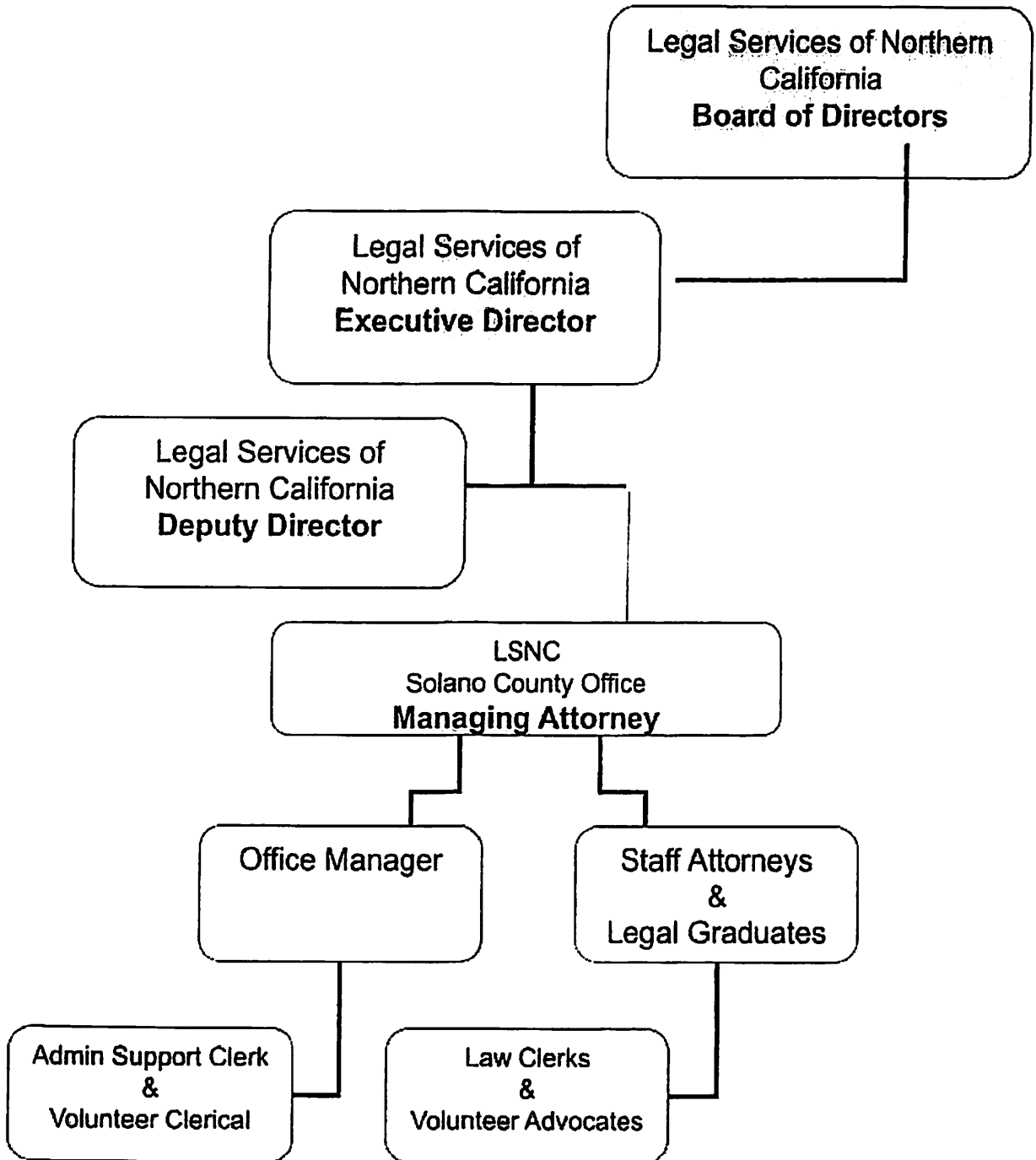
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17	Bylaws	N/A
18	Financial Statements or Audits for last 3 fiscal years	N/A
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ATTACHMENT 6



LEGAL SERVICES OF NORTHERN CALIFORNIA
SOLANO COUNTY OFFICE
Program Organizational Chart



ATTACHMENT 7

GARY F. SMITH



Work Address:
Legal Services of Northern California
517 12th Street
Sacramento, California 95814
(916) 551-2111 (916) 551-2195 (fax)
E-mail: gsmith@lsnc.net

EDUCATION

- **Yale Law School**
New Haven, Connecticut
Juris Doctor, 1983 (Joint Degree Program with Yale Divinity School).
- **Yale Divinity School**
New Haven, Connecticut
Master of Divinity, 1983 (Theology and Ethics).
- **Pennsylvania State University**
University Park, Pennsylvania
B.A. Psychology, B.A. Sociology, 1977, summa cum laude. Phi Beta Kappa.

EXPERIENCE

- **Legal Services of Northern California, Inc.**
Sacramento and Woodland, California

Executive Director, 1999 to present. Responsible for overall operation of large non-profit poverty law organization serving low-income population of 23 counties. LSNC employs over 160 staff in nine field offices and a variety of special projects, with a total budget of over \$11 million dollars.

Director of Litigation and Deputy Director, 1994 to 1999. Responsible for overall substantive legal work and litigation/ training programs of LSNC. Supervised 30 attorneys and numerous paralegals practicing in the areas of housing, health, civil rights, family, education, and public benefits. Ensured compliance with multiple, complex grant conditions. Served as counsel to the program.

Managing Attorney, 1988 to 1996. Supervised staff of five in branch office of multi- office program. Maintained case load of 70 cases in housing, health, civil rights, and public benefits. Lead counsel/supervising attorney in numerous complex state/federal class actions, including cases before U.S. and California Supreme

Courts. Engaged in significant administrative/legislative advocacy. Conducted numerous trainings, locally and nationally, on various substantive and procedural issues.

- **University of California at Davis School of Law**
Davis, California

Visiting Professor of Law, 1993 to present. Taught courses and seminars in public interest law and public benefits law each year.

- **University of the Pacific McGeorge School of Law**
Sacramento, California

Adjunct Professor of Law, 1993 to 2003. Taught seminars in public interest law each year.

- **Legal Services Corporation**
Washington, D.C.

Consultant/Peer Reviewer, 1994-95; 2008. Evaluated compliance of legal services field programs with federal grant conditions.

- **DNA - Peoples's Legal Services, Inc.**
Chinle (Navajo Nation), Arizona

Managing Attorney, 1985 to 1988. Supervised staff of ten in a field office of a large Native American legal services office. Maintained 70 cases covering public benefits, consumer problems, civil rights and Indian law. Engaged in variety of federal, state, and tribal court litigation.

- **Hon. Raymond J. Broderick, United States District Court, Eastern District of Pennsylvania**
Philadelphia, Pennsylvania

Law Clerk, 1983 to 1985.

Admitted: Arizona, California, New Mexico, Pennsylvania, Navajo Nation, and various federal bars, including United States Supreme Court.

AFFILIATIONS

- **National Legal Aid and Defenders Association**
Member, Committee on “Civil Gideon” issues (2010).
- **Public Interest Clearinghouse** (statewide organization promoting access to legal assistance to under-served Californians by building infrastructure and partnerships in the justice community)

Member, Board of Directors, 2008 to present.
- **Legal Aid Association of California** (statewide membership association of over 90 public interest and legal services organizations)

Member, Advocacy Committee, 2001 to present
Member, Board of Directors, 2001 to 2007
President, 2004 to 2007.
- **California Commission on Access to Justice** (chaired by Chief Justice of the California Supreme Court)

Member, Funding Committee, 1999 to present.
- **California State Bar Task Force on Lawyer Support for Legal Services** (appointed by State Bar President to statewide Task Force implementing AB 2301, the "Justice Gap Fund")

Member, 2006 to present.
- **California LSC Project Directors Association** (membership organization of the directors of the eleven public interest law programs in California funded by the federal Legal Services Corporation)

Member, 1999 to present.
Executive Committee, 2006 to present.
- **Federal Court Access Group**

Member, 1998 to present. National committee of five public interest attorneys monitoring and publishing U.S. Supreme Court developments concerning poor people’s access to federal court.

- **Family Promise, Inc.**

Member, **Board of Directors**, 2005 to 2008. Served on Board of newly created non-profit shelter for homeless families which rotates among 25 "host" religious organizations in the Sacramento area.
- **Pacific Region Litigation and Advocacy Directors**

Member, 1994 to present.
Co-Chair, 1994 to 1999. Chaired multi-state, regional organization of advocacy directors/senior attorneys from public interest law firms in California, Washington, Oregon, Nevada, and Arizona. Planned/coordinated meetings and training events.
- **American Bar Association, Section of Litigation, Legal Services Committee**

Member, 1997 to 1999. Appointed to national ABA committee commissioned to create partnerships between public interest law organizations and private litigation firms.
- **Yolo County Lawyer Referral Service Board of Governors**

Chair, 1988 to 1996. Directed operation of state-regulated, non-profit lawyer referral service/pro bono program.

REPRESENTATIVE PUBLICATIONS (many with omitted co-authors)

- Contributing Editor, Federal Practice Manual for Legal Aid Attorneys, (Jeffrey S. Gutman, Editor-in-Chief), (Sargent Shriver National Center on Poverty Law, 2nd edition 2004).
- "Beyond the Affordable Care Act Decision: Federal Access Issues in the Supreme Court's 2011 Term," 46 Clearinghouse Review/Journal of Poverty Law and Policy 36 (Nov./Dec. 2012).
- "Access Issues in the U.S. Supreme Court's 2010 Term: Litigation is Not Getting Any Easier," 45 Clearinghouse Review/Journal of Poverty Law and Policy 345 (Nov./Dec. 2011).
- "Poverty Warriors: A Historical Perspective on the Mission of Legal Services," 45 Clearinghouse Review/Journal of Poverty Law and Policy 34 (May/June 2011).

- "The U.S. Supreme Court's 2009 Term: Justice Stevens' Last Round in the Access Battle," 44 Clearinghouse Review/Journal of Poverty Law 342 (Nov./Dec. 2010).
- "The Supreme Court's 2008-2009 Decisions on Court Access: The March to the Right Continues," 43 Clearinghouse Review/Journal of Poverty Law and Policy 324 (Nov./Dec. 2009).
- "The Supreme Court's 2007-2008 Term: Relatively Quiet on the Access Front," 42 Clearinghouse Review/Journal of Poverty Law and Policy 492 (Jan./Feb. 2009).
- "Instituting a Race-Conscious Practice in Legal Aid: One Program's Effort," 42 Clearinghouse Review/Journal of Poverty Law and Policy 48 (May/June 2008).
- "The Supreme Court's 2006-2007 Term: The Shift to the Right Takes Shape," 41 Clearinghouse Review/Journal of Poverty Law and Policy 442 (Nov./Dec. 2007).
- "Collateral Estoppel and Benefits Fraud Prosecutions: *People v. Garcia*," 41 Clearinghouse Review/Journal of Poverty Law and Policy 167 (July/August 2007).
- "The 2005-2006 U.S. Supreme Court Decisions on Access to the Courts: The First Term of the John Roberts Era," 40 Clearinghouse Review/Journal of Poverty Law and Policy 394 (Nov./Dec. 2006).
- "The Rehnquist Court's Final Chapter on Access to the Courts," 39 Clearinghouse Review/Journal of Poverty Law and Policy 389 (Nov./Dec. 2005).
- "Remembering Edward V. Sparer: An Enduring Vision for Legal Services," 39 Clearinghouse Review/Journal of Poverty Law and Policy 329 (Sept./Oct. 2005).
- "Preparing for Litigation," 38 Clearinghouse Review/Journal of Poverty Law and Policy 27 (May/June 2004).
- "Federal Court Access Issues in the U.S. Supreme Court 2003-2004 Term," 38 Clearinghouse Review/Journal of Poverty Law and Policy 464 (Nov./Dec. 2004).
- "The U.S. Supreme Court's 2002-2003 Decisions on Federal Court Access," 37 Clearinghouse Review/Journal of Poverty Law and Policy 397 (Nov./Dec. 2003).

