

Working toward a world
without violence



January 28, 2015

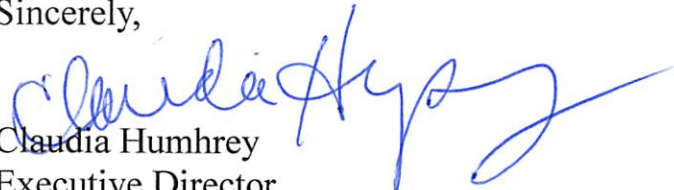
Guy L. Ricca
Senior Community Development Analyst
City of Vallejo
200 Georgia Street
Vallejo, CA 94590

Dear Guy,

Enclosed are five complete sets of LIFT3 Support Group's, CDBG Non-Profit Social Services Grant Application for FY 2015/2016.

Please let me know if you have any questions. Thank you.

Sincerely,


Claudia Humhrey
Executive Director

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City of Vallejo
Housing and Community
Development Division

JAN 29 2015

Referred to _____

City of Vallejo
Community
Development Block
Grant Proposal

CDBG FY 2015 / 2016

LIFT3 SUPPORT GROUP

January 26, 2015

Submitted by:

Claudia Humphrey

Executive Director

(707) 398-6865

claudia@lift3supportgroup.com

RECEIVED
City of Vallejo
Housing and Community
Development Division

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Contents

1. Agency Information and Key Personnel	2
2. Overview of Organization/Mission	4
2.1. Mission.....	4
2.2. History	4
3. Services Proposed with Staffing Plan	5
3.1 Proposed Services.....	5
3.2 Clients To Be Served.....	5
3.3 Client Income Ranges & Information	5
3.4 Obtaining Client Information.....	7
3.5 Services Provided and Clients Served	7
3.6 Population Groups	8
3.7 Staffing Plan.....	8
4. List of Board of Directors and Their Expertise.....	9
5. Authorizing Governing Board Resolution	9
6. Non-Profit Status/501(c)3.....	9
7. Articles of Incorporation.....	9
8. By-Laws.....	10
9. Annual Audit or Financial Statement for the Last Three (3) Years	10
10. Written Fiscal Policies and Procedures.....	10
11. Written Personnel Policies and Procedures.....	10
12. Organizational Viability.....	10
12.1 Financial Viability	10
12.2 Strategic Plan.....	11
13. Timeline/Project Schedule.....	11
14. Program and Overall Organizational Budgets.....	12
15. Collaboration.....	12
15.1. Collaboration	12
15.2. Unique Identifier	12
16. References.....	12
17. Insurance Coverages and Workers Compensation	13

City of Vallejo Community Development Block Grant Proposal for LIFT3 Support Group

Fiscal Year (FY) 2015/2016

1. Agency Information and Key Personnel

Agency Name: LIFT3 Support Group

Contact Name: Claudia Humphrey

Title: Executive Director

Address: 450 Chadbourne, Suite C, Fairfield, CA 94534

Mailing Address: P.O. Box 5251, Vallejo, CA 94591

Phone Number: (707) 398-6865

Fax Number: (707) 398-6224

Email Address: claudia@lift3supportgroup.com

Key Personnel

There are three key personnel for this project. Positions include the Executive Director – responsible for complete oversight of the project; the Transitional Shelter Coordinator - who will be responsible for coordinating the day-to-day activities for the transitional shelter and providing direct client services as needed; and the Transitional Shelter House Facilitator - responsible for onsite duties and providing direct client services. LIFT3 is asking for funding for the Transitional Shelter House Facilitator position. A Resume and a List of Qualifications is attached for the Executive Director and job descriptions with a list of qualifications are listed below in place of a resume for the current vacant Transitional Shelter Coordinator and the Transitional Shelter House Facilitator position.

Staff Qualifications

Staff Position	Qualifications / Skills Required
Executive Director	<p><u>Job Description</u> Attached</p> <p><u>List of Qualifications</u></p>

	Attached
Transitional Shelter Coordinator	<p><u>Job Description</u></p> <p>Provides oversight of the day-to-day operations of the transitional shelter program. Supervises the Transitional Shelter House Facilitator and case managers. Ensures that intake and crisis intervention to primary and secondary victims of domestic violence and sexual assault is conducted properly and safely. Ensures the support, healing and well-being of residents by providing case management, peer counseling, oversees shelter intakes, appropriate referrals, safety planning, making arrangements for school-age children to continue education, providing emergency transportation as feasible, legal advocacy, and child care referrals, and complete and accurate documentation regarding shelter residents. Informs Executive Director of program services, shelter activities, client needs, issues, risks, and attend staff meetings as directed.</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> • College degree or equivalent experience. • Two-years' experience in supervision. • One-year crisis counseling de-escalation techniques, and/or conflict resolution. • Certification in the 40-hour domestic violence counselor/advocate training required by the State of California, or must complete within 3 months of employment. • Possess good written and oral communication skills. • Possess computer knowledge and skills
Transitional Shelter House Facilitator	<p><u>Job Description</u></p> <p>Work with clients to get adjusted, get acquainted and organized when being admitted to the shelter. Create chore list to ensure that shelter is clean and organized. Conduct support groups; provide clients with life-skills and domestic violence 101 training; be available, as needed, to shelter residents for crisis counseling. Supports residents in adherence and understanding of Residential Rights and Responsibilities; distributes clothing, and personal items to clients; follows and implements security procedures; help clients search for and locate permanent housing.</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> • College degree or equivalent experience. • One-year experience in crisis counseling de-escalation techniques, and/or conflict resolution. • Certification in the 40-hour domestic violence counselor/advocate training required by the State of California,

	<ul style="list-style-type: none"> • Possess good written and oral communication skills. • Possess computer knowledge and skills • Committed to working to end domestic violence and child abuse • Practices non-violence including non-corporal discipline and non-abusive communication • Professional experience in the domestic violence field preferred and/or with non-profit agencies • Knowledge of domestic violence issues as they relate to various cultures • Sensitive and able to work with diverse communities in terms of race, ethnicity, class, sexual and gender orientations, age, disability and other groups.
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2. Overview of Organization/Mission

2.1. Mission

LIFT3’s mission is to erase the effects of abuse by providing safe shelter and supportive services that help survivors regain control of their lives.

2.2. History

LIFT has been in existence for ten years. In March 1999, a group of women struggling with divorce, debt, death of a loved one, and helping family members recover from drugs and alcohol got together to form a support group. The purpose of the group was to provide a nourishing, safe friendly environment to communicate issues, build a network of like-minded people, create a forum for mentorship, and establish a support group to strengthen and sustain each woman as she went through her own personal struggles. As the group evolved, it was discovered that domestic violence was a common thread between the women.

In 2000 and 2001 lots of discussion around domestic violence assistance emerged and the women saw the benefit of linking together to help other women as they went through tough times.

In 2002 and 2003, motivational conferences were held in Alameda and Contra Costa County to bring together other women challenged with domestic violence, homelessness, drugs and alcohol. In 2004, LIFT3 Support Group was incorporated as a 501(c)3 non-profit public benefit agency to better service the needs of the women in the original group, and other women in neighboring communities.

LIFT3 has been providing directed services to victims for eight years. In January 2005, LIFT3 moved into its headquarters in Fairfield, CA. Since that time, LIFT3 has been conducting public education about domestic violence awareness, prevention and change; providing shelter assistance to transitional victims; offering job and business skills training to help victims get back on their feet so they can live independent of their abuser.

In September 2009, LIFT3 opened the only transitional shelter for battered women and children in Solano County. In November 2009, LIFT3 opened its crisis shelter in Fairfield, CA.

3. Services Proposed with Staffing Plan

3.1 Proposed Services

The services proposed for the 2015/2016 year is safe confidential transitional housing and supportive services in 6 month increments up to 24 months for domestic violence victims. Families to be served are homeless due to domestic violence, dating violence, stalking, or sexual assault. The transitional housing provided is intended to be transitional in nature and is intended to meet the families shelter needs until permanent housing is established. Services provided are designed to reduce the number of the fastest growing segment of homeless and inadequately housed citizens – women. The matrix of supportive services will include: case management, safe housing, individual and group counseling services, domestic violence 101 education, self-empowerment workshops and training, peer counseling, support groups, advocacy services, safety planning, arrangements for school-age children to continue education, emergency transportation as feasible, legal advocacy, child care referrals, employment services and support, life-skills training, access to services provided by the Solano Family Justice Center onsite and offsite partners, and assistance in helping clients move from transitional shelter to permanent affordable housing.

3.2 Clients To Be Served

There is a growing population of domestic violence victims in Solano County. This project will focus on those most heavily impacted by poverty and related crises, including Spanish-speaking, immigrant, young adult, over 50, and low-income victims and families with or without children who are homeless as a result of fleeing domestic violence, dating violence, stalking, or sexual assault including the unserved/underserved high-risk population consisting of mental health, disabled, lesbian, gay, bisexual, transgender or questioning clients in need of transitional or permanent housing as a result of abuse.

3.3 Client Income Ranges & Information

The average income range of clients to be served will be at or below the poverty line.

LIFT3 will utilize the Hourly Wages Chart (Table 1 – below) and/or the Section 8 Housing Income Limits for Solano County (Table 2 – below) for income ranges. Client annual income and household size will be obtained during the initial assessment and intake process. During intake, clients are required to present documentation identifying their source and amount of income. LIFT3 examines income source documentation to determine potential client’s annual (gross) income. Documentation can include: wage statements, interest statements, general assistance and unemployment compensation statements, social security payment information, child support, spousal support, etc.

Table 1. Hourly Wages Chart

Living Wage Calculation for Solano County, California¹

The living wage shown is the hourly rate that an individual must earn to support their family, if they are the sole provider and are working full-time (2080 hours per year). The state minimum wage is the same for all individuals, regardless of how many dependents they may have. The poverty rate is typically quoted as gross annual income. We have converted it to an hourly wage for the sake of comparison. Wages that are less than the living wage are shown in red.

Hourly Wages	1 Adult	1 Adult, 1 Child	1 Adult, 2 Children	1 Adult, 3 Children	2 Adults	2 Adults, 1 Child	2 Adults, 2 Children	2 Adults, 3 Children
Living Wage	\$11.64	\$21.99	\$25.60	\$32.42	\$16.59	\$20.07	\$21.42	\$26.43
Poverty Wage	\$5.21	\$7.00	\$8.80	\$10.60	\$7.00	\$8.80	\$10.60	\$12.40
Minimum Wage	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00

Table 2 – Section 8 Housing Income Limits for Solano County Income Limits Per Household²

¹ <http://livingwage.mit.edu/counties/06095>. © 2015 Dr. Amy K. Glasmeier and the Massachusetts Institute of Technology

² <http://section-8-housing-income-limits.credio.com/1/232/Vallejo-Fairfield-CA-MSA>

Household Size	Extremely Low (30% of Median Income)	Very Low (50% of Median Income)	Low (80% of Median Income)
1 Person	\$17,400	\$28,950	\$45,500
2 Persons	\$19,850	\$33,050	\$52,000
3 Persons	\$22,350	\$37,200	\$58,500
4 Persons	\$24,800	\$41,300	\$65,000
5 Persons	\$26,800	\$44,650	\$70,200
6 Persons	\$28,800	\$47,950	\$75,400
7 Persons	\$30,800	\$51,250	\$80,600
8 Persons	\$32,750	\$54,550	\$85,800

3.4 Obtaining Client Information

LIFT3 will utilize the intake form to obtain client's annual income and household size. This information will be collected during the initial assessment, screening and intake process (Crisis Intake Form Attached).