- **"Decisions from the U.S. Supreme Court on Federal Court Access," 36 Clearinghouse Review/Journal of Poverty Law and Policy 375 (Nov./Dec. 2002).**
- **"Beyond Bush v. Gore: Highlights from the Supreme Court's 2000-2001 Decisions Concerning Access to the Courts," 35 Clearinghouse Review/Journal of Poverty Law and Policy 373 (Nov./Dec. 2001).**
- **"Overpaid but Underfed: The Revised Regulations Regarding Overpayment Collection in the Federal Food Stamp Program," 34 Clearinghouse Review/ Journal of Poverty Law and Policy 697 (March/April 2001).**
- **"Decisions on Federal Court Access During the Supreme Court's 1999-2000 Term," 34 Clearinghouse Review/Journal of Poverty Law and Policy 405 (Nov./Dec. 2000).**
- **"Cultural Changes and Community Economic Development Initiatives in Legal Services: What Happened in Two Programs," 33 Clearinghouse Review/ Journal of Poverty Law and Policy 440 (Nov./Dec. 1999).**
- **"Dusting Off the Declaratory Judgment Act: A Broad Remedy for Classwide Violations of Federal Law," 32 Clearinghouse Review/Journal of Poverty Law and Policy 112 (July/August 1998).**
- **"The Quid Pro Quo for Chevron Deference: Enforcing the Public Participation Requirements of the Administrative Procedure Act," 30 Clearinghouse Review/ Journal of Poverty Law and Policy 1132 (March/April, 1997).**
- **"The Amicus Curiae: A Powerful Friend for Poverty Law Advocates," 29 Clearinghouse Review/Journal of Poverty Law and Policy 772 (Nov./Dec.1995).**
- **"Federal Statutory Attorney Fees: Common Issues and Recent Cases," 28 Clearinghouse Review/Journal of Poverty Law and Policy 744 (November 1994).**
- **Co-editor of "Cases@LSNC," an e-mail service summarizing significant decisions of the California appellate courts, the Ninth Circuit, and the U.S. Supreme Court, with over 160 public interest law subscribers (1999 to present).**

- **Editor, 1986 to 1999, of the "F.3d Highlights," a periodic publication summarizing recent federal appellate decisions of relevance to public interest attorneys; annual subscription averaged over 100 public interest law organizations across the country.**

DISTINCTIONS

- **State Bar of California, Loren Miller Legal Services Award (highest honor bestowed by State Bar upon public interest/legal services attorneys), 2010.**
- **Legal Aid Association of California Award of Merit (Attorney of the Year), 1995.**
- **Yolo County Bar Association Special Award of Honor, 1997.**

GARY F. SMITH

SIGNIFICANT PUBLISHED ADVOCACY

Federal Cases

Shalala v. Schaefer, 509 U.S. 292 (1993) (U.S. Supreme Court interpretation of complex interrelationship between Equal Access to Justice Act and Social Security Act; lead counsel for amici curiae).

Legal Aid Society of Hawaii, et al. v. Legal Services Corporation, 145 F.3d 1017 (9th Cir. 1998); 981 F.Supp. 1288 (D.Hawaii 1997); 980 F.Supp. 1142 (D.Hawaii 1997); 961 F.Supp. 1402 (D.Hawaii 1997) (named plaintiff in First Amendment challenge brought by federally-funded public interest law firms to substantive restrictions imposed by Congress upon Legal Services Corporation grantees).

Legal Services of Northern California v. Arnett, 114 F.3d 135 (9th Cir. 1997) (private right of action under Older Americans Act; lead counsel).

Lopez v. Espy, 83 F.3d 1095 (9th Cir. 1996) (validity of federal/state Food Stamp regulations in statewide class action; lead counsel).

Cervantez v. Sullivan, 963 F.2d 229 (9th Cir. 1992), rev'g 739 F.Supp. 517 (E.D. Cal. 1990); 724 F.Supp. 757 (E.D. Cal. 1989); 719 F.Supp. 899 (E.D. Cal. 1989); judgment for plaintiffs reaff'd on remand, No. 89-529 LKK (E.D. Cal. April 26, 1993) (treatment of "garnished" income for purposes of eligibility under the Supplemental Security Income program; 9th Circuit-wide class action; lead counsel).

Bunnell v. Sullivan, 947 F.2d 341 (9th Cir. 1991) (en banc) (evaluation of pain testimony in disability cases consolidated for rehearing en banc; coordinating counsel for plaintiffs and amici curiae).

Boyes v. Sullivan, 901 F.2d 717 (9th Cir. 1990); 920 F.2d 587 (9th Cir. 1990) (en banc) (specially appointed by Chief Judge to represent disabled claimant in en banc proceedings regarding "treating physician" issues).

Albalos v. Sullivan, 907 F.2d 871 (9th Cir. 1990) (waiver of Social Security overpayment/penalty; co-lead counsel).

Vang v. Healy, 804 F.Supp. 79 (E.D. Cal. 1992) (application of equitable estoppel in Food Stamps fair hearings; lead counsel).

Begay v. Hodel, 730 F.Supp. 1001 (D.Az. 1990) (established educational rights of disabled Native American child under Education of All Handicapped Children Act and Constitution; lead counsel).

Smith v. Heckler, 595 F.Supp. 1173 (E.D. Cal. 1984), remanded, 823 F.2d 1553 (9th Cir. 1987), judgment for plaintiff entered, No. 83-1609 EJM (Oct. 4, 1990) (application of Social Security disability regulations; 9th Circuit-wide class action; lead counsel after 1992).

State Cases

People v. Garcia, 39 Cal.4th 1070 (2006) (California Supreme Court decision holding that a welfare recipient exonerated of fraud or misconduct by administrative agency decision cannot, under doctrine of collateral estoppel, be subject to criminal prosecution for same conduct; briefed and argued case as lead counsel for amicus curiae Legal Aid Association of California).

Frye v. Tenderloin Housing Clinic, 38 Cal.4th 23 (2006) (California Supreme Court decision reversing lower court ruling which would have prevented legal services and public interest law organizations from practicing law as non-profit organizations; lead counsel for 70 member Legal Aid Association of California as amicus curiae in support of reversal).

Harris v. Capitol Growth Investors, 52 Cal.3d 1142 (1991) (California Supreme Court decision considering application of state civil rights statute to poor persons as a potential class; co-counsel).

Brockey v. Moore, 107 Cal.App.4th 86 (2003) (upholding use of unfair business practices statute to enjoin operation of fraudulent "legal aid" entity; although not formally appearing as counsel, was responsible for successful petition for publication of appellate opinion).

Robinson v. Robinson, 65 Cal.App.4th 93 (1998) (relationship between Social Security dependents' benefits and state law child support statutes; supervising counsel).

Garcia v. County of Yolo, 20 Cal.App.4th 1771 (1993) (interrelationship between state child support enforcement principles and Aid to Families with Dependent Children program; co-lead counsel).

Guidotti v. County of Yolo, 214 Cal.App.3d 1552 (1989) (case of first impression interpreting legality of county General Assistance levels; lead counsel after 1988).

Legislative/Administrative Advocacy

At the invitation of the Chair of the California Assembly Judiciary Committee, successfully advocated for several significant legislative and administrative improvements to the statewide structures supporting the delivery of legal services to the poor, including: AB 590 (the "Sargent Shriver Civil Counsel Project," creating \$11 million pilot program for model court/legal aid partnerships which may include "Civil Gideon" features); AB 2301 (establishing a mechanism for lawyers to make voluntary contributions to the Interest on Lawyer Trust Account (IOLTA) program; AB 1723 (requiring substantial increases to the interest rates for IOLTA accounts, comparable to those available for similar commercial

accounts); and promoted significant statewide Equal Access Fund increases through filing fee set-asides and statutory cost-of-living increases). 2005-2010.

Drafted and successfully advocated for permanent congressional exemption for state and local relocation assistance benefits from consideration as income for purposes of determining eligibility under the Supplemental Security Income program, 42 U.S.C. §§ 1382a(b)(18) and 1382b(a)(10) (1993).

Drafted and successfully advocated for significant revisions to California Department of Social Services regulations and statewide notices governing collection of Food Stamp overissuances. DSS Manual of Policies and Procedures §§ 63-801.431(e), 63-801.732 (1994).

Drafted and successfully advocated for change in California Department of Social Services policy exempting Supplemental Security Income benefits from consideration as income for purposes of child support enforcement. DSS All-Family Support Division Letter 91-25 (Oct. 2, 1991).

- In addition to the above-described advocacy which culminated in published results, I have served as lead and supervising counsel in hundreds of other successful court cases and administrative proceedings, including complex trials and appeals, and numerous class actions in federal, state, and tribal courts, involving a wide range of substantive issues (e.g., federal/state/local public benefits; housing development; consumer; civil rights; child support enforcement; education; employment; family law; and attorneys' fees).

Oliver Ehlinger

Cal. Bar No. 278281

Education

King Hall School of Law, University of California, Davis J.D., 2011

- Top 15% of graduating class
- Wiley Manuel Pro Bono Service Award
- Witkin Award for Academic Excellence: Civil Procedure, Public Benefits

College of William and Mary, Williamsburg, VA *summa cum laude*, 2008

- B.A. in Public Policy and Environmental Studies
- Phi Beta Kappa 2008 inductee; Provost Scholar Varsity Athlete

Professional Experience

Managing Attorney, Solano County Office Oct. 2016 to present

Legal Services of Northern California, Vallejo, CA

Supervise and direct up to seven attorneys, including volunteer attorneys, and two administrative support personnel in the provision of legal services to low income and senior individuals with civil legal issues in Solano County. Represent clients in administrative, state, and federal court, including the 9th Circuit Court of Appeals. Provide comments on local and state legislative actions. Participate in interdisciplinary taskforces on re-entry and elder abuse, including providing trainings to non-attorney advocates. Draft and provide substantive and skills-based legal trainings for newer attorneys.

Staff Attorney, Sacramento Office July 2015-Sept. 2016

Legal Services of Northern California, Sacramento, CA

Performed civil legal work for low-income and senior individuals. Represented clients in administrative, state, and federal courts. Held recurring community-based clinics on criminal record remedies, Proposition 47, and veterans' issues.

Staff Attorney, Health Rights Project June 2014-July 2015

Legal Services of Northern California, Auburn, CA

Assisted clients with health- and health insurance-related legal issues. Represented clients in public benefit eligibility and termination hearings. Performed community outreach and presented on health-related legal issues in community-based settings, including substantive trainings for non-attorney advocates.

Staff Attorney, Foreclosure Prevention Project Sept. 2014-March 2015

Legal Services of Northern California, Vallejo and Auburn, CA

Represented and advised homeowners facing foreclosure and tenants in foreclosed properties facing eviction. Filed and obtained injunctive relief in unlimited civil action in Solano County.

**Staff Attorney, Sargent Shriver Civil Counsel Act
Legal Services of Northern California, Woodland, CA**

Oct. 2011-Sept. 2013

Represented clients in all stages on unlawful detainer litigation. Represented clients at related administrative hearings, such as public housing authority grievances.

Additional Experience

**Faculty, National Institute of Trial Advocacy - Legal Services Attorney Training
(Mar. 28-30, 2019)**

Performed and supervised trial skills exercises and drills for groups of 8-10 newer attorneys in the context of a fictionalized civil trial. Provided feedback of student performance.

Faculty, Practicing Law Institute - Eviction Defense 2.0 (Mar. 28, 2018)

Created materials and presented to live and web audience of practitioners on preliminary eviction procedures.

Treasurer, Solano County Bar Association (January 2017 through present)

Reviewed and approved finances for 200+ member professional organization.

SHARON LYNN HULETT

Professional Experience

**Legal Services of Northern California
Director of Finance**

**Sacramento, CA
July 2004 to Present**

- **Oversee fiscal accountability of 12 field offices and programs of a non-profit law firm with 125 employees, serving low-income clients, seniors and health care consumers**
- **Supervise all accounting functions of an eight-member accounting and finance team who are responsible for accounting, budgeting, financial reporting and payroll administration and health benefit plans**
- **Work collaboratively with the Executive Director and the senior management team to develop, prepare and monitor the organization's \$13 million annual budget.**
- **Prepare financial reports for the Board of Directors, Executive Director and Program Managers**
- **Supervise the budgeting and reporting of more than 75 federal, state, local and foundation contracts and grant funding sources ensuring accuracy and compliance with funding guidelines**
- **Manage the functionality of the cloud based MIP fund accounting, payroll and HR management software**
- **Write, review and ensure compliance with the programs fiscal and procedural policies**
- **Monitor all fiscal and administrative activities for adherence of internal controls and fraud prevention**
- **Plan, implement and monitor the annual independent audit and audits by multiple granting agencies throughout the year**
- **Procure and direct the administration of the organization's health benefit plans and the business insurance plans.**
- **Plan administrator of the organizations 403(b) and 401(k) retirement plan and trustee of the organization's 457 retirement plan.**

**Legal Services of Northern California
Accountant/Grant Coordinator**

**Sacramento, CA
May 1998 to June 2004**

- **Assisted in the cost allocation and expense distribution of more than 75 grant sources**
- **Implemented a new budgeting system to efficiently ensure control over all granting agency budgets**
- **Prepared monthly, quarterly, and annual reimbursement reports for funding agencies**
- **Reconciled all bank accounts and made investment recommendations**
- **Responsible for general ledger maintenance and account analysis**
- **Assisted in consolidation of accounting records of two company mergers**
- **Maintained the organization's fixed assets ledger including the annual inventory and depreciation schedule**
- **Supervised accounts payable and accounts receivable processing**

**Legal Services of Northern California
Accountant**

**Sacramento, CA
August 1991 to April 1998**

- Full processing of weekly accounts payable and accounts receivables
- Maintained vendor logs and files
- Prepared annual vendor 1099 forms
- Prepared monthly subsidiary account reconciliations
- Prepared semi-monthly payroll for 75 employees
- Maintained personnel files
- Consulted and advised employees about their options for the 125 Cafeteria Plan and 403(b) retirement program
- Managed COBRA accounts including notification, enrollment, changes and terminations

**Raleigh Federal Savings Bank
Accounting Specialist**

**Raleigh, NC
October 1989 to June 1991**

- Researched and reconciled general ledger accounts
- Prepared financial statements for the corporation's holding company
- Prepared and processed reports for money orders, traveler's checks, coupon bonds, food stamps, foreign items, non-cash collection items, federal tax deposits, merchant deposits, credit card payments and advances
- Interacted with government regulatory agencies
- Prepared daily journal entries for the Federal Home Loan Bank account, Federal Reserve Bank account and investment activity accounts
- Reconciled Raleigh Federal Savings Bank' bank reconciliation reports including the Federal Home Loan Bank disbursement and dividend accounts.

**Non-Appropriated Funds Financial Management Branch
Accounting Technician/Payroll Clerk**

**Hahn Air Base, Germany
July 1987 to August 1989**

- Assisted in the preparation of monthly financial statements
- Within six months, reconciled all discrepancies in the subsidiary ledgers
- Balanced fixed asset account that had been out of balance for five months
- Processed accounts payable and purchasing contracts in US dollars and German Deutschemarks
- Corresponded with more than 100 American and German vendors
- Prepared payroll and maintained personnel records for over 380 employees
- Conducted payroll and job training classes

Education

**University of Maryland
Bachelor of Science: Business & Management
Minor: Accounting**

**College Park, Maryland
Graduated May 1989**

Professional Affiliations

American Institute of Certified Public Accountants (AICPA)

ATTACHMENT 8

Oliver Ehlinger

Cal. Bar No. 278281

Education

King Hall School of Law, University of California, Davis J.D., 2011

- Top 15% of graduating class
- Wiley Manuel Pro Bono Service Award
- Witkin Award for Academic Excellence: Civil Procedure, Public Benefits

College of William and Mary, Williamsburg, VA *summa cum laude*, 2008

- B.A. in Public Policy and Environmental Studies
- Phi Beta Kappa 2008 inductee; Provost Scholar Varsity Athlete

Professional Experience

Managing Attorney, Solano County Office Oct. 2016 to present

Legal Services of Northern California, Vallejo, CA

Supervise and direct up to seven attorneys, including volunteer attorneys, and two administrative support personnel in the provision of legal services to low income and senior individuals with civil legal issues in Solano County. Represent clients in administrative, state, and federal court, including the 9th Circuit Court of Appeals. Provide comments on local and state legislative actions. Participate in interdisciplinary taskforces on re-entry and elder abuse, including providing trainings to non-attorney advocates. Draft and provide substantive and skills-based legal trainings for newer attorneys.

Staff Attorney, Sacramento Office July 2015-Sept. 2016

Legal Services of Northern California, Sacramento, CA

Performed civil legal work for low-income and senior individuals. Represented clients in administrative, state, and federal courts. Held recurring community-based clinics on criminal record remedies, Proposition 47, and veterans' issues.

Staff Attorney, Health Rights Project June 2014-July 2015

Legal Services of Northern California, Auburn, CA

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Staff Attorney, Foreclosure Prevention Project Sept. 2014-March 2015

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**Staff Attorney, Sargent Shriver Civil Counsel Act
Legal Services of Northern California, Woodland, CA**

Oct. 2011-Sept. 2013

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Additional Experience

**Faculty, National Institute of Trial Advocacy - Legal Services Attorney Training
(Mar. 28-30, 2019)**

Performed and supervised trial skills exercises and drills for groups of 8-10 newer attorneys in the context of a fictionalized civil trial. Provided feedback of student performance.

Faculty, Practicing Law Institute - Eviction Defense 2.0 (Mar. 28, 2018)

Created materials and presented to live and web audience of practitioners on preliminary eviction procedures.

Treasurer, Solano County Bar Association (January 2017 through present)

Reviewed and approved finances for 200+ member professional organization.

ARY SMITH

EDUCATION

University of California, Berkeley, School of Law, Berkeley, CA J.D.

Activities: *Berkeley Journal of Gender, Law and Justice*, Coalition for Diversity, National Lawyers Guild, Tenants' Rights Workshop, Name and Gender Marker Change, Berkeley Law and Organizing Collective, Queer Caucus

Oberlin College, Oberlin, OH B.A. with High Honors in Comparative American Studies and English, May 2009. Honors: Phi Beta Kappa, Starr Prize in Comparative American Studies

EXPERIENCE

Legal Services of Northern California, Staff Attorney

Vallejo, CA. December 2019-present.

- Join staff as Legal Graduate in August 2019 and became Staff Attorney upon admission to the California Bar in December, 2019.
- Provide direct legal services in housing, public benefits, clean slate remedies, and health to low-income and senior residents of Solano County.
- Develop strategic affirmative litigation to enforce the rights of tenants.
- Present workshops on tenants' rights and housing law developments to tenants and service providers
- Conduct outreach to senior, monolingual Spanish-speaking, and LGBTQ communities through clinics and partnerships with community organizations.

AIDS Legal Referral Panel, Law Clerk

San Francisco, CA. August 2018-November 2018.

- Assisted clients with general legal services including reasonable accommodations, estate planning, consumer issues, and housing needs.
- Presented to community partners on topics including advance healthcare directives and specific legal needs of HIV+ clients.

Lawyers' Committee for Civil Rights of the San Francisco Bay Area, Racial Justice Clerk

San Francisco, CA. May 2018 to August 2018.

- Supported community-driven impact litigation cases on policing practices in low-income housing through legal research, client interviews, and case management.
- Wrote a memo applying the Eighth Amendment's Excessive Fines clause to the imposition of late fees on traffic fines. The memo provided the basis for a conference presentation by Legal Director Elisa Della Piana.
- Worked with pro bono attorneys to provide legal information, advice, and brief services at GLIDE Memorial Church's Unconditional Legal Clinic and LCCR's Second Chance Clinic.

East Bay Community Law Center, Housing Clinical Student
Berkeley, CA. August 2017 to May 2018.

- Supported eviction defense litigation by conducting client intakes in English and Spanish, filing responsive pleadings, writing and arguing motions, and preparing for trials.
- Assisted pro per defendants in filing answers to unlawful detainer lawsuits and fee waivers.
- Managed discovery for eviction defense cases, including taking depositions, propounding and responded to discovery requests, and coordinating with opposing counsel.
- Negotiated settlements on behalf of tenants under attorney supervision at courthouse clinics.

Tenants' Rights Workshop, Tenant Counselor and Clinic Coordinator
Berkeley, CA. September 2016 to May 2018.

- Interviewed low-income tenants in English and Spanish about legal issues such as rent increases, habitability and repairs, and reasonable accommodations.
- Worked with attorneys to provide clients with advice, resources, and limited legal services, including writing letters on behalf to tenants asserting their legal rights.
- As TRW Coordinator beginning September 2017: recruited, trained and supported 1L student counselors, managed organizational funding, tracked intake forms, and coordinated other logistics.

National Center for Lesbian Rights, C. Edwin Baker Law Clerk San
Francisco, CA. June to August 2017.

- Supported national impact litigation matters by providing research and writing memos about legal challenges raised by transgender youth and prisoners.
- Provided direct services to NCLR's Legal Information Hotline callers by researching and providing appropriate legal information and resources.
- Researched issues including public benefits, name and gender marker change procedures, employment discrimination, and access to healthcare in prisons and immigration detention centers.

Program Coordinator, StoryCenter Berkeley, CA.
November 2014 to June 2016.

- As general administrator for digital media education nonprofit, responsibilities included office management, tracking workshop registrations, coordinating public communication, and facilitating staff meetings and retreats.
- Redesigned website and managed transition to cloud-based client database during rebranding.
- Maintained active social media presence including updates on staff activities, campaigns, and UN International Days.

SKILLS

Proficient in Spanish
Certificated Mediator and Conflict Coach

PROFESSIONAL AFFILIATIONS

Berkeley Law Foundation, Board of Directors, October 2019-present
Bay Area Lawyers For Individual Freedom, Board of Directors, May 2018-May 2019.
Solano County Bar Association, Member, December 2019-present

Beth Daviess

EDUCATION

The University of Chicago Law School, Chicago, IL, *Juris Doctor with Honors*, June 2019

- Pro Bono Honors (completed 250 hours of pro bono)
- 2018 John Paul Stevens Public Interest Fellow
- 2018 Equal Justice America Public Interest Fellow
- 2017-2019 Stonewall Scholar
- Co-Founder of the law school's first Legal Spanish Workshop
- If/When/How: Lawyering for Reproductive Justice, Vice President
- Outlaw, Director of Programming

Whitman College, Walla Walla, WA, *Bachelor of Arts in Philosophy with Honors*, May 2013

- Academic distinction 2009-2013, *cum laude* 2013
- Whitman College Undergraduate Conference presenter and moderator, 2012, 2013
- Honors thesis: Researched and developed contemporary feminist interpretation of Kantian sexual ethics
- Women's Ultimate Frisbee Team, Captain and Coach 2012, 2013; selected to try out for U.S. U-23 Women's World Ultimate Championship team 2013

EXPERIENCE

U.S. District Court, District of Colorado, Denver, CO, *Law Clerk to the Honorable R. Brooke Jackson*, August 2019-present

- Conducted research and drafted opinions on wide range of issues, including employment discrimination, prisoners' rights, housing discrimination, social security and disability appeals, federal rules of civil procedure and evidence

ACLU of Illinois, Chicago, IL, *Legal Intern*, June-August 2018

- Interviewed residents in Illinois's youth centers to assess the state's compliance with consent decrees
- Conducted legal research on impact litigation strategies regarding reproductive rights under Illinois statutes, LGBTQ and race-based intersectional Title VII claims, and police union contract provisions

Civil Rights and Police Accountability Project, Kane Center for Clinical Legal Education, Chicago, IL, *Clinical Student*, September 2017-Present

- Initiate and conduct investigation into claims of police torture for the Illinois Torture Inquiry Relief Commission
- Interview witnesses and claimants, subpoena parties, request documents in order to corroborate claims
- Draft commission dispositions and present proposed dispositions to commission for review

Civil Rights Practicum, University of Chicago Law School, Chicago, IL, *Researcher/Writer*, November 2016-Present

- Wrote policy proposal suggesting alternative reporting and data collection mechanisms for statistically robust data;
- Published *Researching Hate: Challenges to Tracking Hate Crimes and Practices for Collecting Better Data*, a report on the state of hate crime tracking in the United States and best practice recommendations for hate crime researchers

Chicago Alliance Against Sexual Exploitation, Chicago, IL, *Legal Intern*, June-August 2017

- Conducted research and drafted briefs on complex, novel legal issues including conviction vacatur and expungement for victims of sex trafficking, disabled employee abuse and harassment, and human rights violations by universities
- Crafted supplemental complaints to federal civil rights departments and Ill. Independent Police Review Authority

West Offshore Products, Perth, Australia, *Life Raft Technician*, August 2015-May 2016

- Performed maintenance, repair, certification, and transport of life rafts for commercial and industrial vessels

Boys and Girls Aid of Oregon, Portland, OR, *Youth Care Counselor*, August 2014-May 2015

- Managed physical, emotional, educational, and medical needs of adolescent girls living in a temporary shelter program
- Advocated for clients' needs at medical appointments, case management appointments and educational meetings

Oregon Health Authority, Hillsboro, OR, *Personal Care Provider*, August 2014-May 2015

- Provided physical and educational in-home care and playtime for a developmentally disabled 14-year-old
- Assisted with medical needs and administration of medications as well as seizure control and parental support

The Outdoor Academy, Pisgah Forest, NC, *Resident Wilderness Educator*, August 2013-May 2014

- Led wilderness trips, advised tenth and eleventh grade students on academic, personal, and interpersonal needs

PRO BONO:

- **ACLU of Illinois Judicial Bypass Hotline, *Hotline Staff*, June 2017-present**

Ezra Graham Lintner

EDUCATION

DePaul University College of Law, Chicago, Illinois

Juris Doctor, May 2020

GPA: 3.632

Class Rank: Top 16%

- Dean's List Scholar, Fall 2018, Spring 2019, Fall 2019, and Spring 2020
- CALI Award for Excellence - Legal Analysis, Research, and Communication III (Appellate Writing)
- Center for Public Interest Law, *Fellow*, August 2017 - May 2020
- Public Interest Law Association, *Co-President*, May 2019 - May 2020
- Journal for Social Justice, *Articles Selection Editor*, May 2019 - May 2020
- National Lawyers Guild, *Board Member*, August 2017 - May 2020
- Maynard H. Jackson, Jr. Diversity Scholarship Recipient, June 2019
- DePaul Diversity Scholarship Recipient, May 2018

San Jose State University, San Jose, California

Bachelor of Arts in Psychology, Cum Laude, May 2015

- Dean's List Scholar
- Evan Low Diversity Award Recipient, May 2015

LEGAL EXPERIENCE

Legal Services of Northern California, Chicago, Illinois

Legal Graduate and Provisionally Licensed Lawyer, October 2020 - current

- Represent clients with interrelated legal issues involving public benefits, tenants rights, eviction defense, and healthcare
- Base office representation goals on community needs, such as the COVID-19 crisis
- Work closely on a team of other attorneys, legal volunteers, and support staff

Chicago Coalition for the Homeless, Chicago, Illinois

Public Interest Law Initiative Intern, May 2019 - May 2020

- Assisted supervising attorney with caseload by assuming responsibilities such as client interviewing, seeking medical records, coalition building with caseworkers, and pairing clients with community-based resources
- Conducted intakes and present potential clients to other law project members
- Conducted research for pending litigation, investigations, and ongoing policy projects

DePaul Criminal Appeals Clinic, Chicago, Illinois

Licensed Student Legal Counsel, August 2019 - December 2019

- Conducted a comprehensive reading of a nearly 300 page criminal record, determining which pieces of information were most salient for appeal
- Presented information to supervising attorney and co-counsel to create a theory of appeal
- Began researching relevant case law to support the supervisor-approved theory of appeal