3.5 Services Provided and Clients Served

LIFT3 2013/2014 Transitional Shelter Client	Income Ranges	# of Children	Information Obtained By	Services Provided
Client #1 – African American Female	Extremely Low (30%) Income Limits	2	Social Security General Assistance - Food Stamps documentation, Client intake forms	Case management, transportation assistance, child care, domestic violence education, culturally specific services, referral to therapist, peer counseling, empowerment services, job services assessment, cash aide, safety planning, peer counseling, security deposits and other costs incidental to relocation to permanent housing, household establishment assistance, access to on-site and off-site Solano Family Justice Center partners
Client #2 – Hispanic Female	Extremely Low (30%) Income Limits	1	Paycheck stubs Client budget, client intake forms	Housing, case management, employment services and support to include: job leads, resume development, and access to business attire; provide information on affordable housing and public aid, transportation assistance, goal setting, safety planning, cash aide, domestic violence education, permanent housing referrals, peer counseling, court accompaniment, access to on-site and

				off-site Solano Family Justice Center partners
Client #3 – African American Female	Extremely Low (30%) Income Limits	0	Paycheck stubs Client budget, client intake forms	Case management, domestic violence education, therapy, permanent housing referrals, addiction referral and support, transportation assistance, cash aide, peer counseling, access to on-site and off-site Solano Family Justice Center partners
Client #4 – African American Female	Extremely Low (30%) Income Limits	1	General Assistance, client intake forms	Case management, permanent housing referrals, domestic violence education, employment services and support to include: job leads, resume development, and access to business attire, peer counseling, access to on-site and off-site Solano Family Justice Center partners

3.6 Population Groups

LIFT3 Support Group will provide supportive services to victims who are homeless as a result of fleeing domestic violence, sexual assault, dating violence and/or stalking.

3.7 Staffing Plan

The staffing plan below is designed to provide a detailed breakdown of direct services staff position(s) will provide to victims of domestic violence. The staffing plan includes: staff position, project responsibilities, number of staff required, and whether or not funding for the staff position is included in City of Vallejo CDBG FY 2015/2016

LIFT3 Transitional Shelter Staffing Plan – CDBG FY 2015/ 2016

Staff Position	Project Responsibility/Direct Services Provided	Number of Staff Required	Funded by Vallejo CDBG Grant 2015/2016-
Executive Director	Overall oversight of the transitional shelter housing program	-	No
Transitional Shelter Case Manager	Supports the healing and well-being of residents by providing case management, peer counseling, completes shelter intakes and assessments, and/or provides appropriate referrals. Provide safety planning, making arrangements for school-age children to continue education, provide emergency transportation as feasible, legal advocacy, and child care referrals.	0.5	No
Transitional Shelter House	Work with clients to get adjusted, get acquainted and organized when being admitted to the shelter. Create chore list to ensure that shelter is clean	0.5	Yes

Facilitator	and organized. Conduct support groups; provide clients with life-skills and domestic violence 101 training; be available, as needed, to shelter residents for crisis counseling. Supports residents in adherence and understanding of Residential Rights and Responsibilities; distributes clothing, and personal items to clients; follows and implements security procedures; help clients search for and locate permanent housing. Provide other direct client services as needed.		
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4. List of Board of Directors and Their Expertise

Claudia Jones

*Board Chairperson
Supervised Visitation Program Coordinator
P.O. Box 2952, Fairfield, CA 94533
(213) 507-1133*

Debra Patten

*President
My Ad Agency – Radio and Television Agency
Hayward, CA
(510) 881-0891*

Novelle Burks

*Realtor, Mortgage Lender, Real Estate Gallery
Pittsburg, CA
(925) 783-6771*

5. Authorizing Governing Board Resolution

See attached Authorizing Governing Board Resolution

6. Non-Profit Status/501(c)3

Not required to submit documentation for FY 2015/2016

7. Articles of Incorporation

Not required to submit documentation for FY 2015/2016

8. By-Laws

Not required to submit documentation for FY 2015/2016

9. Annual Audit or Financial Statement for the Last Three (3) Years

Not required to submit documentation for FY 2015/2016

10. Written Fiscal Policies and Procedures

Not required to submit documentation for FY 2015/2016

11. Written Personnel Policies and Procedures

Not required to submit documentation for FY 2015/2016

12. Organizational Viability

12.1 Financial Viability

LIFT3 will be active and financially viable in FY 2015/2016. Below is a list of anticipated funding for LIFT3:

- LIFT3 has been granted \$240,000 from the California Emergency Management Agency (CalEMA) for FY 2015/2016. This is not a competitive grant - Grantees are asked to submit an RFI annually. (See Attached State of California Office of Emergency Services (CalOES) Program Funding Chart).
- LIFT3 anticipates being awarded \$15,000 from Blue Shield Against Violence Core Support Initiative for 12 months: 7/1/15 to 6/30/15. (See Attached Email)
- LIFT3 has been awarded Solano County Marriage License and Battered Women's Shelter fees for provision of shelter-based program services. The estimated award

amount is \$20,000. Grant effective January 1 – December 31, 2015 and expected to continue.

- LIFT3 is subgrantee on the Solano County Office of Family Violence Prevention Office on Violence Against Women Grant to Encourage Arrest. The award amount is \$18,000 for October 1, 2014 – September 30, 2016.
- In February 2015, LIFT3 will again apply for the Office on Violence Against Women Transitional Housing Assistance Grant for \$350,000 for 36 months.

12.2 Strategic Plan

LIFT3 Support Group Organization Strategic Plan Summary for 2015/2016 is attached.

13. Timeline/Project Schedule

ACTIVITY	1 st Qtr. 2015	2 nd Qtr. 2015	3 rd Qtr. 2016	4 th Qtr. 2016
1. Make sure Transitional Shelter Housing Facilitator is Hired	X			
2. Review FY CDBG 2015/2016 grant contract. Setup and review any new policies & procedures to administer new grant contract	X			
3. Advertise Transitional Shelter program and services in the community	X			
4. Provide transitional shelter and supportive services for clients	X	X	X	X
5. Revise current transitional shelter intake forms, documentation, as needed	X			
6. Revise current transitional shelter chore list, shelter manual, processes and procedures, as needed	X	X		
7. Complete Quarterly CDBG Reports and continue applying for funding to support transitional shelter program	X	X	X	X
8. Continue working with clients to locate and secure permanent housing	X	X	X	X
9. Apply for additional funding to support the transitional shelter project	X	X	X	X
10. Survey clients regarding LIFT3's transitional shelter service delivery model.		X	X	X
11. Review feedback and make adjustments as needed		X		X

14. Program and Overall Organizational Budgets

See Attached

15. Collaboration

15.1. Collaboration

In order to provide comprehensive transitional shelter to domestic violence victims in Vallejo, LIFT3 is collaborating with the Office of Family Violence Prevention's ("OFVP's") and Solano Family Justice Center ("SFJC"). The collaborative relationship between OFVP and SFJC allows LIFT3 the opportunity to work with over 30 onsite and offsite partners who will work with transitional shelter clients to meet their needs.

15.2. Unique Identifier

LIFT3 will utilize the unique identifiers below to track clients served and to eliminate or minimize duplication of services. Information below describes LIFT3's Unique Identifier System.

Initial for Shelter Program = DV = Domestic Violence
 Shelter entry month = Month client admitted into shelter
 Shelter entry date = Day of the month client admitted into shelter
 Shelter entry year = Year client admitted into shelter
 Sequential number = If there is more than one client with the same initials, a sequential number will be assigned to make each client identifier unique

DV-01-15-1167	1/20/2015	Client Last Name	Client First Name
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16. References

Name	Organization/Title	Email	Phone
Kevin McAllister	Solano County District Attorney's Office – Office of Family Violence Prevention Title: Solano	kdmcallister@solanocounty.com	(707) 784-3339

	Family Justice Center Coordinator		
Debra Shibuya, MFT	Fairfield Police Department Title: Master Social Worker Investigation Bureau	dshibuya@fairfield.ca.gov	(707) 428-7770
Dwight Gruendell	Wells Fargo Bank Title: Business Specialist	601 Jackson Street Fairfield, CA 94533	(707) 422-8034

17. Insurance Coverages and Workers Compensation

See Attached Insurance Coverage and Workers Compensation

Claudia Humphrey
2 Via Bellagio
American Canyon, CA 94503

Days: (707) 398-6069
Evenings: (510) 435-7760
email: claudia@claudiahumphrey.com

SUMMARY

A results-oriented professional with over 25 years of increasingly responsible experience in advocating organizational visions, business strategies and polices. Major strengths include:

Non-profit Development	Project Management	Business Development
International Project Management	Strategic Planning	Problem Resolution
Social Entrepreneur	Working With The Disabled	System Implementation

EXPERIENCE

LIFT3 SUPPORT GROUP, Fairfield, CA

Executive Director, CEO

January 2005 - present

Have complete oversight of a non-profit 501(c)3 organization. Give direction and leadership to staff and volunteers while implementing the organization's philosophy, mission, vision, strategy, objectives, and goals as set forth by the Board of Directors. Work with the Board Chair to enable the Board to fulfill its governance function.

- Provide direct services to domestic violence, dating violence, sexual assault and stalking victims; teens dealing with relationship violence; and the low-income underserved population in the San Francisco Bay Area
- Achieved a revenue growth of over \$200K in first year of management by writing grants, forming partnerships with funders, and collaborating with individuals and community partners
- Plan, develop and adhere to operating budget and prudently managed organization's resources within those budget guidelines
- Successfully write foundation, county, corporate grants
- Developed an Educational Training Center that trains Community Leaders, Senior Leadership, Human Resource Managers, Faith Leaders, Facilitators and Individuals on domestic violence, dating violence, sexual assault and stalking awareness, prevention and change
- Built a loyal client base through personal attention, quality service, and consistent follow through

BLUE SHIELD OF CALIFORNIA, San Francisco, CA

Contractor Consultant, Program/Project Manger
Office of Project Management

October, 2001 – January, 2005

Managed a multi-disciplinary project that built networking and routing capabilities from Blue Shield of California to all other Blue Cross Blue Shield Plans across the country. Provided guidance and leadership to project team on design, development and implementation of a new product while ensuring project operated within performance standards, corporate policies, regulatory guidelines and budget parameters. Coordinating and working with various business units and vendors from project's Formative stage through its Implementation and Support stage.

Claudia Humphrey

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American Canyon, CA 94503

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email: claudia@claudiahumphrey.com

- Built a scaleable infrastructure platform that will be used as a vehicle for eBusiness functionality to providers and members
- Provided standard HIPAA formats, secure and reliable Plan-to-Plan communications, common validation processes, and performance measurements
- Tool developed will help provide a uniform experience to providers and members and help Blue Shield of California keep pace with competitors
- Developed and managed a \$7,000,000+ budget and brought project in on time and under budget
- Managed and provided direction to a team of thirty direct and in-direct reports
- Analyzed and documented an \$8,000,000 vendor charge back process. Recommendations resulted in reduced spending and improved allocation of company resources

CHARLES SCHWAB, San Francisco, CA

Senior Manager, Technology Product Development

February, 2000 – October, 2001

Managed multiple technical projects. Worked closely with technical teams and enterprise groups to develop and translate business requirements into functional specifications. Defined and managed project tasks, deliverables, timelines and scope, developing and maintaining project work plans, assessing and managing risk.

- Assisted in identifying solutions used to replace a legacy application and business process that impact how Schwab manage customer accounts
- Reduced customer complaints by working with technical partners to remove unwanted verbiage from customer statements
- Constructed a \$1,300,000 investment opportunity request to acquire project funding and senior management buy-in

Senior Project Manager/International

Project Manager and liaison for the Hong Kong affiliate. Managed multiple web application projects through the full development life cycle. Worked with development team to launch English version of the Hong Kong public site. Supported local business unit and Hong Kong technology department as needed.

- Developed a web site maintenance process to better leverage shared resources between Asian Pacific Services and Hong Kong
- Developed a support model that assisted Hong Kong resolve infrastructure issues
- Managed Hong Kong vendor relations that resulted in smooth transition of development responsibilities to local business partners

KAISER PERMANENTE, Oakland, CA

Senior Market and Technology Analyst/Consultant

February, 1995–February, 2000

Participated in developing a data model and overseeing the construction of a membership database that was used to track 18.4% of Kaiser Permanente's 8,000,000 members.

Claudia Humphrey

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- Developed relationships with managers in various geographical locations; resulted in managers buy-in of new business processes, and agreement to furnish data on a monthly basis
- Developed programs in SAS (SAS Analytical System) and Microsoft Access. Program developed helped monitor sales strategy, identify market opportunities, and prioritize department's resources
- Managed transition from one computer platform to new IT platform; resulted in quicker problem resolution and maximized ability to use latest technology

Senior Project Manager/Analyst/Administrative Assistant March 1981 – February, 1995

Responsible for managing the implementation of a large-scale material management and purchasing system. Built multi-disciplinary implementation teams composed primarily of executives, managers and Sr. Analysts. Lead teams into successful implementation at over thirteen client sites.

- Trained employees on use of system and state-of-the art technology; helped company realize an estimated savings of \$121,000,000 in supply cost (Total Inventory Management Project – TIMS)
- Developed and launched new business processes that helped facilitate efficient delivery of high quality patient care
- Documented and resolved system problems in a timely fashion; resulted in reduced manual processing and workarounds
- Consulted on a variety of projects and tasks and made recommendations as needed. Standardized and promoted common process development, implementation, and maintenance across KP divisions.
- Designed and implemented data gathering tools to enhance speed, accuracy and improve data processing

EDUCATION

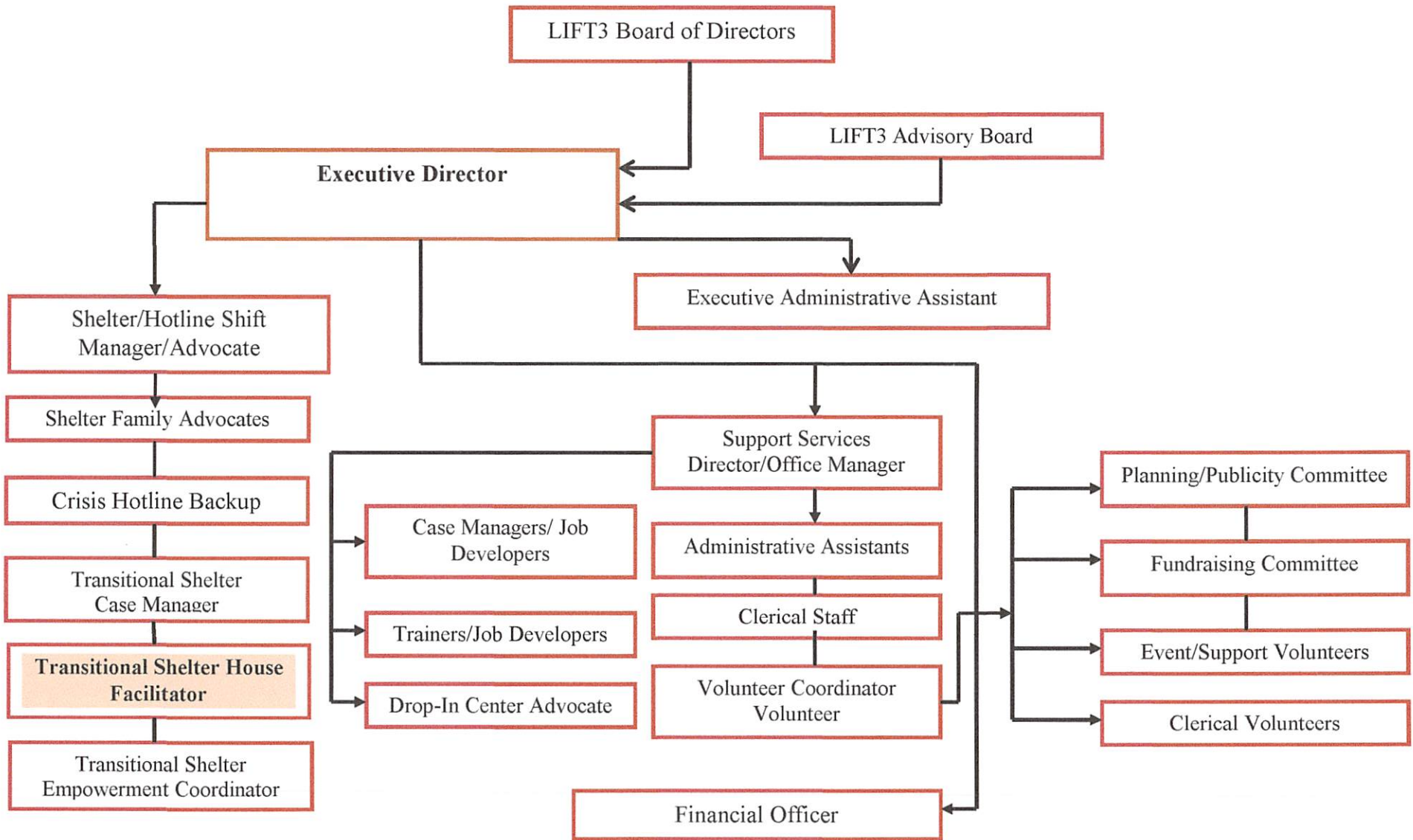
M.A. Degree, Global Leadership - Fuller Theological Seminary, Pasadena, CA

B.S. Degree, Information Systems Management - University of San Francisco, San Francisco, CA

A.A. Degree, Business Administration – Merritt College, Oakland, CA

REFERENCES AVAILABLE UPON REQUEST

LIFT3 Organizational Chart 2015



LIFT3 SUPPORT GROUP CRISIS SCREENING AND ELIGIBILITY DETERMINATION FORM

TYPE: DV Domestic Violence SA Sexual Assault DVSA Domestic Violence/Sexual Assault

DATE:	TIME:	LIFT3 CASE #:
STAFF:		
REFERRED BY :		PHONE #:
DROP IN CENTER	PHONE	IN PERSON
CRISIS LINE	REPEAT CALLER	SFJC
PHONE	IN PERSON	

CLIENT DEMOGRAPHICS: ARE YOU IN DANGER NOW?

FIRST NAME:	MI:	LAST:	DOB:	AGE:
ADDRESS:		CITY:	STATE:	ZIP:
PHONE #:	GENDER:	RACE:	MARITAL STATUS:	
DO YOU HAVE CHILDREN?	BOYS/AGES:		GIRLS/AGES:	
ARE KIDS IN DANGER?	HOW IS ABUSER RELATED TO CHILDREN?			
WAS A CPS REPORT MADE?	YES	NO	DATE:	
HAVE YOU FILED:	TRO	POLICE REPORT	CASE #:	
ARE YOU ON:	PROBATION	PAROLE		
DO YOU USE:	NARCOTICS	ALCOHOL		
OTHER:	SUICIDAL	MENTAL DISABILITY	OTHER	
HANDICAP: YES NO DESCRIBE:				

RECENT INCIDENT: DATE OF LAST INCIDENT:

EMOTIONAL DV PHYSICAL DV SEXUAL ASSAULT/DV CHILD ABUSE

ELDER ABUSE STALKING HARASSMENT STRANGULATION OTHER

DESCRIBE THE LAST INCIDENT BRIEFLY:

TRANSPORTATION: Do you have transportation/a car? Yes No

FAMILY: Do you have family where you might be able to stay with? Yes No

**LIFT3 SUPPORT GROUP
CRISIS SCREENING AND ELIGIBILITY DETERMINATION FORM**

AGGRESSOR:

FIRST NAME:	MI:	LAST:	DOB:	AGE:
ADDRESS:		CITY:	STATE:	ZIP:
PHONE #:		RACE:	GENDER:	
EMPLOYER NAME/ADDRESS:			PHONE #:	
IS ABUSER ON:	PAROLE	PROBATION	INCARCERATED	
DID ABUSER USE WEAPONS?	GUN	KNIFE	STICK	OTHER
DOES ABUSER USE:	NARCOTICS	ALCOHOL		
OTHER :	SUICIDAL	MENTAL DISABILITY	OTHER	

LETHALITY ASSESSMENT:

YES NO

- HAS THE VIOLENCE INCREASED IN SEVERITY OR FREQUENCY?
- HAS THE ABUSER THREATENED TO KILL HIM/HERSELF?
- HAVE YOU EVER BEEN BEATEN WHILE PREGNANT?
- ARE YOUR DAILY ACTIVITIES/TIME/MONEY CONTROLLED?
- HAVE YOU EVER BEEN INJURED IN THE PAST?
- HAVE YOU AND/OR YOUR CHILDREN BEEN THREATENED WITH DEATH?
- HAVE YOU EVER BEEN FORCED TO HAVE SEX?
- HAVE YOU EVER BEEN INJURED IN PUBLIC?
- DOES ABUSER THINK YOU ARE PLANNING TO LEAVE?