DePaul Misdemeanor Clinic, Chicago, Illinois

Licensed Student Legal Counsel, January 2019 - May 2019

- Conducted client intake meetings, reviewed arrest records, and attended court with client
- Developed a client-centered theory of defense based on arrest records and client interviews
- Participated in a weekly seminar to develop team-based solutions for all clients of the Clinic

Community Activism Law Alliance, Chicago, Illinois

Intern, January 2019 - May 2019

- Conducted research and wrote asylum briefs, personal affidavits, and country of origin reports for asylum applicants
- Conducted client intake meetings under supervision to assess the viability of immigration or asylum claims

Chicago Appleseed Fund for Justice, Chicago, Illinois

Intern, June 2018 - August 2018

- Conducted research, wrote memoranda, and provided analysis about the combined Fifth and Sixth Amendment right to a public defender during police interrogation in Cook County
- Conducted research and wrote memoranda about potential court debt asylum programs for people experiencing poverty in Cook County

San Francisco District Attorney's Office, San Francisco, California

Intern, January 2016 - May 2016

- Created arraignment files from police citations, reviewed criminal histories, and examined police narratives to give a comprehensive picture of upcoming cases
- Assisted in courtroom functions during proceedings alongside the Assistant District Attorney by keeping case files organized and providing relevant information upon request

VOLUNTEER EXPERIENCE

Name Change Project for Transgender DePaul Students, Chicago, Illinois

Project Coordinator, January 2018 - May 2020

Transformative Justice Law Project's Name Change Mobilization, Chicago, Illinois

Volunteer, August 2018 - December 2018

PUBLICATIONS

"The Ties That Bind: Historical Trends of Racism in the Juvenile Justice System"

The Diversity and Social Justice Forum, Fowler School of Law, Chapman University, November 2019

"To Each Their Own: Non-Binary Pronouns as Silence-Breaking in the Legal Field"

Women's Law Journal, UCLA School of Law, January 2021

ATTACHMENT 9

LEGAL SERVICES
of
NORTHERN CALIFORNIA

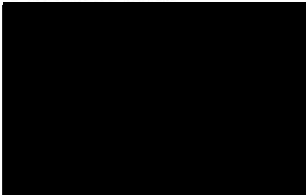
BOARD OF DIRECTORS

OFFICERS:

President	Kevin Johnson
Vice President	Jane Kroesche
Secretary	Annette Smith
Treasurer	John Davis
Executive Member	Josie Porras Corporon, Devera Ayers

CLASS A(1) – SACRAMENTO ATTORNEYS

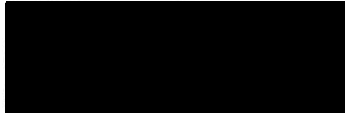
John F. Davis



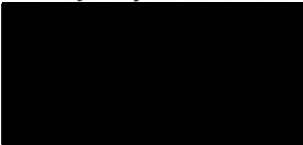
Deborah Kollars




Mary K. DuBose



Kathryn Lynn Patterson



Executive Office:
517 12th Street
Sacramento, CA 95814
P: 916.551.2150
F: 916.551.2195
www.lsnrc.net

A Legal Services Corporation Program 

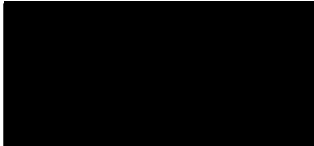
CLASS A(2) – MINORITY/WOMEN’S BAR APPOINTEES

CLASS A(3) – SACRAMENTO CLIENT REPRESENTATIVES

Luke McElwee

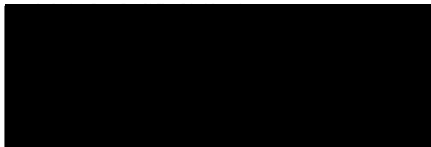


Bonnie Yang



CLASS B(1) – YOLO COUNTY ATTORNEYS

KEVIN R. JOHNSON
University of California
School of Law

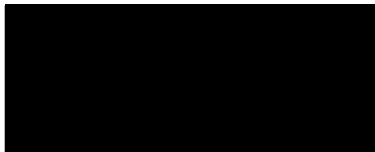


James Wright



CLASS B(2) – YOLO COUNTY CLIENT REPRESENTATIVES

Claudia Covarrubias

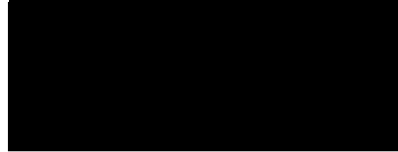


CLASS C(1) – BUTTE REGION ATTORNEYS

John Zorbas
Butte County Public Law Library

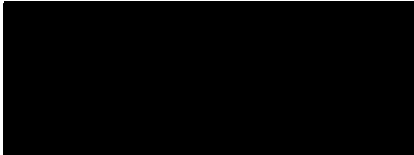


Josie M. Poras Corporon



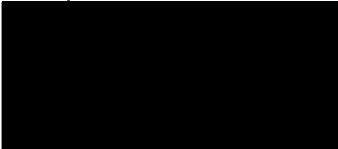
CLASS C(2) – BUTTE REGION CLIENT REPRESENTATIVES

Nicholle Lewis

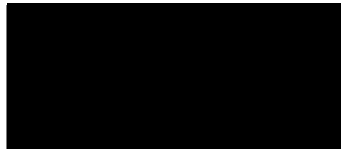


CLASS D(1) – MOTHER LODE REGION ATTORNEYS

Cheryl L. Carl

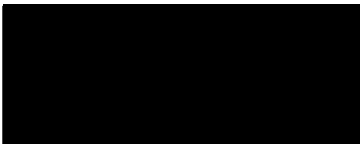


Robert Joehnck

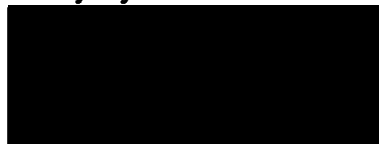


CLASS D(2) – MOTHER LODE REGION CLIENT REPRESENTATIVES

Annette Smith



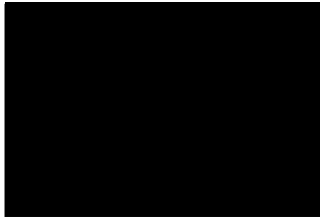
Becky Nylander



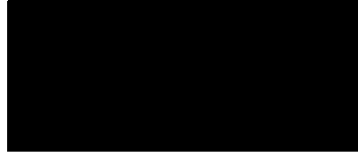
CLASS E(1) – SHASTA REGION ATTORNEYS

CLASS E(2) – SHASTA REGION CLIENT REPRESENTATIVES

Devera Ayres

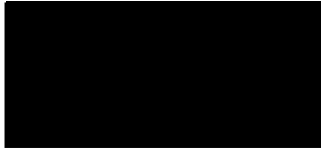


Cheryl Watson

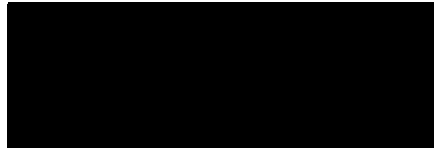


CLASS F(1) – SOLANO COUNTY ATTORNEYS

Robert A. Stalker

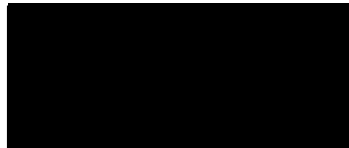


Lesli M. Caldwell



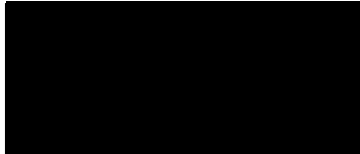
CLASS F(2) – SOLANO COUNTY CLIENT REPRESENTATIVES

Gabriela Peniche

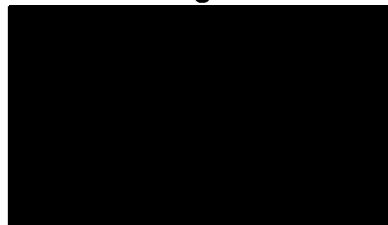


CLASS G(1) – REDWOOD REGIONAL ATTORNEYS

Jane B. Kroesche



Amelia Burroughs



CLASS G(2) – REDWOOD REGION CLIENT REPRESENTATIVES

CLASS H – FULL SERVICE AREA ATTORNEYS OR NON-ATTORNEYS

CLASS I – FULL SERVICE AREA ATTORNEYS & NON ATTORNEYS

ATTACHMENT 10

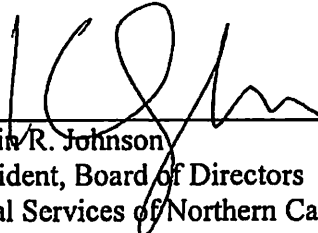
**Resolution of the Board of Directors
Legal Services of Northern California**

The Board of Directors of Legal Services of Northern California, Inc. (LSNC), by and through its Executive Committee, approves the grant submission to the City of Vallejo for Community Development Block Grant funds by Legal Services of Northern California, Inc., and authorizes Gary F. Smith, Executive Director, to sign the proposal, negotiate and contract with the City on behalf of LSNC.

I, Kevin Johnson, do hereby certify that the foregoing Resolution was approved through facsimile, email and /or telephone polling by a quorum of the Executive Committee of the Board of Directors of Legal Services of Northern California, Inc., which Committee is empowered by our organization's By-Laws to act for the full Board of Directors between Board sessions.

Dated: _____

1/26/21



Kevin R. Johnson
President, Board of Directors
Legal Services of Northern California, Inc.

ATTACHMENT 11

**LEGAL SERVICES OF NORTHERN CALIFORNIA
CONSOLIDATED BUDGET 2020**

	<u>2020 Board Approved Budget</u>
Operating Revenue and Support	
Grants and Contracts	12,074,093
Other Income	213,225
CarryOver Prior Years	<u>1,279,728</u>
Total Operating Revenue and Support	13,567,046
Operating Expenses	
Personnel Expense	
Salaries	7,988,138
Benefits	<u>2,034,550</u>
Total Personnel Expense	10,022,688
Non-Personnel Expenses	
Space Costs	681,386
Equipment Rental/Maint. & Repairs	105,883
Equipment	112,090
Office Expense	182,937
Advertising	20,517
Telephone	140,194
Travel	154,816
Library	92,762
Business Insurance	86,243
Litigation	31,650
Program Training	123,132
Membership Dues/Subscriptions	75,592
Client/Program Services	801,363
Miscellaneous Expense	74,116
Fixed Asset Expense	<u>337,040</u>
Total Non-Personnel Expenses	<u>3,019,721</u>
Total Operating Expenses	13,042,409
Net Revenue Over Expenditures (Projected CarryOver)	<u>524,637</u>

**LEGAL SERVICES OF NORTHERN CALIFORNIA
CONSOLIDATED BUDGET 2019**

	<u>2019 Revised Board Approved Budget</u>
Operating Revenue and Support	
Grants and Contracts	11,062,987
Other Income	400,098
CarryOver Prior Years	<u>1,666,940</u>
Total Operating Revenue and Support	13,130,025
 Operating Expenses	
Personnel Expense	
Salaries	7,267,241
Benefits	<u>1,961,635</u>
Total Personnel Expense	9,228,876
Non-Personnel Expenses	
Space Costs	370,587
Equipment Rental/Maint. & Repairs	95,511
Equipment	88,596
Office Expense	177,257
Advertising	22,967
Telephone	134,279
Travel	183,430
Library	89,748
Business Insurance	92,326
Litigation	30,400
Program Training	91,089
Membership Dues/Subscriptions	75,760
Client/Program Services	830,194
Miscellaneous Expense	64,687
Fixed Asset Expense	<u>326,800</u>
Total Non-Personnel Expenses	<u>2,673,631</u>
 Total Operating Expenses	 11,902,507
 Net Revenue Over Expenditures (Projected CarryOver)	 <u><u>1,227,518</u></u>

ATTACHMENT 12

LSNC-Solano
Agency References

1. Fair Housing Advocates of Northern California

1314 Lincoln Avenue, Suite A, San Rafael, CA 94901

Contact: Caroline Peattie, Executive Director

415-457-5025, ext. 106, peattie@fairhousingnorcal.org

LSNC contact an annual Fair Housing workshop with Fair Housing Advocates. LSNC and Fair Housing Advocates refer Vallejo clients to each other or provide technical assistance to each other's agency on landlord-tenant law.

2. Napa/Solano Area Agency on Aging

275 Beck Avenue, Fairfield, CA 94533

Contact person: Elaine Clark, Program Manager

707-784-8792, EClark@solanocounty.com

LSNC provides free civil legal advice, advocacy, and representation to Solano County residents over 60 years old.

3. Ombudsman Services of Contra Costa, Solano and Alameda

2255 Contra Costa Blvd. Ste. 204, Pleasant Hill, CA 94523

Contact person: Nicole Howell, Executive Director

925-384-1124, nicolchowell@ccombudsman.org

LSNC provides free civil legal advice, advocacy, and representation to Solano County victims of elder and dependent adult abuse. LSNC provides technical assistance to service providers for elder and dependent adults through participation in a monthly Multidisciplinary Team.