CLIENT INCOME:

EMPLOYED \$	NONE	ALIMONY \$		CHILD SUPPORT \$
FOOD STAMPS \$	TANF \$	SSI \$	SS \$	OTHER \$

REFERRAL SOURCE:

EMPOWERING RELATIONSHIPS TRAINING

- | | | | |
|--|-----------------------------|--|---------------------------------|
| CATHOLIC SOCIAL SERVICES
(707) 649-1615 V | CPS
(800) 544-8696 FF | LEGAL SERV. OF N. CA
(707) 643-0054 | POLICE
(707) 428-7300 FF |
| MISSION SOLANO BRIDGE TO LIFE
(707) 422-1011 FF | NAPA NEWS
(707) 255-6397 | OPPORTUNITY HOUSE
(707) 447-1988 VV | HEATHER HOUSE
(707) 427-8566 |
| SEXUAL ASSAULT / WOODLAND
(530) 661-6336 | WEAVE
(916) 448-2321 | WOMAN INC.
(877) 384-3578 | CHILD HAVEN
(707) 425-5744 |

FOR OFFICE USE ONLY:

SHELTER DENIED – REASON:

- SECURITY RISK CONFIDENTIALITY BREACH DNA NOT A DV CLIENT OTHER
CANDIDATE FOR: TP GH BED NIGHT **CLEINT REFUSED SERVICES:**

CONTACTED EXECUTIVE DIERCTOR TIME:

FOLLOW UP:

RESOLUTION

Of The Governing Body

Authorizing Signatory To Do Business For LIFT3 Support Group

WHEREAS, the crime of domestic violence violates an individual's privacy and dignity, security and humanity, due to systematic use of physical, emotional, sexual, psychological and economic control and/or abuse including abuse to children and the elderly; and

WHEREAS, the impact of domestic violence is wide ranging, directly effecting individuals and society as a whole. It is battered women themselves who have been in the forefront of efforts to bring peace and equality to the home; and

WHEREAS, domestic violence is more than the occasional family dispute; and

WHEREAS, LIFT3 Support Group, a 501(c)3 domestic violence crisis and transitional network and shelter provider in Solano County since 2004 and whose mission is to eradicate the effects of abuse grounded in the misuse of power and control fortified by intimidation and coercion by providing safe shelter, supportive services and systematic support to victims and survivors of domestic violence is the primary provider of crisis intervention services in Solano County; and

WHEREAS, The City of Vallejo has extended a Request For Proposal to non-profit agencies to provide social (public) services in The City of Vallejo; and

WHEREAS, The Housing and Redevelopment Commission (HRC), an advisory body to the Vallejo City Council will consider proposals, hold public meetings as needed, and make recommendations to the City Council regarding the allocation of CDBG Program funds for Fiscal Year 2015/2016; and

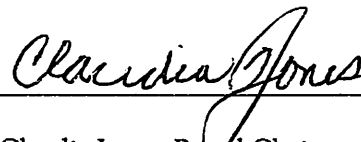
WHEREAS, LIFT3 Support Group desires to submit a Request For Proposal to the City of Vallejo on or before **Thursday, January 29, 2015**.

WHEREAS, at its Special meeting on *Monday, January 26, 2015*, the Board of Directors approved, the "Resolution of the Governing Body Authorizing Signatory To Do Business for LIFT3 Support Group".

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BOARD OF LIFT3 SUPPORT GROUP AS FOLLOWS:

- SECTION 1.** That the Officers of LIFT3 Support Group are, and each acting alone is hereby authorized and directed to take such action as may be necessary, appropriate or advisable to implement this Resolution.
- SECTION 2.** The Board hereby authorizes and approves LIFT3 Support Group's Request For Proposal to The City of Vallejo to fund in part or in whole, one transitional shelter staff position through the CDBG FY 2015/2016 grant application process and authorizes and approves the application for funds to be submitted to the City of Vallejo on or before **Thursday, January 29, 2015** for approval.
- SECTION 3.** The Board authorizes LIFT3 Executive Director to recruit and hire a qualified Transitional Shelter House Facilitator to work directly with Vallejo domestic violence survivors through the end of this grant cycle, in order to provide comprehensive transitional shelter and supportive services to victims.
- SECTION 4.** The Executive Director of LIFT3 Support Group, in the name of LIFT3 Support Group, is hereby authorized and directed to undertake any and all actions necessary for participation in The City of Vallejo CDBG FY 2015/2016 Grant Application Process and to execute and deliver the LIFT3 Support Group Grant Application and all such other documents, instruments, and agreements as may be necessary, advisable, or appropriate to consummate the transaction approved by this resolution, and the taking of any such action and the execution and delivery of each document, instrument, or agreement shall be conclusive evidence of its necessity, advisability, or appropriateness.
- SECTION 5.** We, the Board of LIFT3 Support Group hereby certify that LIFT3 is comprised of three (3) members, of whom two (2), constituting a quorum, were present at a special meeting duly and regularly called, notified, convened and held this 26th day of January 2015, and that foregoing Resolution was duly adopted at said meeting by the affirmative vote of 3, and opposed by 0 members, and that said Resolution has been duly recorded in the Minute Book and is in full force and effect.

January 26, 2015



Handwritten signature of Claudia Jones in cursive script, written over a horizontal line.

Claudia Jones, Board Chair

MICHAEL J. LANGO
Director
mjlango@solanocounty.com
(707) 784-7900

KANON R. ARTICHE
Deputy Director
krartiche@solanocounty.com
(707) 784-2781

DEPARTMENT OF GENERAL SERVICES
Central Services Division



**SOLANO
COUNTY**

DIANNE E. LUNA, C.P.M.
Central Services Manager
deluna@solanocounty.com
(707) 784-6320

675 Texas Street, Suite 2500
Fairfield, CA 94533-6342
Fax (707) 422-9770
www.solanocounty.com

December 16, 2014

**NOTICE OF INTENT TO AWARD
RFP NO. SOLANO-DVA.5500.DVA.07
DOMESTIC VIOLENCE SHELTER BASED FUNDING**

Thank you for your proposal in response to Request for Proposal (RFP) SOLANO-5500.DVA.07, Domestic Violence Shelter Based Funding. The County has completed its evaluation of proposals in response to this RFP.

The County has determined it is in its best interest, to split the award. Per the RFP, section 6.2.1, the evaluation process is designed to award the funding to the applicant(s) who can best serve Solano County victims of domestic violence in compliance with California Welfare and Institutions Code §§18290-18309.5.

LIFT3 Support Group and Safe Quest Solano are the apparent best-evaluated proposers that the County will consider for contract award. This notice is not an acceptance of any offer, and the County retains the right to reject any bid.

In accordance with the subject RFP and County law, this notice shall not create rights, interests, or claims of entitlement in the apparent best-evaluated proposer or any vendor. No vendor shall acquire any such right unless and until a contract is fully-signed by all appropriate County officials.

We appreciate your interest in providing services to the County of Solano and hope that you will respond to future Request for Proposals.

Respectfully,

A handwritten signature in blue ink that reads "Dianne E. Luna".

DIANNE E. LUNA
Central Services Manager

12. Organizational Viability

**FIRST AMENDMENT TO STANDARD CONTRACT
BETWEEN COUNTY OF SOLANO and LIFT3 SUPPORT GROUP**

This First Amendment ("First Amendment") is made on _____, 20____, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and LIFT3 Support Group ("Contractor").

1. Recitals

A. The parties entered into a contract dated February 1, 2013 (the "Contract"), in which Contractor agreed to provide qualified domestic violence intervention services.

B. The Contract expired on September 30, 2014.

C. This First Amendment represents an increase of \$19,991 and three year extension of the Contract.

D. The parties agree to amend the Contract as set forth below.

2. Agreement

A. Term of Contract

Section 2 is deleted in its entirety and replaced with:

The term of this Contract is February 1, 2013 to September 30, 2017.

B. Amount of Contract

Section 3 is deleted in its entirety and replaced with:

The maximum amount of this Contract is: \$36,386

C. Scope of Work

Section A (1) of Exhibit A is deleted in its entirety and replaced with:

Continue to provide qualified domestic violence intervention advocates ("DVIA's") to work directly with Solano County domestic violence survivors through the LIFT3 Support Group at the SFJC between February 1, 2013 and September 30, 2017, in order to provide victims of domestic violence, dating violence, sexual assault, and stalking, resources including but not limited to:

- a) Victim advocacy in the form of assistance with obtaining orders for protection;
- b) Court accompaniment at restraining order hearings; and
- c) Resources referrals for housing, food, jobs, childcare, and legal services.

D. Budget.

Exhibit B-1 Budget Detail and Payment Provisions, Sections A and B is added to read:

EXHIBIT B-1

[October 1, 2014 to September 30, 2017]

A. Personnel

LIFT3 Confidential Advocate	Computation	Cost
	16.25/hour x 1,122 hours	\$ 18,233

12. Organizational Viability

The Solano County Office of Family Violence Prevention will partner with LIFT3 (Lifting Individuals Forward Through Tough Times), a non-profit domestic violence victim services agency providing domestic violence crisis shelter, advocacy, empowerment and transition skills, and mentoring, and transitional housing.

LIFT3 will provide a Domestic Violence Advocate for an estimated 1,122 hours per year from October 1, 2014 to September 30, 2017 to work onsite at the Solano Family Justice Center, providing comprehensive and quality advocacy services to victims of domestic violence; foster and maintain positive relationships with other service providers, community members, and business partners; and ensure that client records and paperwork are complete and accurate. LIFT3 will also receive funding from the County's collection of Battered Women's Shelter Fees and Marriage License Surcharge Fees to fund additional advocate hours so that at least one advocate is available at the SFJC on a full-time basis.

Subtotal: \$ 18,233

B. Travel:

Travel expenses for one LIFT3 staff to attend OVW mandated training and technical assistance events.

Purpose of Travel	Location	Item	Computation	Cost
OVW Technical Assistance Conference/Training	TBD	Airfare	\$900 x 1 person	\$900
OVW Technical Assistance Conference/Training	TBD	Hotel	\$189 x 3 days	\$567
OVW Technical Assistance Conference/Training	TBD	Per diem, parking, shuttle	\$75 x 3 days	\$225
OVW Technical Assistance Conference/Training	TBD	Mileage	116 miles x .565 per mile	\$66

Subtotal: \$ 1,758

Total Amount: \$ 19,991

3. Effectiveness of Contract

Except as set forth in this First Amendment, all other terms and conditions specified in the Contract remain in full force and effect.

COUNTY OF SOLANO, a Political
Subdivision of the State of California

[NAME OF CONTRACTOR]

By: _____

By: _____

APPROVED AS TO FORM

By: _____
County Counsel



47 EAK

- 12. Organizational viability
- 15. Collaboration

**County of Solano
Standard Contract**

For County Use Only
 CONTRACT NUMBER:
 FY 2012/13 FY 2013/14 &
 FY 2014/15
 BUDGET ACCOUNT:
 5500/5502/5511
 SUBJECT ACCOUNT:
 2245

1. This Contract is entered into between the County of Solano and the Contractor named below:

LIFT3 Support Group
 ORGANIZATION'S NAME

2. The Term of this Contract is:

February 1, 2013 through September 30, 2014


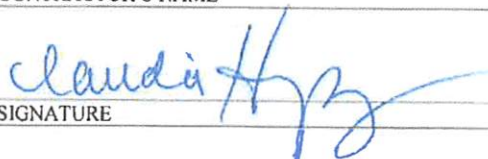
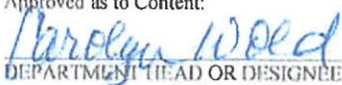
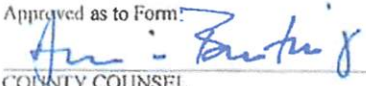
3. The maximum amount of this Contract is:

\$16,395

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

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

The parties have executed this Contract as of the 1st day of February, 2013.