ATTACHMENT 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY
ENDORSEMENT FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

The City of Vallejo, its officers, officials, agents, employees, agents and volunteers

A. Section II – WHO IS AN INSURED is amended to include:

4. Any public entity as an additional insured, and the officers, officials, employees, agents and/or volunteers of that public entity, as applicable, who may be named in the Schedule above, when you have agreed in a written contract or written agreement presently in effect or becoming effective during the term of this policy, that such public entity and/or its officers, officials, employees, agents and/or volunteers be added as an additional insured(s) on your policy, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
- a. Your negligent acts or omissions; or
 - b. The negligent acts or omissions of those acting on your behalf;

in the performance of your ongoing operations.

No such public entity or individual is an additional insured for liability arising out of the sole negligence by that public entity or its designated individuals. 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.

B. Section III – LIMITS OF INSURANCE is amended to include:

8. The limits of insurance applicable to the public entity and applicable individuals identified as an additional insured(s) pursuant to Provision A.4. above, are those specified in the written contract between you and that public entity, or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

C. With respect to the insurance provided to the additional insured(s), Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS is replaced by the following:

4. Other Insurance

a. Primary Insurance

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or

- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph **b.** below.

b. Excess Insurance

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
 - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
 - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
 - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE.**
 - (e) Any other insurance available to an additional insured(s) under this Endorsement covering liability for damages which are subject to this endorsement and for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
 - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Methods of Sharing

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.



LEGAL-1

OP ID: LM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/19/2020

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 BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or 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 Wright & Kimbrough Whitaker Davis Ins Svcs, DBA: 2150 Douglas Blvd., Suite 210 Roseville, CA 95661	916-751-7685		CONTACT NAME: Linda Madsen PHONE (A/C, No, Ext): 916-751-7685 FAX (A/C, No): E-MAIL ADDRESS: lmadsen@wkins.com
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Travelers Prop/Cas Co of Amer		25674
INSURED Legal Services of Northern California; Capital Pro Bono, Inc. 517 - 12th Street Sacramento, CA 95814	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	UB-3K553291-20-43-G	04/01/2020	04/01/2021	<input checked="" type="checkbox"/>	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Grant. If cancelled, Named Insured will provide 30 days' notice (10 days nonpayment.

CERTIFICATE HOLDER

CITYV-1

City of Vallejo
Attn: City Attorney
555 Santa Clara St.
Vallejo, CA 94590

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.

AUTHORIZED REPRESENTATIVE



LEGAL-1

OP ID: LM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/22/2020

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 BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or 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 Wright & Kimbrough Whitaker Davis Ins Svcs, DBA: 2150 Douglas Blvd., Suite 210 Roseville, CA 95661	916-751-7685		CONTACT Linda Madsen NAME:	
			PHONE (A/C, No, Ext): 916-751-7685	FAX (A/C, No):
		E-MAIL ADDRESS: lmadsen@wkins.com		
INSURER(S) AFFORDING COVERAGE				NAIC #
INSURER A : AIX Specialty Insurance Co.				12833
INSURED Legal Services of Northern California 517 - 12th Street Sacramento, CA 95814	INSURER B :			
	INSURER C :			
	INSURER D :			
	INSURER E :			
	INSURER F :			

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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (NSD) (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab Claims Made Cov		L1A9000309-10 FULL PRIOR ACTS	01/01/2021	01/01/2022	EA CLAIM 1,000,000 AGG 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: Grant. If cancelled, Named Insured will provide 30 days' notice (10 days nonpayment).

CERTIFICATE HOLDER City of Vallejo Attn: City Attorney 555 Santa Clara St. Vallejo, CA 94590	CITYV-1	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. AUTHORIZED REPRESENTATIVE
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ATTACHMENT 14

Conflicts of Interest, Confidentiality, and Ethics Policy

The purpose of this policy is to assure that all officers, directors, and employees of Legal Services of Northern California (LSNC) act ethically, preserve confidentiality, and avoid conflicts of interest at all times. LSNC intends that this policy provide guidance in achieving that purpose.

I. Conflicts of Interest

Except with disclosure of the conflict to, and consent of LSNC, a director, officer, or employee may not act in carrying out his or her LSNC responsibilities if s/he may be affected by a conflict of interest. A conflict of interest arises when a personal, business, financial or, in the case of a lawyer, client interest may affect the objectivity of one's actions on behalf of LSNC.

A personal interest may include an association with another legal aid agency or nonprofit corporation.

A business interest may arise when the director, officer or employee is an employee or consultant to, or has another business arrangement with, another public or private organization.

A significant financial interest includes an ownership interest in the securities of a public or private organization. An organization in which a director or officer has a personal, business, or financial interest is referred to in this policy as an "entity."

A business or financial interest of the spouse or any family member who lives in the individual director's, officer's or employee's household is attributed to the individual. A business or financial interest of a co-worker, associate or employee, or a more remote relative of an individual director, officer or employee, is not automatically attributed to the individual. However, as a matter of good practice, when the individual is aware of such a business or financial relationship that conflicts, or may conflict, with the interests of LSNC, the individual should disclose it to, and obtain the consent of, LSNC to avoid the potential for embarrassment.

Situations in which a conflict of interest may arise include, but are not limited to, those where the individual:

- A. Approves or recommends the purchase of services, equipment, materials or other items for LSNC from an entity.

- B. Negotiates or influences the negotiation of contracts between LSNC and the entity.
- C. Accepts gifts, gratuities or special favors from any person with whom LSNC does or may do business, other than gifts with a fair market value in any year of \$50 or less. All other gifts shall be returned to the donor with the explanation that LSNC policy does not permit the acceptance of gifts. No personal gift of money may ever be accepted.
- D. Uses his or her position or activities on behalf of LSNC to further the interests of a client or other person or entity, except as part of LSNC's legal representation of (or with) such client, other person, or entity.
- E. Supports a position (by speaking or voting for the position) at a Board Meeting that the individual knows would benefit a client without disclosing such fact to LSNC (but not necessarily the name of the client), except as part of LSNC's legal representation of such client.
- F. Makes a recommendation to a client that involves a possible contractual or other relationship with another entity, whether a business or a nonprofit agency, if the entity has a relationship with LSNC or the person making the recommendation. When any such recommendation is made, it shall include full disclosure of any existing relationship between the entity and either LSNC or the person making the recommendation, including the lack of any such relationship; and the client shall be appropriately informed that s/he is free to accept or reject the recommendation in favor of working with a different entity or with none.

II. Avoidance of Nepotism

LSNC does not permit nepotism in hiring, contracting or other business decisions. No family member or close personal relation of a LSNC staff member or member of the Board of Directors shall have an advantage in hiring, contracting or business transactions.

A. Hiring

When a family member or close personal relation of a LSNC staff member or Board member applies for employment, the employee or Board member shall disclose this relationship and that person shall be excluded from the hiring process for the applicant.

Should a family member or close personal relation of a LSNC employee or Board member be selected for employment in a competitive process conducted in accordance with the process described above, that new employee shall be supervised by an unrelated LSNC manager.

B. Contracting and Other Business Transactions

When a family member or close personal relation of a LSNC employee or Board member seeks to contract or transact business with LSNC, the employee or Board member shall disclose the relationship and that person shall be excluded from the contracting or transaction process.

Should a family member or close personal relation of a LSNC employee or Board member contract with LSNC or transact business with LSNC, an unrelated LSNC manager shall authorize any contracts or expenses arising from the contract or transaction. Where the LSNC employee involved is the Executive Director, the President of the Board of Directors will review any employment decisions, contracts or transactions.

III. Confidential Information of LSNC

Except with the disclosure to and consent from LSNC or in furtherance of LSNC activities in which s/he is authorized to act, a director, officer or employee shall not reveal to any third person or use for his or her own purposes any of LSNC's proprietary business or financial information, records, client information, results, work product or other information acquired in connection with the individual's LSNC activities that is not generally available to the public. As members of LSNC, a law firm, employees are further obligated to act in compliance with federal and state mandates regulating professional behavior, including their duty to protect client privacy, client confidences, attorney-client privileges, work product and other protected communications.

Confidentiality must be maintained in all programs, departments, functions and activities. Information about LSNC clients may be disclosed only under the following circumstances:

- A. If a release-of-information form is explained to and completed by the client or potential client before it is released.
- B. If records are inspected by an outside agency. The individuals who inspect records must be specifically authorized to do so by the executive director. The taking of notes and copying or removal of records are specifically prohibited in such cases.
- C. The only other instance in which client information will be released to a person outside the agency is when LSNC is required to do so by law.

IV. Legal Obligations of Directors and Officers

The obligations of directors and officers to LSNC are governed by the California Nonprofit Corporation Law. Directors and officers owe a fiduciary duty to LSNC, including the duty of care and the duty of loyalty. Nothing in this policy is intended to lessen those duties or any duties of disclosure applicable to them.

The duty of care concerns a director's or officer's competence in performing his or her functions as a director or officer. A director or officer must exercise his or her responsibilities in good faith and with that degree of diligence, attention, care and skill that an ordinarily prudent person would exercise under similar circumstances in a like position.

The duty of loyalty requires that the director or officer act in a manner that does not harm the organization. The duty of loyalty requires the faithful pursuit by the director or officer of the interests of LSNC, as opposed to the financial or other interests of the director or another entity s/he serves. It further requires a director or officer to avoid using his or her position to obtain a personal benefit or advantage that might more properly belong to LSNC. To satisfy the duty of loyalty, the director or officer must act in good faith and in a manner s/he reasonably believes to be in the best interests of LSNC.

V. Restrictions on Representing LSNC

Each director, officer or employee when acting as a representative of LSNC shall act so as not to adversely affect LSNC's public image or credibility, or otherwise interfere with providing service to LSNC's clients. In any interaction with the public, press or other entity, regarding LSNC's interests or affairs, a director, officer or employee may not speak for LSNC, except to repeat explicitly stated board positions, unless the board or the executive director has previously authorized the subject matter of such statement. The prohibition is not intended to cover the day-to-day activities of LSNC employees and their typical communications with LSNC clients and the client community. However, a director, officer or employee who is a member of a LSNC committee may state the views of the committee in accordance with the policies of the committee or as directed by the board.

A director, officer or employee of LSNC may not use LSNC stationery for personal correspondence or to conduct business or marketing on behalf of any other firm, employer or organization.

VI. Administration of this Policy

Whenever this policy requires a director, officer or the executive director of LSNC to make disclosure to and obtain the consent of LSNC, such disclosure shall be to and such consent from the Board of Directors. Whenever this policy requires an employee to make disclosure to and obtain the consent of LSNC, such disclosure shall be to and such consent from the executive director.

If a director, officer or employee has reason to believe that another director, officer or employee has an undisclosed conflict or potential conflict of interest or other violation of this policy, that person should disclose the reason for such belief to the executive director or the chair of the Audit-Finance Committee of the Board of Directors, who will, in consultation with legal counsel, advise LSNC regarding a potential violation. If and when LSNC concludes that such conflict, potential conflict or violation has occurred, LSNC will notify the person in conflict or violation, and shall take such action as LSNC deems appropriate.

When any conflict of interest is relevant to a matter that comes under consideration or requires action by the board or a board committee, the interested person shall call it to the attention of the board chair and shall not be present during board or committee discussion or decision on the matter. However, that person shall provide the board or applicable committee with any and all relevant information on the particular matter.

The minutes of the meeting of the board or its committee shall reflect that the conflict of interest was disclosed, that the interested person was not present during discussion or decision on the matter and did not vote.

If you have any questions regarding this policy, please consult the executive director, or the chair of the Audit-Finance Committee of the Board of Directors.

All staff, officers and directors shall sign a statement each year affirming that they have read this policy and agree to comply with it.

**Resource Person: Admin. Unit
January 12, 2009; Revised July 22, 2020**

Vallejo Senior
Citizens' Council, Inc.
Application Packet

CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)
Fiscal Year 2021-2022

Covers July 1, 2021 - June 30, 2022

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION

Application Instructions: This Excel-based Application Worksheet includes five (5) "tabs" which comprise the full application (see bottom of screen to scroll between tabs). The tabs include: Instructions and General Info; Application Questions; Budget; Schedule; and Doc Requirements. Applicants must complete and submit all portions of the Application to the City of Vallejo.

General Information Instructions: Complete all information in shaded cells. Print tab when completed and provide signature where indicated.

Agency General Name	Vallejo Senior Citizens Council, Inc
Address 1	333 Amador St
Address 2	
City	Vallejo
State	CA
Zip	94590-6320
Main Telephone Number	707-643-1044
Website Address	www.fdcvallejo.org
EIN (XX-XXXXXXX)	23-7367329


CEO/Executive Director

First Name	Peter
Last Name	Wilson
Title	Executive Director
Email	peter.wilson@fdcvallejo.org
Telephone	

Funding Request Summary and Program Contact

Activity/Program/Project Name	Congregate Dinning
Amount of FY20 CDBG Requested	\$20,000
Program Contact First Name	Peter
Program Contact Last Name	Wilson
Program Contact Telephone	707-643-1044
Program Contact Email	peter.wilson@fdcvallejo.org

Authorized Signature of Applicant submitting application

Full Name	Peter Wilson
Title	Executive Director
Date:	1-21-21
Signature:	

CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)
Fiscal Year 2021-2022

Covers July 1, 2021 - June 30, 2022

APPLICATION QUESTIONS

Instructions: Respond to all questions indicated in shaded cells. Print tab when completed.

<u>Question #</u>	<u>Question Description</u>
1	Enter the number of applications your agency is submitting for City of Vallejo CDBG Program funding. If more than one application, enter the numerical ranking of the priority of this proposal. E.g, "1 of 3" means you are submitting 3 applications and this one is the highest priority. <div style="border: 1px solid black; text-align: center; padding: 5px; margin-top: 10px;">1 of 1</div>
2	Enter the organization/agency type. Enter "X" Private, non-profit organization <div style="border: 1px solid black; text-align: center; padding: 2px 10px;">X</div> Public agency/department <div style="border: 1px solid black; height: 15px; margin-top: 2px;"></div> Other <div style="border: 1px solid black; height: 15px; margin-top: 2px;"></div>
3	AGENCY DESCRIPTION: Provide description of the agency's mission and history, including number of years in existence. Describe agency's current strategic and/or operations plan. <div style="border: 1px solid black; padding: 10px; margin-top: 5px;"> <p>The Florence Douglas Center (FDC) will enters its 44th year of serving the community. Founded in 1977, the FDC is a 14,000 sq. ft. city owned facility located in the central core area of Vallejo providing social, educational, recreational, health, nutritional and consumer advice, counseling, and activities. The FDC is a 501 (c) 3 non-profit, multi-purpose, all-inclusive, service center that directly provides over 50 regular programs to seniors. It operates with minimal professional staff, and the assistance of a large pool of volunteers. The Vallejo Senior Citizens' Council Inc., established in 1974, is responsible for oversight and management of the FDC operations.</p> <p>Mission Statement</p> <ul style="list-style-type: none"> •To foster and promote programs and services for the charitable, educational, social, and recreational needs of persons 50 years of age and over. •To be the community focal point for senior services and programs. •To provide recreational, educational and social activities, and a nutrition program •To provide an extensive information and referral service, coordinating services with other agencies serving Solano County. Our operations plan is to continue to operate with the support of grants, donaitons, fundraising and social programs </div>
4	Is this a new project or activity? Yes <div style="border: 1px solid black; height: 15px; margin-top: 2px;"></div> No <div style="border: 1px solid black; text-align: center; padding: 2px 10px;">X</div>

Question #

Question Description

- 5 **OTHER CDBG FUNDING:** If your agency has never received CDBG funding from the City of Vallejo, please list any CDBG funding received from other jurisdictions in the last 5 years (jurisdiction, amount, and purpose). Enter N/A if not applicable.

N/A

- 6 **CAPACITY:** Describe your agency's capacity to conduct the activity/program/project (previous federal grants management, staff experience and capacity, fiscal resources, etc).

The Florence Douglas Center has provided the dinning hall, kitchen and home delivery cooler drop off for the Meals on Wheels Program for many years. Our Maintenance staff, bookkeeper and Exectuive Director have managed dinnign room and kitchen, home delivery cooler drop off for the program and grant reporting as required.

- 7 **PROPOSED PROGRAM/ACTIVITY DESCRIPTION:** Provide a description of the activity/program/project for which your agency is seeking funding. **NOTE: Agencies applying to assist homeless persons must coordinate with Resource Connect Solano operated by Caminar, a non-profit organization, to be considered for funding.** Describe how the activity/program/project will coordinate with Resource Connect Solano, if applicable.

The Meals on Wheels Congregate dinning program provides a hot lunch for seniors Monday-Friday. The Florence Douglas Center provides the dinning facilites, kitchen and home delivery cooler drop off for the programs. The maintenance staff maintains the dinning room, set up and break, cleans the kitchen after each use and takes in the home delivery coolers for pick-up from meal on wheels staff on Monday, Wednesday and Friday.

Question #

Question Description

8 **ACTIVITY/PROGRAM IMPLEMENTATION: Describe how the activity/program will be implemented, administered, and operated.**

The Meals on Wheels of Solano County provides the meals for the program, the staffing to serve the meals and maintain the records. The Florence Douglas Center will provide a ready dining room and kitchen for the congregate dining program.

9 **NEED FOR PROGRAM/ACTIVITY: Describe the problem(s), need(s), issue(s) or service gap(s) to support the need for this project in the City of Vallejo. Include Vallejo demographics, statistics, report citations, etc.**

The participants of the Meals on Wheels Congeragate dining program receive a hot meal and important socialization for the seniors. Many of the seniors in the program are low of very low income and this program provides a hot meal for seniors.

10 **USE OF VALLEJO CDBG FUNDS: Describe in detail how Vallejo's CDBG funds will be used within the activity/program/project. Describe how the project is cost effective and the budget is reasonable for the anticipated result.**

Vallejo CDBG Funds will be used to cover the cost of maintenance staff time to maintain the dining room and kitchen with the additional expenses to support the maintenance of the dining room and kitchen. The budget is reasonable and very cost effective for the programs outcome as it provides a place for the only congregate meal program in Vallejo for Seniors.

11 **TARGET POPULATIONS: Describe the population your agency will serve with these funds and how they will benefit from the implementation of the activity/program/project.**

Seniors are the target population that will be served by the Vallejo CDBG funds and they will benefit by having a place to be served a hot meal.

Question #

Question Description

12 **OUTREACH:** Explain how your agency will outreach to low income, limited English speakers, and/or disabled persons. How will each of these groups access the activity/program/project for which your agency is requesting funding?

Outreach for the program is done through Meals on Wheels of Solano County and the Florence Dogulas Center Welcome Hand Newsletter. Each group will have access through promotion of the program as mentioned above by signing up with Meals on Wheels of Solano County.

13 **COLLABORATION:** Identify the organizations with which your agency partners, and describe their relevant capabilities that result in greater service integration.

Meal on Wheels of Solano County is the partner that provides the meals and the staffing to serve the meals.

14 **LEVERAGING:** Describe leveraging or sustainability efforts your agency is implementing to maintain service levels.

The Florance Douglas Center has a staff and board of directors comitted to maintaining the level of service through fundrasing, grants and donaitons and social programs income.

15 **EFFECT IF NOT FUNDED:** If this application does not receive funding, what will be the effect on the activity/program/project?

The dining program would not be offered at the Florence Dougasl Center for Vallejo Seniors.

16 **POPULATIONS TO BE SERVED:** Indicate population(s) that will be served (mark "X") for ALL that apply).

Extremely Low Income Persons (Incomes 30% or less of AMI)	X
Very Low Income Persons (Incomes 31-50% AMI)	X
Low Income Persons (Incomes 51-80% AMI)	X
Seniors 62 years and older	X
Lower income families with children attending Vallejo City Unified School District	
Homeless Persons or Families	
Persons or families at risk of homelessness	
Persons with mental illness	
Persons with developmental disabilities	
Persons with physical disabilities	X
Persons living with AIDS/HIV-related illness	
Victims of domestic violence	
Veterans	
Other target population (describe)	

Question #

Question Description

17 CDBG PROGRAM OBJECTIVE: Select ONE objective that relates to your activity (Tip: When selecting, ask "What is the purpose of the activity? What is the larger community need that I am seeking to address?" (Mark "X" in selected objective)

Creating a suitable living environment	X
Providing decent affordable housing	
Creating economic opportunities	

18 CDBG PROGRAM OUTCOME: Select ONE outcome that relates to your activity (TIP: When selection, ask "What type of change or result am I seeking?" (Mark "X" in applicable category)

Availability/Accessibility	X
Affordability	
Sustainability	

19 COMMON INDICATOR: Choose a common indicator that your agency will use to track clients - Mark "X" in selected category.

Persons	X
Households	

20 # CLIENTS TO BE SERVED: For the category you selected in Question #19, provide the total number of unduplicated Vallejo clients your agency anticipates serving through this activity/program/project.

# Unduplicated Vallejo Clients	100
--------------------------------	-----

21 # CLIENTS TO BE SERVED BY INCOME AND TYPE: Based on the common indicator you selected above, provide the number of unduplicated Vallejo clients your agency anticipates serving in each category listed below.

Low Income (51-80% AMI)	
Very Low Income (31-50% AMI)	
Extremely Low Income (0-30% AMI)	
Disabled	
Female Headed Households	
Seniors	100
Youth	
Homeless	

Question #

Question Description

22 # CLIENTS TO BE SERVED BY RACE/ETHNICITY: Enter the number of clients your agency anticipates serving in the following race/ethnicity categories. The sum of numbers must match the total clients entered in Question #21 above. Per HUD, "Hispanic" is an ethnicity, and not a separate race.

White	35
White + HISPANIC	
Black/African American	19
Black/African American + HISPANIC	
Asian	7
Asian + HISPANIC	
American Indian/Alaskan Native	
American Indian/Alaskan Native + HISPANIC	
Native Hawaiian/Other Pacific Islander	16
Native Hawaiian/Other Pacific Islander + HISPANIC	9
American Indian/ Alaskan Native and White	
American Indian/ Alaskan Native and White + HISPANIC	
Asian and White	
Asian and White + HISPANIC	
Black/African American and White	
Black/African American and White + HISPANIC	
American Indian/Alaskan Native and Black/African American	
American Indian/Alaskan Native and Black/African American + HISPANIC	
Other Multi Racial	14
Other Multi Racial + HISPANIC	
TOTAL	100

23 **ELIGIBILITY VERIFICATION: Describe intake process and how information will be obtained to determine clients' Vallejo residency status, and household and income eligibility under the CDBG Program requirements.**

Meals on Wheels of Solano County manages the intake process for the Congregate Dining Program and obtains the necessary information as to Vallejo status, and household and income eligibility under the CDBG requirements.

24 **ADDITIONAL INFORMATION (OPTIONAL): Applicants may include additional description regarding presented information if desired.**

**CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)
Fiscal Year 2020-2021**

Covers July 1, 2020 - June 30, 2021

ACTIVITY/PROGRAM BUDGET

Instructions: Enter the budget in the shaded cells for the proposed activity or Vallejo with CDBG funds. Under Funding Sources section, enter all funding sources, if applicable) related to the proposed activity or program to be implemented (foundation name, individual contributions, in-kind contributions, other federal etc.), the amount of funding requested, and the amount committed. Under Funding Uses section, enter all additional types of expenses if applicable; at Column C enter the line item but only the Vallejo CDBG funding requested amounts, by line item/expense type

<u>Funding Sources</u>	<u>Amount Requested</u>
Enter Amount of Vallejo FY20-21 CDBG Request	\$26,000
Other Source: Syar Foundation	\$ 10,000
Other Source: Earned Income Bingo, Social Prog.	\$ 21,152
Other Source: FDC Special Events	\$34,840
Other Source: Foundation Grants	\$ 34,148
TOTAL	\$ 126,140

<u>Funding Uses</u>	<u>Total Activity/ Program/ Project Budget</u>
Personnel: Salaries (see instructions below)	\$ 34,840
Personnel: Benefits (see instructions below)	\$ 4,230
Operating: Supplies	\$ 15,600
Operating: Printing/Copying	\$ -
Operating: Postage	\$ -
Operating: Telephone	\$ -
Operating: Rent and Utilities	\$ 58,060
Operating: Accounting/Audit	\$ 1,600
Operating: Insurance	\$ 6,000
Operating: Janitorial	\$ 5,810
TOTAL	\$ 126,140

Budget Narrative: Discuss and justify the items and amounts entered above. If using Phillip Limutan, Maintenance Person for FDC manages the dining room and kitchen salary covers the work done for cleaning, set up, breakdown for the dining room and supplies are the dry goods and beverages supplied for the Meal Site. The Janitorial i room, kitchen, fire system and hood cleaning.

program to be implemented in the City of Vallejo (including other non-CDBG funding sources) implemented in the City of Vallejo (e. g., federal/state or local public funding source/s, Funding Uses section, at Column A enter budget by expense type; at Column E enter amount. Print tab when completed.

Amount Committed

n/a
pending
committed
committed
pending
\$ -

Amount Requested from Vallejo CDBG

\$ 16,640
\$ -
\$ 6,550
\$ -
\$ -
\$ -
\$ -
\$ -
\$ -
\$ 2,810
\$ 26,000

CDBG for salaries/benefits, list each expense for the congregate meal site at 48% of his budget and maintaining the kitchen. The operating budget includes the professional cleaning of the dining room.

CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)
Fiscal Year 2021-2022

Covers July 1, 2021 - June 30, 2022

ACTIVITY/PROGRAM BUDGET

Instructions: Enter the budget in the shaded cells for the proposed activity or program to be implemented in the City of Vallejo with CDBG funds. Under Funding Sources section, enter all funding sources (including other non-CDBG funding sources, if applicable) related to the proposed activity or program to be implemented in the City of Vallejo (e. g., foundation name, individual contributions, in-kind contributions, other federal/state or local public funding source/s, etc.), the amount of funding requested, and the amount committed. Under Funding Uses section, at Column A enter additional types of expenses if applicable; at Column C enter the line item budget by expense type; at Column E enter only the Vallejo CDBG funding requested amounts, by line item/expense type. Print tab when completed.