CONTRACTOR	COUNTY OF SOLANO
LIFT3 SUPPORT GROUP CONTRACTOR'S NAME	 AUTHORIZED SIGNATURE
 SIGNATURE	COUNTY ADMINISTRATOR TITLE
CLAUDIA HUMPHREY, EXECUTIVE DIRECTOR PRINTED NAME AND TITLE	675 TEXAS STREET, SUITE 6500 ADDRESS
P.O. BOX 2952 ADDRESS	FAIRFIELD CA 94533 CITY STATE ZIP CODE
FAIRFIELD CA 94533 CITY STATE ZIP CODE	Approved as to Content:  DEPARTMENT HEAD OR DESIGNEE Approved as to Form:  COUNTY COUNSEL

CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE

EXHIBIT A
SCOPE OF WORK

A. CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:

As outlined in greater detail in the Office of Family Violence Prevention's ("OFVP's") and Solano Family Justice Center ("SFJC") Collaborative grant application for the Solano Family Justice Center ("SFJC"): Grants to Encourage Arrest and Enforcement of Protection Orders Program ("GTEAP") recently awarded with continuation funding by the Office on Violence Against Women ("OVW"), incorporated into this Contract by this reference, local Domestic Violence Crisis Shelter Services Agency, LIFT3 Support Group ("Contractor") and an agency member of the SFJC collaborative, will:

- 1) Continue to provide qualified domestic violence intervention advocates ("DVIA's") to work directly with Solano County domestic violence survivors through the LIFT3 Support Group at the SFJC between February 1, 2013 and September 30, 2014, in order to provide victims of domestic violence, dating violence, sexual assault, and stalking, resources including but not limited to:
 - a. Victim advocacy in the form of assistance with obtaining orders for protection;
 - b. Court accompaniment at restraining order hearings; and
 - c. Resource referrals for housing, food, jobs, childcare, and legal services.
- 2) Restrict use of SFJC GTEAP funding to pay for personnel costs and associated payroll taxes related to hourly employment of the SFJC assigned DVIA's during the term of this Contract, as well as any direct costs associated with travel to and participation in OVW-sponsored mandated technical assistance training.
- 3) Leverage other County funding sources (Marriage License Fee Surcharges and Battered Women's Shelter Fees) that may be awarded to Contractor to ensure that at least one confidential advocate is available to provide comprehensive and quality advocacy services to victims of domestic violence at the SFJC on a full-time basis.
- 4) Provide crisis assessment and necessary intervention, safety planning, transportation assistance as necessary for victims of domestic violence, dating violence, sexual assault, and stalking
- 5) Ensure that client records and paperwork are complete and accurate and stored in a confidential manner
- 6) Gather and provide data to County, which will be included in OVW's required semi-annual reports—preliminary and any subsequent reporting requirements instituted by OVW, which are incorporated in this Contract by this reference.
- 7) Provide support for and continued participation in SFJC operations, evaluation, and sustainability activities.
- 8) Attend and participate in mandatory OVW-sponsored technical assistance training.

B. COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

- 1) Providing Contractor with program implementation guidance and assistance by relaying any programmatic requirements later developed by and received from OVW.
- 2) Facilitating Solano Family Justice Center Advisory Committee meetings.
- 3) Compiling OVW-required data provided by collaborative agency partners for semi-annual reports.
- 4) Completing final report for submittal to the US Department of Justice, Office on Violence Against Women.
- 5) Ensuring that Contractor's staff is provided training and technical assistance opportunities through the U.S. Department of Justice, Office on Violence Against Women technical assistance providers.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

As outlined in Exhibit A-Scope of Work, as well as in the federally approved Solano Family Justice Center Grants to Encourage Arrest and Enforcement of Protection Orders Grant Application for Federal Fiscal Years 2012/14 continuation funding (incorporated herein by reference), Contractor will provide the following items and services in support of the Solano Family Justice Center (SFJC):

A. Personnel

	Computation	Cost
Confidential Advocacy services for SFJC Clients at the Center	\$16.25 per hour x 775.75 hours- Rate includes related employer paid payroll taxes for SFJC Victim Advocates	\$12,606
	Subtotal:	\$12,606

B. Travel—

Ensure staff member(s) participate in OVV training & technical assistance

Airfare	3 flights X \$450 X 1 staff member	\$1,350
Hotel	\$189/night X 3 nights X 3 events x 1 staff	\$1,701
Per diem, shuttle, parking	\$75/day X 3 days X 3 events x 1 staff	\$ 675
Mileage	116 x .55 per mile x 1 staff	\$ 64
	Subtotal:	\$3,790

Total Contract Amount **\$16,395**

1. METHOD OF PAYMENT

Upon submission of an invoice by Contractor, and upon approval of County's representative, County shall pay Contractor monthly in arrears for Confidential SFJC Client Advocacy Services and Travel Expenses incurred during the prior month period, up to the maximum amount provided for on the Standard Contract. Each invoice must specify services rendered, to whom, date of service and the accrued charges.

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. CLOSING OUT

County will pay Contractor's final claim for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract. If Contractor has failed to pay all obligations outstanding, County will withhold from Contractor's final claim for payment the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for County's receipt of a final claim for payment 30 days after termination of this Contract.

2. TIME

Time is of the essence in all terms and conditions of this Contract.

3. TIME OF PERFORMANCE

Work will not begin, nor claims paid for services under this Contract until all Certificates of Insurance, business and professional licenses/certificates, IRS ID number, signed W-9 form, or other applicable licenses or certificates are on file with the County's Contract Manager.

4. TERMINATION

A. This Contract may be terminated by County or Contractor, at any time, with or without cause, upon 30 days written notice from one to the other, unless otherwise provided for in Exhibit D.

B. County may terminate this Contract immediately upon notice of Contractor's malfeasance.

C. Following termination, County will reimburse Contractor for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this Contract unless Contractor is in default of the Contract.

5. SIGNATURE AUTHORITY

The parties executing this Contract certify that they have the proper authority to bind their respective entities to all terms and conditions set forth in this Contract.

6. WARRANTY

A. County relies upon Contractor's professional ability and training as a material inducement to enter into this Contract. Contractor warrants that Contractor will perform the work according to generally accepted professional practices and standards and the requirements of applicable federal, state and local laws. County's acceptance of Contractor's work shall not constitute a waiver or release of Contractor from professional responsibility.

B. Contractor further warrants that Contractor possesses current valid appropriate licensure, including, but not limited to, drivers license, professional license, certificate of tax-exempt status, or permits, required to perform the work under this Contract.

7. INSURANCE

A. Without limiting Contractor's obligation to indemnify County, Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract

and the results of that work by Contractor, Contractor's agents, representatives, employees or subcontractors.

B. Minimum Scope of Insurance

Coverage must be at least as broad as:

- (1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
- (2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code 1 (any auto).
- (3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

C. Minimum Limits of Insurance

Contractor must maintain limits no less than:

- | | | |
|--|---|---|
| (1) General Liability:
(Including operations, products and completed operations.) | \$1,000,000 | per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. |
| (2) Automobile Liability: | \$1,000,000 | per accident for bodily injury and property damage. |
| (3) Workers' Compensation: | As required by the State of California. | |
| (4) Employer's Liability: | \$1,000,000 | per accident for bodily injury or disease. |
| (5) Professional Liability: | \$1,000,000 | Errors and Omissions insurance against loss due to negligent acts, errors and/or omissions, in an amount no less than one million dollars (\$1,000,000) combined single limit per claim and in the aggregate. The policy shall be written on an occurrence form or shall remain in full force and effect for no less than 3 years following the completion of work under this Contract. |

D. If Contractor maintains higher limits than the minimums shown above, County is entitled to coverage for the higher limits maintained by Contractor.

E. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either:

(1) The insurer will reduce or eliminate such deductibles or self-insured retentions with respect to County, its officers, officials, agents, employees and volunteers; or

(2) Contractor must provide a financial guarantee satisfactory to County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

F. Other Insurance Provisions

The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:

(1) The County of Solano, its officers, officials, agents, employees, and volunteers must be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or equivalent) to Contractor's insurance policy, or as a separate owner's policy.

(2) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the County of Solano, its officers, officials, agents, employees, and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.

(3) Each insurance policy required by this clause must be endorsed to state that coverage may not be canceled by Contractor, except after 30 days prior written notice has been provided to County.

G. Waiver of Subrogation

(1) Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(2) The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of County for all work performed by Contractor, its employees, agents and subcontractors.

H. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to County.

I. Verification of Coverage

(1) Contractor must furnish County with original certificates and endorsements effecting coverage required by this Contract.

(2) The endorsements should be on forms provided by County or, if on other than County's forms, must conform to County's requirements and be acceptable to County.

(3) County must receive and approve all certificates and endorsements before work commences.

(4) However, failure to do so shall not operate as a waiver of these insurance requirements.

(5) County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

8. BEST EFFORTS

Contractor warrants that Contractor will at all times faithfully, industriously and to the best of his/her/its ability, experience and talent, perform to County's reasonable satisfaction.

9. DEFAULT

A. If Contractor defaults in Contractor's performance, County shall promptly notify Contractor in writing. If Contractor fails to cure a default within 30 days after notification, unless otherwise specified in Exhibit D, or if the default requires more than 30 days to cure and Contractor fails to commence to cure the default within 30 days after notification, then Contractor's failure shall terminate this Contract.

B. If Contractor fails to cure default within the specified period of time, County may elect to cure the default and any expense incurred shall be payable by Contractor to County.

C. If County serves Contractor with a notice of default and Contractor fails to cure the default, Contractor waives any further notice of termination of this Contract.

D. If this Contract is terminated because of Contractor's default, County shall be entitled to recover from Contractor all damages allowed by law.

10. INDEMNIFICATION

A. Contractor will indemnify, hold harmless and assume the defense of the County of Solano, its officers, employees, agents and elective and appointive boards from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from Contractor's operations or from any persons directly or indirectly employed by, or acting as agent for, Contractor, excepting the sole negligence or willful misconduct of the County of Solano. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of Contractor's services, as well as during the progress of rendering such services.

B. Acceptance of insurance required by this Contract does not relieve Contractor from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by Contractor's operations regardless if any insurance is applicable or not.

11. INDEPENDENT CONTRACTOR

A. Contractor is an independent contractor and not an agent, officer or employee of County. The parties mutually understand that this Contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

B. Contractor shall have no claim against County for employee rights or benefits including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.

C. Contractor is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

D. Contractor shall indemnify and hold County harmless from any liability which County may incur because of Contractor's failure to pay such obligations.

E. As an independent contractor, Contractor is not subject to the direction and control of County except as to the final result contracted for under this Contract. County may not require Contractor to change Contractor's manner of doing business, but may require redirection of efforts to fulfill this Contract.

F. Contractor may provide services to others during the same period Contractor provides service to County under this Contract.

G. Any third persons employed by Contractor shall be under Contractor's exclusive direction, supervision and control. Contractor shall determine all conditions of employment including hours, wages, working conditions, discipline, hiring and discharging or any other condition of employment.

H. As an independent contractor, Contractor shall indemnify and hold County harmless from any claims that may be made against County based on any contention by a third party that an employer-employee relationship exists under this Contract.

I. Contractor, with full knowledge and understanding of the foregoing, freely, knowingly, willingly and voluntarily waives the right to assert any claim to any right or benefit or term or condition of employment insofar as they may be related to or arise from compensation paid hereunder.

12. RESPONSIBILITIES OF CONTRACTOR

A. The parties understand and agree that Contractor possesses the requisite skills necessary to perform the work under this Contract and County relies upon such skills. Contractor pledges to perform the work skillfully and professionally. County's acceptance of Contractor's work does not constitute a release of Contractor from professional responsibility.

B. Contractor verifies that Contractor has reviewed the scope of work to be performed under this Contract and agrees that in Contractor's professional judgment, the work can and shall be completed for costs within the maximum amount set forth in this Contract.

C. To fully comply with the terms and conditions of this Contract, Contractor shall:

(1) Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles for government agencies;

(2) Document all costs by maintaining complete and accurate records of all financial transactions associated with this Contract, including, but not limited to, invoices and other official documentation that sufficiently support all charges under this Contract;

(3) Submit monthly reimbursement claims for expenditures that directly benefit Solano County;

(4) Be liable for repayment of any disallowed costs identified through quarterly reports, audits, monitoring or other sources; and

(5) Retain financial, programmatic, client data and other service records for 3 years from the date of the end of the contract award or for 3 years from the date of termination, whichever is later.

13. COMPLIANCE WITH LAW

A. Contractor shall comply with all federal, state and local laws and regulations applicable to Contractor's performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment.

B. Contractor warrants that it will comply with the appropriate cost principles and administrative requirements including claims for payment or reimbursement by County as outlined in the Applicable Cost Principles and Administrative Requirements table below, as currently enacted or as may be amended throughout the term of this Contract.

Applicable Cost Principles and Administrative requirements		
The federal cost principles and administrative requirements associated with each organization type apply to that organization.		
Organization Type	Cost Principles	Administrative Requirements
Federal Governments	2 CFR Part 225	OMB A-102
State and Local Government	2 CFR, Part 225	49 CFR, Part 18
Educational Institutions	2 CFR, Part 220	2 CFR, Part 215
Non-Profit Organizations	2 CFR, Part 230	2 CFR, Part 215
For Profit Organizations	48 CFR, Chapter 1, Part 31	49 CFR, Part 18
CFR (Code of Federal Regulations)		
OMB (Office of Management and Budget)		
Related URLs:		
• Various OMB Circular:	http://www.whitehouse.gov/omb/grants_circulars	
• Code of Federal Regulations:	http://www.gpoaccess.gov/CFR	

14. CONFIDENTIALITY

A. Contractor shall prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client.

B. Contractor shall not use client specific information for any purpose other than carrying out Contractor's obligations under this Contract.

C. Contractor shall promptly transmit to County all requests for disclosure of confidential information.

D. Except as otherwise permitted by this Contract or authorized by the client, Contractor shall not disclose any confidential information to anyone other than the State without prior written authorization from County.

E. For purposes of this section, identity shall include, but not be limited to, name, identifying number, symbol or other client identifying particulars, such as fingerprints, voice print or photograph. Client shall include individuals receiving services pursuant to this Contract.

15. CONFLICT OF INTEREST

A. Contractor warrants that Contractor and/or Contractor's employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work to be performed hereunder, which conflicts with the rendering of services under this Contract. Contractor shall employ or retain no such person while rendering services under this Contract. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause.

B. Contractor has an affirmative duty to disclose to County in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

16. DRUG FREE WORKPLACE

Contractor warrants that Contractor is knowledgeable of Government Code section 8350 et. seq., regarding a drug free workplace and shall abide by and implement its statutory requirements.

17. HEALTH AND SAFETY STANDARDS

Contractor shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program. If applicable, Contractor must receive all health and safety information and training.

18. CHILD/ADULT ABUSE

If services pursuant to this Contract will be provided to children and/or elder adults, Contractor warrants that Contractor is knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et seq.) requiring reporting of suspected abuse.

19. INSPECTION

Authorized representatives of County, the state and/or the federal government may inspect and/or audit Contractor's performance, place of business and/or records pertaining to this Contract.

20. NONDISCRIMINATION

A. In rendering services under this Contract, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

B. Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

21. SUBCONTRACTOR AND ASSIGNMENT

A. Services under this Contract are deemed to be personal services.

B. Contractor shall not subcontract any work under this Contract nor assign this Contract or monies due without the prior written consent of the County's Contract Manager, the County's applicable Department Head or his or her designee and the County Administrator subject to any required state or

federal approval.

C. If County consents to the use of Subcontractors, Contractor shall require and verify that its subcontractors maintain insurance meeting all the requirements stated in Section 7 above.

D. Assignment by Contractor of any monies due shall not constitute an assignment of the Contract.

22. UNFORESEEN CIRCUMSTANCES

Contractor is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond Contractor's reasonable control, provided Contractor gives written notice to County of the cause of the delay within 10 days of the start of the delay.

23. OWNERSHIP OF DOCUMENTS

A. County shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Contract by County or upon completion of the work pursuant to this Contract.

B. No material prepared in connection with the project shall be subject to copyright in the United States or in any other country.

24. NOTICE

A. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addressed as stated on the first page of this Contract.

B. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

25. NONRENEWAL

Contractor acknowledges that there is no guarantee that County will renew Contractor's services under a new contract following expiration or termination of this Contract. Contractor waives all rights to notice of non-renewal of Contractor's services.

26. COUNTY'S OBLIGATION SUBJECT TO AVAILABILITY OF FUNDS

A. The County's obligation under this Contract is subject to the availability of authorized funds. The County may terminate the Contract, or any part of the Contract work, without prejudice to any right or remedy of the County, for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this Contract, or any subsequent Amendment, the County may, upon written Notice to the Contractor, terminate this Contract in whole or in part.

B. Payment shall not exceed the amount allowable for appropriation by the County Board of Supervisors. If the Contract is terminated for non-appropriation:

i. The County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and

ii. The Contractor shall be released from any obligation to provide further services pursuant to this Contract that are affected by the termination.

C. Funding for this Contract beyond the current appropriation year is conditional upon appropriation by the Board of Supervisors of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this Contract will terminate at the close of the

current Appropriation Year.

D. This Contract is void and unenforceable if all or part of federal or State funds applicable to this Contract are not available to County. If applicable funding is reduced, County may either:

- (1) Cancel this Contract; or,
- (2) Offer a contract amendment reflecting the reduced funding.

27. CHANGES AND AMENDMENTS

A. County may request changes in Contractor's scope of services. Any mutually agreed upon changes, including any increase or decrease in the amount of Contractor's compensation, shall be effective when incorporated in written amendments to this Contract.

B. The party desiring the revision shall request amendments to the terms and conditions of this Contract in writing. Any adjustment to this Contract shall be effective only upon the parties' mutual execution of an amendment in writing.

C. No verbal agreements or conversations prior to execution of this Contract or requested Amendment shall affect or modify any of the terms or conditions of this Contract unless reduced to writing according to the applicable provisions of this Contract.

28. CHOICE OF LAW

The parties have executed and delivered this Contract in the County of Solano, State of California. The laws of the State of California shall govern the validity, enforceability or interpretation of this Contract. Solano County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Contract.

29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Contractor warrants that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. Parts 160-64) regarding the protection of health information obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements.

30. WAIVER

Any failure of a party to assert any right under this Contract shall not constitute a waiver or a termination of that right, under this Contract or any provision of this Contract.

31. CONFLICTS IN THE CONTRACT DOCUMENTS

The Contract documents are intended to be complementary and interpreted in harmony so as to avoid conflict. In the event of conflict in the Contract documents, the parties agree that the document providing the highest quality and level of service to the County shall supersede any inconsistent term in these documents.

32. FAITH BASED ORGANIZATIONS

A. Contractor agrees and acknowledges that County may make funds available for programs or services affiliated with religious organizations under the following conditions: (a) the funds are made available on an equal basis as for programs or services affiliated with non-religious organizations; (b) the program funded does not have the substantial effect of supporting religious activities; (c) the funding is indirect, remote, or incidental to the religious purpose of the organization; and (d) the organization

complies with the terms and conditions of this resolution.

B. Contractor agrees and acknowledges that County may not make funds available for programs or services affiliated with a religious organization (a) that has denied or continues to deny access to services on the basis of race, color, religion, ancestry, national origin, sex, citizenship, or known disability; (b) will use the funds for a religious purpose; (c) will use the funds for a program or service that subjects its participants to religious education.

C. Contractor agrees and acknowledges that all recipients of funding from County must: (a) comply with all legal requirements and restrictions imposed upon government-funded activities set forth in Article IX, section 8 and Article XVI, section 5 of the California Constitution and in the First Amendment to the United States Constitution; and (b) segregate such funding from all funding used for religious purposes.

33. PRICING

Should Contractor, at any time during the term of this Contract, provide the same goods or services under similar quantity, terms and conditions to one or more counties in the State of California at prices below those set forth in this Contract, then the parties agree to amend this Contract so that such lower prices shall be extended immediately to County for all future services.

34. USE OF PROVISIONS, TERMS, CONDITIONS AND PRICING BY OTHER PUBLIC AGENCIES

Contractor and County agree that the terms of this Contract may be extended to any other public agency located in the State of California, as provided for in this section. Another public agency wishing to use the provisions, terms, and pricing of this Contract to contract for equipment and services comparable to that described in this Contract shall be responsible for entering into their own contract with Contractor, as well as providing for their own payment provisions, making all payments, and obtaining any certificates of insurance and bonds that may be required. County is not responsible for providing to any other government agency any documentation relating this Contract or its implementation. Any government agency that uses provisions, terms, or pricing of this Contract shall by virtue of doing so be deemed to indemnify and hold harmless County from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. County makes no guarantee of usage by other users of this Contract nor shall the County incur any financial responsibility in connection with any contracts entered into by another government agency. Such other government agency shall accept sole responsibility for placing orders and making payments to Contractor.

35. DISBARMENT OR SUSPENSION OF CONTRACTOR

A. Contractor warrants that its officers, directors and employees (i) are not currently excluded, debarred, or otherwise ineligible to participate in the federal health programs as defined in 42 USC § 1320a-7b(f) (the "Federal Healthcare Programs") or any state healthcare programs; (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services but have not yet been excluded, debarred, or otherwise declared ineligible to participate in the Federal Healthcare Programs or any state healthcare programs, and (iii) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded from participation in the Federal Healthcare Programs or any state healthcare programs.

B. This representation and warranty shall be an ongoing representation and warranty during the term of this Contract and Contractor must immediately notify the County of any change in the status of the representations and warranty set forth in this section.

C. If services pursuant to this Contract involve healthcare programs, Contractor agrees to provide certification of non-suspension with submission of each invoice. Failure to submit certification with invoices will result in a delay in County processing of Contractor's payment.

36. EXECUTION IN COUNTERPARTS

This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument, it being understood that all parties need not sign the same counterpart. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original signature.

37. LOCAL EMPLOYMENT POLICY

Solano County desires, whenever possible, to hire qualified local residents to work on County projects. A local resident is defined as a person who resides in, or a business that is located in, Solano County. The County encourages an active outreach program on the part of its contractors, consultants and agents. When local projects require subcontractors, Contractor shall solicit proposals for qualified local residents where possible.

38. ENTIRE CONTRACT

This Contract, including any exhibits referenced, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by County or Contractor other than those contained.

Claudia Humphrey

From: BSCF Grants <grants@blueshieldcafoundation.org>
Sent: Tuesday, July 1, 2014 11:19 AM
To: claudia@lift3supportgroup.com
Subject: FW: Funding Available Due 7/2: 2014 BSAV Core Support Initiative

Importance: High

A friendly reminder: applications for **2014 Blue Shield Against Violence Core Support Initiative** are due **COB Wednesday, July 2, 2014**. The application should take no more than 45 minutes to complete.

*Please confirm receipt of e-mail. There have been issues with undelivered messages.