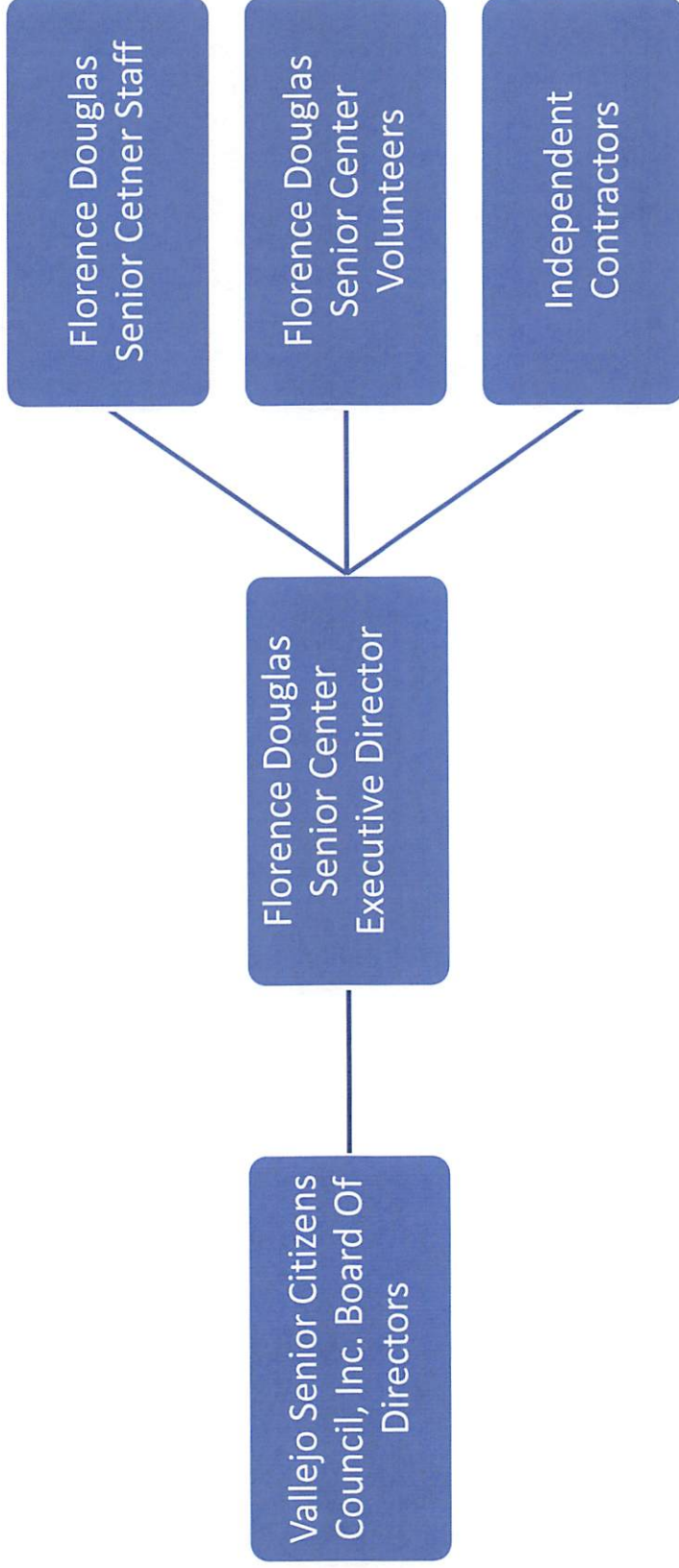
<u>Funding Sources</u>	<u>Amount Requested</u>	<u>Amount Committed</u>
Enter Amount of Vallejo FY21-22 CDBG Request	\$ 25,000	n/a
Other Source: Syar Foundation	\$ 15,000	pending
Other Source: Foundation Grants	\$ 67,186	pending
Other Source: Fundrasing	\$ 24,000	\$ 24,000
Other Source:		
TOTAL	\$ 131,186	\$ 24,000

<u>Funding Uses</u>	<u>Total Activity/ Program/ Project Budget</u>	<u>Amount Requested from Vallejo CDBG</u>
Personnel: Salaries (see instructions below)	\$34,840	\$ 16,723
Personnel: Benefits (see instructions below)	\$ 4,230	
Operating: Supplies	\$ 15,600	\$ 1,337
Operating: Printing/Copying		
Operating: Postage		
Operating: Telephone		
Operating: Rent and Utilities	\$ 64,516	\$ 2,500
Operating: Accounting/Audit		
Operating: Kitchen Maintence	\$ 6,000	\$ 4,440
Operating:Insurance	\$6,000	\$ -
TOTAL	\$ 131,186	\$ 25,000

Budget Narrative: Discuss and justify the items and amounts entered above. If using CDBG for salaries/benefits, list each employee, their position/title, and the percentage of their salary and benefits (e.g., 0.10 FTE) that will be paid with CDBG funds. The City of Vallejo will provide CDBG funds to pay for direct costs only.

The Salary of the Maintenance Staff is for set-up, clean up and breakdown of the dining and kitchen 5 day a week 4 hours a day, 48% of his salary for congregate dining program, home delivery cooler drop off, operating supplies for the kitchen and dining room, utilities for use of the kitchen and dining room operating supplies and Maintenance of the kitchen to keep up to code as required by the Vallejo City of Vallejo and County of Solano for operating a commercial kitchen for the Congregate Meal Program.

Organizational Chart
Vallejo Senior Citizens Council, Inc./Florence Douglas Senior Center

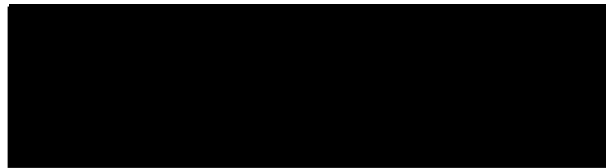


Peter Wilson

Executive Director Florence Douglas Center 2014-Present

Peter Wilson has served as the Executive Director since April 2014. Under his direction the Center has become a reenergized active center, and is a positive place encouraging powerful aging.

Background: Community Partner and Advocate for Vallejo since 2000. Director Wilson is known for his excellent fundraising and networking skills. His community involvement includes the Vallejo Naval & Historical Museum, The Vallejo Chamber of Commerce, ARC Solano, Vallejo Symphony, the artist community and the Humane Society of the North Bay, where he served as Director from 2003 to 2014.



Jan Janik

PROFILE

Retired Business Owner

EXPERIENCE

Jan is a retired business owner and is active at the Center. He volunteers with Bingo and has served on the Board of Directors as a member at large and board secretary. He currently serves as the Board Treasurer.

SKILLS

Jan is a people person. He has a lifetime of experience in running his own business being a great father and husband.

Phillip F. Limutan

JANITOR / CLEANER

Good work ethic • Outstanding communication • Customer service excellence

Qualifications Profile

Solutions-focused, flexible, punctual with experience to sanitize, clean, and maintain buildings in good condition; effective problem solver, calm, focused in stressful situations; good-natured, cooperative attitude.

- > Provide high standards of cleanliness; hard-worker, pleasant with others on the job, and work well with people of varied backgrounds

~ Core Competencies ~

- Perform heavy cleaning duties • Safely operate cleaning machines
- Maintain buildings in a clean, orderly condition • Safely use cleaning chemicals
- Work well independently or as a valued team member • Good work ethic • Dependable and reliable
- Clean floors, shampoo carpets, wash walls, remove rubbish, power wash, and extract water

Experience

- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Service, clean, or supply restrooms.
- Gather and empty trash.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Strip, seal, finish, and polish floors.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.

References available on request

Phillip F. Limutau

Education

| MISSION HIGH SCHOOL

- Major: English
- GED completed

Employment History

JANITOR/MAINTENANCE | FLORENCE DOUGLAS CENTER | AUGUST 2013 - TO PRESENT

CENTER RESPONSIBILITIES INCLUDE:

BUILDING MAINTENANCE

SET UP & BREAK DOWN FOR VARIOUS CENTER ACTIVITIES, CLASSES, EVENTS & DINNERS

TRASH DETAIL INSIDE & OUTSIDE OF BUILDING

SWEEPING, MOPPING & VACUUMING

KITCHEN & BATHROOM CLEANING

ALARM & LOCKUP PROCEDURES

BEVERAGE SERVICES SET UP & CLEAN UP

Florence Douglas Center

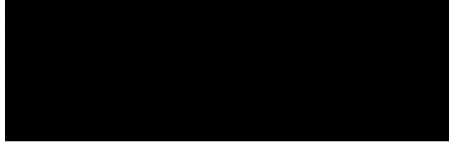
"a positive place to recharge relax & reconnect for those 50 or better"

Vallejo Senior Citizen's Council Inc.
Board of Directors and Executive Team

President

Term July 2020-June 2022

Lynn Winter



Retired, Member VSCC & Volunteer,

Vice President

Term July 2020-June 2022

Deborah Oldham

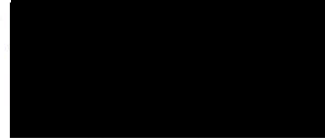


Retired SF Chronicle and Bart
VSCC Member & Volunteer

Treasurer

Term July 2020-June 2022

Jan Janik

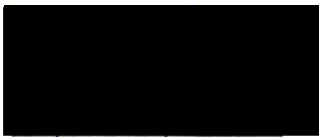


Retired, VSCC Member & Volunteer

Secretary

Term July 2020-June 2022

Michael S. Turrini

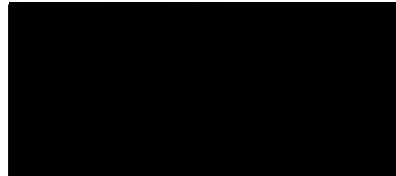


Retired, Member VSCC Inc.

Member at Large

Term July 2019- June 2021

Shelagh McKinney

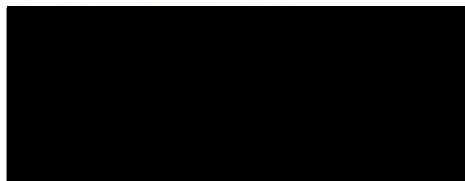


Retired Solano County Fair, VSCC
Member & Volunteer

Member at Large

Term July 2020-June 2021

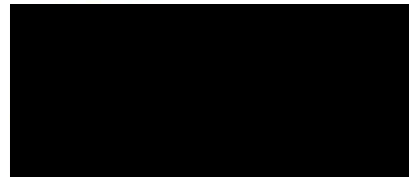
Billie Milne



Member at Large

Term: July 2019-June 2021

Ann Stevens

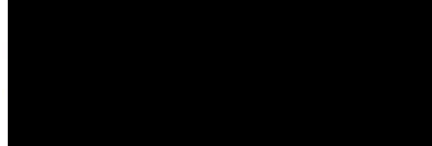


Retired, VSCC Member & Volunteer with FDC
Travel, Melas on Wheels Board Member

Executive Director

April 2014 - Present

Peter Wilson



Florence Douglas Center

"a positive place to recharge relax & reconnect for those 50 +"
Vallejo Senior Citizen's Council Inc.

Florence Douglas Center/Vallejo Senior Citizen's Council, Inc.

Resolution

- A.** WHEREAS, the City of Vallejo, Community Development Department, Housing and Community Development Division, issued a request for proposals from non-profit agencies to provide social (public) services in the City of Vallejo; and
- B.** The Vallejo Senior Citizens Council is a nonprofit corporation or local government that is eligible and wishes to apply for and receive a Community Development Block Grant (CDBG) funding; and
- C.** If Vallejo Senior Citizens Council, Inc receives a grant from the City of Vallejo, Community Development Department, Housing and Community Development Division it certifies that all uses of the funds will be in compliance with the CDBG Regulations and Contract.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Directors of The Vallejo Senior Citizens Council, Inc hereby authorizes Peter L. Wilson to execute all required certifications, apply for and accept the Community Development Block Grant (CDBG) Funding in the amount of not more than \$100,000.00, and to sign the Standard Agreement, any subsequent amendments there to, and where applicable, any CDBG documents associated with the City of Vallejo Housing and Community Development Division of not more than \$100,000.00 as well as perform any and all responsibilities in relationship to such contract.

PASSED AND ADOPTED at a special board meeting of The Vallejo Senior Citizens Council, Inc this 21st of January 2021 by the following vote:

Roll Call: Lynn Winter, President: Deborah Oldham, Vice President: Jan Janik, Treasurer: Michael S Turinni, Secretary: Shelagh McKinney, Member At Large: Billie Milne, Member at Large: Ann Stevens, Member at Large.

AYES: 7 ABSTENTIONS: 0
NOES: 0 ABSENT: 0

Lynn Winter President
Signature and Title of Approving Officer

ATTEST: [Signature] MICHAEL S TURINNI DATE: 1-21-21

Vallejo Senior Citizens Council, Inc.
Budget Overview
July 2019 through June 2020

Income

402 · Rental Income	30,000.00
403 · Transport Programs Income	18,000.00
404 · Social Programs Income	90,000.00
408 · Donations Income/Fundraising	80,000.00
413 · Grants	110,000.00
416 · Travel Program Income	25,500.00
425 · Reimbursement Income	3,000.00
428 · Like New Boutique Income	24,000.00
429 · Interest Income (Gen & Res)	2,500.00
430 · Bingo Income	44,000.00
Total Income	<u>427,000.00</u>

Expense

502 · Rental Deposit Refunds	4,300.00
503 · Senior Transportation Expense	18,000.00
504 · Social Programs Expense	24,000.00
506 · Security Expense	9,000.00
507 · Advertising Expense	1,000.00
509 · Building Supplies Expense	15,600.00
512 · Staff Expense	
512A Center Staff Expense	161,000.00
512B Payroll Tax Expense	21,500.00
512C Center Instructor/Service Expense	2,400.00
514 · Beverage Service	5,000.00
516 · Travel Program Expense	30,000.00
518 · Repairs & Maintenance Expense	35,240.00
519 · Insurance Expense	14,000.00
520 · Licenses & Sales Tax	5,000.00
521 · Monitor Fees/Permits Expense	1,500.00
522 · Dues & Subscriptions Expense	700.00
523 · Utilities Expense	29,000.00
525 · Office Expense	26,000.00
528 · Like New Boutique - Expense	2,000.00
530 · Bingo Expense	16,000.00
538 · Professional Fees & Services	4,800.00
541 · Bank Fees	80.00
542 · Bank Card Processing Fees	880.00
Total Expense	<u>427,000.00</u>

REFERENCES

Solano Sunset Rotary of Vallejo

P.O BOX 5506

Vallejo, CA 94591

Phone 707-653-6332

Current President – James Sotiros

Solano Sunset Rotary of Vallejo provided Groceries for 100 plus Seniors in need during the COVID -19 stay at home orders

Food Bank of Contra Costa & Solano

2339 Courage Drive, Ste. F

Fairfield, CA 94533

Phone 925-677-7013

Sandra Verduzco

Program Coordinator Senior Food Program

The Food Bank delivered a pallet of 75+ Food Boxes for us to distribute with our Boredom Buster Bags to support Seniors during the COVID-19 Stay at home orders. The Boredom Buster Bags were filled to activities to keep the seniors active and help them laugh during these uncertain times.