From: BSCF Grants
Sent: Monday, June 23, 2014 8:06 AM
To: claudia@lift3supportgroup.com
Subject: Funding Available Due 7/2: 2014 BSAV Core Support Initiative
Importance: High

Dear Claudia:

Blue Shield of California Foundation believes that all Californians deserve the right to live free from abuse and violence, especially in their own home. Over the past eleven years, we have provided more than \$14 million in core support funding to domestic violence organizations to improve access to services for Californians, and we are pleased to announce that your organization is eligible for funding through our **2014 Blue Shield Against Violence Core Support Initiative**.

Success means more than just ending the physical toll of violence. It means helping individuals get back to work, resolving the mental trauma associated with abuse, and enabling them to build a healthy life. This requires a comprehensive approach that addresses every step of the cycle of violence so that we can truly stop it, in its tracks and from its roots. It requires greater access to services so that individuals and families can quickly and easily get the support they need. It requires developing and improving a system of care that helps individuals not simply survive but persevere and thrive.

To achieve greater impact in our longstanding efforts to end domestic violence, we are seeking to take a more holistic approach in our grantmaking and support of the field. As a result, we have taken a careful and deliberate review of how our investments can support infrastructure and capacity of the domestic violence field while also exploring new strategies to invest in the larger system of care.

That said, we are making changes to our core support grant program. We are drastically simplifying the application and review process to make it less time consuming for both grantees and our staff. The new application should take no more than 45 minutes to complete. To make funding available to as many organizations as possible, the award duration will be 12 months instead of 24 months, and the award amount will be standardized at \$15,000.

These changes will allow us to continue to support shelters and other domestic violence providers that play a vital role in providing essential services to DV survivors and their families, while also pursuing new and diverse strategies that will improve the field of domestic violence services and prevention as a whole.

Applications Due: COB Wednesday, July 2, 2014

How to Apply:

http://www.cybergrants.com/BSCF/2014_BSAV_Core

Organization: LIFT3 Support Group

Registered Grantseeker: Claudia Humphrey

Email: claudia@lift3supportgroup.com

Password: itnoj3!

For technical questions related to the grant application, please contact:

Jessica Gau

Grants and Contracts Administrator

(415) 229-5468

grants@blueshieldcafoundation.org

Sincerely,

Lucia Corral Peña, J.D.

Senior Program Officer

Blue Shield Against Violence

**DOMESTIC VIOLENCE ASSISTANCE PROGRAM
2014/2015 FUNDING CHART**

ATTACHMENT A

REV 12/18/14

RECIPIENT AWARD NUMBER				RECIPIENT	FUND SOURCE	FUND SOURCE	MATCH	FUND SOURCE	MATCH	FUND SOURCE	MATCH	FUND SOURCE	MATCH	TOTAL STATE	TOTAL CASH	TOTAL GRANT AWARD
					14 VAWA	13 VOCA	13 VOCA (using STATE FUNDS)	14 VOCA	14 VOCA (using STATE FUNDS)	14 FVPSA	14 FVPSA (using STATE FUNDS)	14 DVPO	14 DVPO			
DV	14	28	1256	House of Ruth, Inc.				5,663	1,416	203,646	50,912	147,691	20,002	200,019	409,328	429,330
DV	14	29	1192	Human Options, Inc.				8,910	2,228	184,800	46,200	151,591	20,002	200,019	393,729	413,731
DV	14	29	1193	Human Response Network				8,910	2,228	184,800	46,200	151,591	20,002	200,019	393,729	413,731
DV	14	29	1171	Humboldt Domestic Violence Services				8,910	2,228	184,800	46,200	151,591	20,002	200,019	393,729	413,731
DV	14	29	1173	Interface Children Family Services				5,663	1,416	203,646	50,912	147,691	20,002	200,019	409,328	429,330
DV	14	29	1204	Interval House Crisis Shelters				5,663	1,416	203,646	50,912	147,691	20,002	200,019	409,328	429,330
DV	14	14	1473	Jenesse Center, Inc.				70,570	17,643	123,140	30,785	151,591	20,002	200,019	393,729	413,731
DV	14	14	1773	Jewish Family Services of Los Angeles		184,800	46,200	8,910	2,228			151,591	20,002	200,019	393,729	413,731
DV	14	11	1773	Jewish Family Services of Los Angeles		203,646	50,912	5663	1416			147,691	20,002	200,019	409,328	429,330
DV	14	06	1580	Kings Community Action Organization, Inc.		8,077	2,019	32,043	8,011			189,989	20,002	200,019	240,139	260,141
DV	14	27	1262	La Casa de las Madres		203,646	50,912	5,663	1,416			147,691	20,002	200,019	409,328	429,330
DV	14	14	1641	Lake Family Resource Center		184,800	46,200	8,910	2,228			151,591	20,002	200,019	393,729	413,731
DV	14	29	1209	Lassen Family Services, Inc.		184,800	46,200	8,910	2,228			151,591	20,002	200,019	393,729	413,731
DV	14	14	1771	Laura's House		184,800	46,200	8,910	2,228			151,591	20,002	200,019	393,729	413,731
DV	14	04	8661	LIFT3 Support Group				40,120	10,030			189,989	20,002	200,019	240,139	260,141
DV	14	29	1055	Live Violence Free		184,800	46,200	8,910	2,228			151,591	20,002	200,019	393,729	413,731
DV	14	28	1257	Marjaree Mason Center, Inc.	203,646			5,663	1,416			198,603	20,002	200,019	409,328	429,330
DV	14	14	1772	Morongo Basin Unity Home Incorporated		184,800	46,200	8,910	2,228			151,591	20,002	200,019	393,729	413,731
DV	14	04	8662	My Sister's House				40,120	10,030			189,989	20,002	200,019	240,139	260,141
DV	14	25	1177	Napa Emergency Women's Services				8,910	2,228	184,800	46,200	151,591	20,002	200,019	393,729	413,731
DV	14	25	1416	Next Door Solutions to Domestic Violence				209,309	52,328			147,691	20,002	200,019	409,328	429,330
DV	14	29	1197	Ocean Park Community Center				5,663	1,416	203,646	50,912	147,691	20,002	200,019	409,328	429,330
DV	14	13	1628	Operation Care				193,710	48,428			151,591	20,002	200,019	393,729	413,731
DV	14	11	1488	Option House, Inc.				209,309	52,328			147,691	20,002	200,019	409,328	429,330
DV	14	17	1657	Plumas Rural Services, Inc.				193,710	48,428			151,591	20,002	200,019	393,729	413,731
DV	14	29	1030	Project Sanctuary, Inc.				193,710	48,428			151,591	20,002	200,019	393,729	413,731
DV	14	26	1339	Rainbow Services, Ltd.	71,469			137,840	38,707			161,312	20,002	200,019	409,328	429,330
DV	14	06	1037	RISE San Luis Obispo				40,120	10,030			189,989	20,002	200,019	240,139	260,141
DV	14	06	8631	Ruby's Place				32,043	8,011	8,077	2,019	189,989	20,002	200,019	240,139	260,141
DV	14	14	1047	Rural Human Services				193,710	48,428			151,591	20,002	200,019	393,729	413,731
DV	14	11	8636	Safe Alternatives to Violent Environments				209,309	52,328			147,691	20,002	200,019	409,328	429,330
DV	14	14	1438	SafeQuest Solano, Inc.				193,710	48,428			151,591	20,002	200,019	393,729	413,731
DV	14	11	1034	Sexual Assault and Domestic Violence Center				193,710	48,428			151,591	20,002	200,019	393,729	413,731
DV	14	29	1053	Shasta Women's Refuge, Inc.				209,309	52,328			147,691	20,002	200,019	409,328	429,330
DV	14	17	1654	Shelter From The Storm				209,309	52,328			147,691	20,002	200,019	409,328	429,330

LIFT3 Support Group Summary Strategic Plan Goals and Indicators

(1) In 2015-2016, LIFT3 will provide leadership in domestic violence and sexual assault prevention, intervention and response.

(a) In 2015 LIFT3 will expand trainings offered through its Education Center to include:

1. Training local businesses and organization on DV 101 (Partnering with the Faces of Abuse – Project)
2. Child Protective Services education – DV101 for mothers who have lost custody or in danger of losing custody of their children
3. Faith Based Organizations – DV 101 education

(b) In 2015/2016 LIFT3 will work proactively to ensure that the state coalition (California Partnership To End Domestic Violence – CPEDV) and California Emergency Management Agency (CalEMA) continue to partner with LIFT3 for funding, technical assistance, resources and training.

(c) In 2015/2016 LIFT3 will work with the Vallejo Housing Collaborative to secure and rehabilitate two or more units of permanent housing for victims who are homeless as a result of domestic violence, sexual assault, dating violence and stalking.

(d) In 2015 LIFT3 will apply as lead agency for Office of Family Violence Prevention – United States Department of Justice Transitional Housing Assistance Grant for \$350,000 for three years.

(e) In 2015/2016, LIFT3 will work with local banks and funders to establish a line of credit of \$75,000 or more.

(2) In 2015/2016 LIFT3 will adopt a sustainable fiscal plan by July 2015/2016 that increases diversification of LIFT3 funding sources by 15 percent.

(a) In 2015/2016 LIFT3 will realize a stream of funding through its second social enterprise business (i.e., Ticket To Work Project, and Speaker's Bureau)

(3) In 2015 LIFT3 will update its data tracking and accounting system and processes.

(a) LIFT3 will secure Apricot's Data/Client Tracking system.

(b) LIFT3 will outsource its accounting to Center for Domestic Peace. Blue Shield of CA Foundation will underwrite cost of outsourcing.

(4) In 2015/2016 LIFT3 will increase its services to include legal assistance and provide resources and support to more effectively advocate for legal representation for victims of domestic violence, sexual assault, stalking and dating violence.

(a) LIFT3 will partner with Northern California Legal Access (NCLA) Center in Vallejo to apply for federal funding through the United States Department of Justice - Office on Violence Against Women grant due in March 2015. NCLA will be the lead agency

(5) In 2015/2016 LIFT3 will improve its communications and increase support for its programs through the development of tools and resources.

(a) In 2015 LIFT3 will conduct a communications audit to inventory, solicit ideas for improvement and prepare an action plan to increase communication and awareness of LIFT3's programs and services.

(b) In 2015/2016 LIFT3 will expand its social media presence to include over five of the top social media platforms

(6) By 2015/2016, LIFT3 will have provided training opportunities for Board members who may be unfamiliar with the roles and responsibilities of Board membership.

(a) In 2015/2016, the Board will recruit new Board members and increase its board membership by five members.

(b) In 2015/2016, the Board will establish an internal, ad hoc committee to make recommendations to the Board on how to strengthen Board governance, increase the effectiveness of Board oversight, and ensure a sustainable organizational staff structure.