Cogir - Vallejo Hills

350 Locust Drive

Vallejo, CA 94591

Phone: 707- 556-2667

Community Chef - Saverio

Saverio through Cogir provided food for our Drive thru dinner in December 2020. We served 196 dinners to seniors. Cogir Vallejo Hills is huge support to the Florence Douglas Center at our regular monthly dinners and throughout the year on other project to feed our seniors.



V-SENIO

OP ID: LR

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/04/2021

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 BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or 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 Vallejo Insurance Associates P. O. Box 4448 Vallejo, CA 94590 Tom Atwood 707-554-6080	CONTACT NAME: Tom Atwood PHONE (A/C, No, Ext): 707-554-6080 FAX (A/C, No): 707-554-2198 E-MAIL ADDRESS: tatwood@vallejoinsurance.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Covington Specialty Ins. Co</td> <td></td> <td>13027</td> </tr> <tr> <td>INSURER B: Scottsdale Insurance</td> <td></td> <td></td> </tr> <tr> <td>INSURER C: Philadelphia Insurance Company</td> <td></td> <td>23850</td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A: Covington Specialty Ins. Co		13027	INSURER B: Scottsdale Insurance			INSURER C: Philadelphia Insurance Company		23850	INSURER D:			INSURER E:			INSURER F:	
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INSURER C: Philadelphia Insurance Company		23850																			
INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED Vallejo Senior Citizens Council, Inc. 333 Amador St Vallejo, CA 94590																					

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		VBA777612	10/13/2020	10/13/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREM (SEA (EA occurrence)) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X		VBA777612	12/22/2020	10/13/2021	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS			CXS0010127	10/13/2020	10/13/2021	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	D&O Liability			PHSD1539333	04/30/2020	04/30/2021	AGGREGATE \$ 1,000,000 D&O Liab \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is listed as additional insured per agreement.
Property: 333 Amador St. Vallejo CA 94590

CERTIFICATE HOLDER CANCELLATION

CITY OF VALLEJO 555 Santa Clara Street Vallejo, CA 94590	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Tom Atwood <i>Tom Atwood</i>
---	---



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/8/2021

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 BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Snapp & Associates Insurance Services
INSURED: Vallejo Senior Citizens
CONTACT NAME, PHONE, FAX, E-MAIL ADDRESS, INSURER(S) AFFORDING COVERAGE, NAIC #

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Operations of the named insured subject to the terms and conditions of the policy. Waiver of Subrogation applies to the WC per attached endorsement.

CERTIFICATE HOLDER: City of Vallejo
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.
AUTHORIZED REPRESENTATIVE: Sarah Calletti

ENDORSEMENT AGREEMENT
WAIVER OF SUBROGATION

9007176-20
RENEWAL
SP
3-63-26-73
PAGE 1



HOME OFFICE
SAN FRANCISCO

EFFECTIVE JANUARY 8, 2021 AT 12.01 A.M.
AND EXPIRING MARCH 14, 2021 AT 12.01 A.M.

ALL EFFECTIVE DATES ARE
AT 12:01 AM PACIFIC
STANDARD TIME OR THE
TIME INDICATED AT
PACIFIC STANDARD TIME

VALLEJO SENIOR CITIZENS

333 AMADOR ST
VALLEJO, CA 94590

ANYTHING IN THIS POLICY TO THE CONTRARY NOTWITHSTANDING,
IT IS AGREED THAT THE STATE COMPENSATION INSURANCE FUND
WAIVES ANY RIGHT OF SUBROGATION AGAINST,

CITY OF VALLEJO

WHICH MIGHT ARISE BY REASON OF ANY PAYMENT UNDER THIS
POLICY IN CONNECTION WITH WORK PERFORMED BY,

VALLEJO SENIOR CITIZENS

IT IS FURTHER AGREED THAT THE INSURED SHALL MAINTAIN
PAYROLL RECORDS ACCURATELY SEGREGATING THE REMUNERATION
OF EMPLOYEES WHILE ENGAGED IN WORK FOR THE ABOVE
EMPLOYER.

IT IS FURTHER AGREED THAT PREMIUM ON THE EARNINGS OF SUCH
EMPLOYEES SHALL BE INCREASED BY 03%.

NOTHING IN THIS ENDORSEMENT SHALL BE HELD TO VARY, ALTER, WAIVE OR EXTEND
ANY OF THE TERMS, CONDITIONS, AGREEMENTS, OR LIMITATIONS OF THIS POLICY
OTHER THAN AS ABOVE STATED. NOTHING ELSEWHERE IN THIS POLICY SHALL BE
HELD TO VARY, ALTER, WAIVE OR LIMIT THE TERMS, CONDITIONS, AGREEMENTS OR
LIMITATIONS IN THIS ENDORSEMENT.

COUNTERSIGNED AND ISSUED AT SAN FRANCISCO:

JANUARY 11, 2021

2570


AUTHORIZED REPRESENTATIVE


PRESIDENT AND CEO

Chapter 2

CORPORATE STRUCTURE/BOARD ORGANIZATION

Establishment of the organization 2.1

VSCCI is established as a nonprofit corporation under the laws of this state. The Executive Board and Council Members are established as the authority to operate VSCCI in accordance with bylaws and Board policies.

2.1.1 VSCCI business will be conducted in accordance with the laws of this state, the corporation's articles of incorporation, bylaws of the corporation, Board policies and generally accepted business practices that will accomplish the VSCCI mission.

Authority of the Board of directors 2.2

Each member of the VSCCI Board, together with other members of the Board, is legally and morally responsible for all activities of VSCCI. All members of the Board share in a joint and collective authority which exists and can only be exercised when the group is in session.

Board member commitment 2.3

Serving as a Board member of VSCCI involves a very special commitment. To meet that commitment, Board members are expected to:

- ensure adherence to VSCCI's mission.
- attend and actively participate in all of the Board's meetings, and notify the Executive Director or Board President of anticipated absence.
- when unexcused from a meeting, review minutes and results of the missed meeting.
- do their homework to be prepared to participate fully in Board and committee meetings.
- serve actively on at least one committee.
- act only with the full Board, not individually unless authorized to do so by the full Board.
- speak for the full Board only when the full Board sanctions their doing so.

➤ Board member conflict of interests 2.4

Board members have a duty to subordinate personal interests to the welfare of VSCCI and those we serve. **Conflicting interests can be financial, personal relationships, status or power.**

2.4.1 Board members and employees are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies, which obligate or induce the Board member or employee to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of VSCCI in mind.

2.4.2 Since it is not possible to write a policy that covers all potential conflicts, Board members and employees are expected to be alert for and avoid situations, which might be construed as conflicts of interests.

2.4.3 Any possible conflict of interests on the part of any Board member should be disclosed to the other Board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.

2.4.4 Any Board member having a conflict of interests or possible conflict of interests should not vote or use his/her personal influence on the matter, and he/she should not be counted as part of a quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting and the quorum situation.

2.4.5 All Board members will be required to complete the 'Conflict of Interests' statement. This policy will be reviewed by the Board annually and given to each new Board member for signature during orientation.

The following shall be used in the "Conflict of Interest" statement.

Conflict of Interests statement 2.5

I have read and am familiar with the VSCCI Board policy concerning conflict of interests, and I have initialed the line opposite the appropriate paragraph below.

_____ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken any action which would contravene the policy of this Board.

_____ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken any action which would contravene the policy of this Board, except such interest or action fully disclosed below:

Board Member Signature _____

Vallejo Senior Citizens Council, Inc.
Profit & Loss Budget Overview
July 2018 through June 2019

	<u>Jul '18 - Jun 19</u>
Ordinary Income/Expense	
Income	
400 · PPP Disbursement (COVID19)	0.00
441 · Check Return Reimbursement	0.00
429 · Interest Income (Gen & Res)	2,500.00
425 · Reimbursement Income	3,000.00
403 · Transport Programs Income	18,000.00
428 · Like New Boutique Income	24,000.00
416 · Travel Program Income	25,500.00
402 · Rental Income	30,000.00
430 · Bingo Income	44,000.00
408 · Donations Income/Fundraising	80,000.00
404 · Social Programs Income	90,000.00
413 · Grant	110,000.00
Total Income	<u>427,000.00</u>
Gross Profit	427,000.00
Expense	
524 · Petty Cash Expense	0.00
66900 · Reconciliation Discrepancies	0.00
547 · Grant Expenses	0.00
546 · Change	0.00
531 · Merchandise	0.00
544 · Bank Analysis Fee	0.00
537 · Outside Services Expense	0.00
513 · Cancelled Class Refund	0.00
950 · Depreciation Expense.	0.00
540 · Interest Expense	0.00
517 · Office Equipment (Office Equipment)	0.00
541 · Bank Fees	80.00
522 · Dues & Subscriptions Expense	700.00
542 · Bank Card Processing Fees	880.00
507 · Advertising Expense	1,000.00
521 · Monitor Fees/Permits Expense	1,500.00
528 · Like New Boutique - Expense	2,000.00
502 · Rentals Expense	4,300.00
538 · Professional Fees & Services	4,800.00

12:50 PM
01/26/21
Cash Basis

Vallejo Senior Citizens Council, Inc.
Profit & Loss Budget Overview
July 2018 through June 2019

	<u>Jul '18 - Jun 19</u>
520 · Licenses & Taxes	5,000.00
514 · Beverage Service	5,000.00
506 · Miscellaneous Expense	9,000.00
519 · Insurance Expense	14,000.00
509 · Building Supplies Expense	15,600.00
530 · Bingo Expense	16,000.00
503 · Senior Transportation Expense	18,000.00
504 · Social Programs Expense	24,000.00
525 · Office Expense	26,000.00
523 · Utilities Expense	29,000.00
516 · Travel Program Expense	30,000.00
518 · Repairs & Maintenance Expense	35,240.00
512 · Staff Expense	184,900.00
Total Expense	<u>427,000.00</u>
Net Ordinary Income	0.00
Other Income/Expense	
Other Income	
490 · Discrepancy (Cash Count Discrepancy)	0.00
701 · Interest Income	0.00
Total Other Income	<u>0.00</u>
Other Expense	
Overages & Shortages	0.00
Total Other Expense	<u>0.00</u>
Net Other Income	<u>0.00</u>
Net Income	<u><u>0.00</u></u>

CITY OF VALLEJO CDBG PROGRAM APPLICATION
PUBLIC SERVICES ACTIVITIES (Social Services Activities)
Fiscal Year 2021-2022
Covers July 1, 2021 - June 30, 2022

APPLICATION SUPPORTING DOCUMENT REQUIREMENTS

Instructions: Review document submittal requirements to ensure completeness of application and complete shaded cells. Print tab when completed. **FOR NEW APPLICANTS ONLY: Organizations/agencies NOT currently receiving CDBG Program funds in FY 2021-2022 are required to submit Items #15-20.** (Organizations receiving FY 2020-2021 CDBG funding are not required to submit these items.)

Item #	Document Name	Included with Application? Yes/No/"n/a"
1	Completed General Information Tab	yes
2	Completed Application Questions Tab	yes
3	Completed Budget Tab	yes
4	Completed Schedule Tab	yes
5	Completed Doc Requirements Tab	yes
6	Organizational Chart	yes
7	Resumes of Executive Director, Program Manager, and Fiscal Officer	yes
8	Resumes of Key Agency Personnel who will be associated with proposed public service activity	yes
9	Agency Board of Directors Roster including identification of Board officers, addresses, telephone numbers, and description of general area of board member's expertise	yes
10	Resolution authorizing application submittal and authorized signatory for application and contract documents	yes
11	Agency's total budget (CDBG and non-CDBG) for prior two fiscal years	yes
12	References: Name, address, telephone, email for references on three (3) recent similar programs or projects, including brief description of work provided by the agency for each reference	yes
13	Copy of current insurance coverages for the agency/organization, including workers' compensation	yes
14	Agency Conflict of Interest Statement	yes
15	State and Federal (IRS) nonprofit determination letters	N/A
16	Articles of Incorporation	N/A
17	Bylaws	N/A
18	Financial Statements or Audits for last 3 fiscal years	N/A
19	Written Fiscal/Accounting Policies and Procedures	N/A
20	Written Personnel Policies and Procedures including Affirmative Action Plan and Grievance Procedure	N/A