LIFT3 Support Group
2014 Proposed Budget
 January 1 through December 31, 2014

14. Organizational Budget

January - December 14

Ordinary Income/Expense

Income

43300 · Direct Public Grants

43310 · Corporate and Business Grants

43313 · Kaiser Permanente Community Benefit 20,000.00

43315 · Kaiser Permanente Eat 2 Defeat 350.00

Total 43310 · Corporate and Business Grants 20,350.00

Total 43300 · Direct Public Grants 20,350.00

43400 · Direct Public Support

43450 · Individ, Business Contributions

43453 · Individuals 5,000.00

43455 · Soroptomist 2,500.00

43457 · United Methodist Women 3,500.00

43459 · WestAmerica Bank 1,200.00

43450 · Individ, Business Contributions - Other 6,000.00

Total 43450 · Individ, Business Contributions 18,200.00

Total 43400 · Direct Public Support 18,200.00

44400 · Government Contracts

44420 · Federal Contracts

44421 · Social Security Ad./EN Ticket 20,000.00

Total 44420 · Federal Contracts 20,000.00

Total 44400 · Government Contracts 20,000.00

44500 · Government Grants

44520 · Federal Grants

44521 · OVW Transition 2011-WH-AX-0023 80,000.00

44522 · OVW CLSSP 2012-UW-AX-0005 100,000.00

Total 44520 · Federal Grants 180,000.00

44530 · Local Government Grants

44533 · Solano County BWS Fees 9,000.00

44534 · Solano County MLF/BWS 30,000.00

44536 · Solano County OVW CDS 7,311.75

44539 · Solano County OVW GTEA 7,800.00

44540 · Solano County OVW Safe Haven 3,600.00

44545 · Solano County First 5 8,000.00

44550 · City of Fairfield CDBG 10,200.00

44560 · City of Vallejo CDBG 17,000.00

Total 44530 · Local Government Grants 92,911.75

44540* · State Grants

44741 · CalOES - State of California 198,000.00

Total 44540* · State Grants 198,000.00

LIFT3 Support Group
2014 Proposed Budget
 January 1 through December 31, 2014

	<u>January - December 14</u>
Total 44500 · Government Grants	470,911.75
44800 · Indirect Public Support	
44830 · IBM Employee Services Center	900.00
44835 · Network For The Good	500.00
44840 · PG&E Campaign For Community	1,200.00
Total 44800 · Indirect Public Support	<u>2,600.00</u>
46400 · Other Types of Income	
46430 · Miscellaneous Revenue	0.00
Total 46400 · Other Types of Income	<u>0.00</u>
Total Income	532,061.75
Cost of Goods Sold	
50010 · Cost of Fundraisers	1,450.00
Total COGS	<u>1,450.00</u>
Gross Profit	530,611.75
Expense	
60300 · Awards and Grants	
60500 · OVW 2012 UW-AX-0005 CLSSP	
60510 · Client Assistance	14,746.47
Total 60500 · OVW 2012 UW-AX-0005 CLSSP	<u>14,746.47</u>
Total 60300 · Awards and Grants	14,746.47
62800 · Facilities and Equipment	
62840 · Equip Rental and Maintenance	100.00
Total 62800 · Facilities and Equipment	<u>100.00</u>
63000 · Shelters1	
63100 · Communal Transitional Shelter	
63101 · Alarm System	435.00
63102 · Cable	1,170.52
63106 · Equipment/Computers	536.66
63115 · Furniture	1,000.00
63120 · Garbage	459.88
63130 · Maintenance & Repairs	2,000.00
63140 · Rent/Lease	23,940.00
63145 · Supplies	500.00
63150 · Telephone, Telecommunications	1,160.00
63155 · Transportation	150.00
63160 · Utilities	<u>3,200.00</u>
Total 63100 · Communal Transitional Shelter	34,552.06

LIFT3 Support Group
2014 Proposed Budget
 January 1 through December 31, 2014

January - December 14

63200 · Scattered Transitional Shelter	
63203 · Client Assistance	500.00
63240 · Rent/Lease	1,050.00
Total 63200 · Scattered Transitional Shelter	<u>1,550.00</u>
Total 63000 · Shelters1	36,102.06
64000 · Drop-In Center	
64006 · Equipment	615.85
64030 · Maintenance & Repairs	300.00
64040 · Rent/Lease	35,000.00
64045 · Supplies	1,200.00
64050 · Telephone/Telecommunications	1,800.00
Total 64000 · Drop-In Center	<u>38,915.85</u>
65000 · Operations	
65010 · Books, Subscriptions, Reference	75.00
65020 · Postage, Mailing Service	434.18
65030 · Printing and Copying	1,337.78
65040 · Supplies	1,503.31
65050 · Telephone, Telecommunications	4,213.42
65110 · Accounting Fees	2,000.00
65135 · Computers/Printers	1,918.02
65000 · Operations - Other	1,500.00
Total 65000 · Operations	<u>12,981.71</u>
65100 · Other Types of Expenses	
65110* · Advertising Expenses	350.00
65120 · Insurance - Liability, D and O	7,580.75
65125 · Insurance Worker's Compensation	9,000.00
65170 · Staff Development	300.00
65515 · Dental & Vision	750.00
65525 · Insurance - Group Life	2,798.50
65545 · Medical Insurance	8,606.48
Total 65100 · Other Types of Expenses	<u>29,385.73</u>
65115 · Bank & Service Fees	1,200.00
66000 · Payroll Expenses	
Taxes	
Total Taxes	1,200.00
66010 · Wages	
66020 · Transitional Grant	39,923.90
66030 · State Grant	132,000.00
66040 · MLF&BWS	30,000.00
66050 · TTW	7,866.00
66060 · CLSSP Grant	77,786.44

LIFT3 Support Group
2014 Proposed Budget
 January 1 through December 31, 2014

	January - December 14
66070 · City of Fairfield/CDBG	10,500.00
66080 · City of Vallejo/CDBG	17,000.00
66110 · Sick Pay	3,200.00
66120 · Vacation Pay	2,088.30
66130 · Holiday Pay	3,385.50
Total 66010 · Wages	323,750.14
66500 · Payroll Taxes	
66501 · Taxes	44,105.00
Total 66500 · Payroll Taxes	44,105.00
66000 · Payroll Expenses - Other	737.37
Total 66000 · Payroll Expenses	369,792.51
66970 · Contractor Expenses	0.00
66990 · Reimbursements	
66991 · Contractor Reimbursements	21,492.50
Total 66990 · Reimbursements	21,492.50
67000 · Training and Events	
67100 · CLSSP Workshops & Training	2,099.37
Total 67000 · Training and Events	2,099.37
68300 · Travel and Meetings	
68320 · Travel	2,698.25
68300 · Travel and Meetings - Other	1,097.30
Total 68300 · Travel and Meetings	3,795.55
Total Expense	530,611.75
Net Ordinary Income	0.00
Net Other Income	0.00
Net Income	0.00

14. Proposed Organizational Budget

				Jan - Dec 15		
			47000 · Program Income			
			472000 · Membership Dues	60,000.00		
			47300 · Program Service Fees	12,000.00		
			47800 · Training Fees	60,000.00		
			Total 47000 · Program Income	132,000.00		
			49999 · Misc Income			
			Total Income	656,080.00		
			Expense			
			60000 · Administrative Expenses			
			60100 · Advertising Expenses	2,000.00		
			60150 · Bank & Service Fees	500.00		
			60250 · Communications - Claudia's Home	3,000.00		
			60300 · Computers/Printers	3,000.00		
			60350 · Dues & Subscriptions, Reference	400.00		
			60400 · Equipment Rental	1,000.00		
			60450 · Fundraising Fees	2,500.00		
			60500 · Insurances			
			60505 · Auto Insurance	1,200.00		
			60510 · Liability Insurance	6,000.00		
			60530 · Worker's Compensation	9,600.00		
			60600 · Maintenance and Repair	1,200.00		
			60640 · Mileage Reimbursement/Gasoline	1,200.00		
			60700 · Office Supplies	3,000.00		
			60720 · Postage, Mailing Service	340.00		
			60740 · Printing and Copying	4,800.00		
			60750 · Professional Fees	6,000.00		
			60800 · Staff Development			
			60805 · Background Check/Fingerprinting	400.00		
			60820 · Meals	1,200.00		
			60850 · Rent	60,000.00		
			60870 · Telephone, Telecommunications	3,000.00		
			60900 · Travel and Meetings			
			60920 · Lodging	1,000.00		
			60930 · Meals and Entertainment	500.00		
			60935 · Transportation/Air	3,000.00		
			60940 · Web Hosting/Internet	1,000.00		
			Total 60000 · Administrative Expenses	115,840.00		
			63000 · Shelters			
			63100 · Crisis Shelter			
			63105 · Alarm	900.00		
			63110 · Cable	2,400.00		
			63115 · Client Assistance	3,600.00		
			63120 · Clothing	600.00		

14. Proposed Organizational Budget

				Jan - Dec 15		
			63125 · Equipment/Computers	1,500.00		
			63130 · Food	1,200.00		
			63135 · Furniture	2,500.00		
			63140 · Garbage	600.00		
			63142 · Motels/Housing	3,000.00		
			63145 · Maintenance & Repairs	1,800.00		
			63150 · Moving Expenses	600.00		
			63155 · Rent/Lease	19,800.00		
			63160 · Supplies	1,200.00		
			63165 · Telephone, Telecommunications	3,000.00		
			63170 · Transportation	1,200.00		
			63175 · Utilities	4,200.00		
			Total 63100 · Crisis Shelter	48,100.00		
			63200 · Transitional Shelter			
			63205 · Alarm	900.00		
			63210 · Cable	2,400.00		
			63215 · Client Assistance	1,800.00		
			63225 · Equipment/Computers	2,500.00		
			63230 · Food	1,200.00		
			63235 · Furniture	2,000.00		
			63240 · Garbage	600.00		
			63242 · Motels/Housing	2,500.00		
			63245 · Maintenance & Repairs	1,500.00		
			63250 · Moving Expenses	1,000.00		
			63255 · Rent/Lease	23,940.00		
			63260 · Supplies	300.00		
			63265 · Telephone, Telecommunications	2,400.00		
			63270 · Transportation	500.00		
			63275 · Utilities	4,200.00		
			Total 63200 · Transitional Shelter	47,740.00		
			Total 63000 · Shelters	95,840.00		
			66000 · Personnel			
			66100 · Salaries & Wages			
			66110 · Executive Director	83,000.00		
			66120 · Crisis Shelter Manager	26,000.00		
			66130 · Financial Officer	27,000.00		
			66140 · DV Advocate	42,000.00		
			66145 · DV Shelter Advocate	34,000.00		
			66150 · Bilingual Victim Advocate	43,000.00		
			66160 · Transitional Shelter Case Mgr	36,000.00		
			66170 · Social Media	16,000.00		
			66190 · Volunteer Coordinator	33,000.00		
			Total 66100 · Salaries & Wages	340,000.00		

14. Proposed Organizational Budget

					Jan - Dec 16		
				66300 · Employee Benefits			
				66310 · Dental and Vision	1,800.00		
				66330 · Insurance - Group Life	1,200.00		
				66370 · Medical Insurance	14,400.00		
				66390 · Other Benefits	2,000.00		
				Total 66300 · Employee Benefits	19,400.00		
				66500 · Payroll Taxes	25,000.00		
				Total 66000 · Personnel	384,400.00		
				67000 · Debt Reduction	60,000.00		
				Total Expense	656,080.00		
				Net Ordinary Income	0.00		
				Net Income	0.00		

14. Proposed Program Budget

LIFT3 Support Group				
Proposed 2015/2016 Transitional Shelter Grant				
				July 2015 - June 2016
Ordinary Income/Expense				
	Income			
		43000 · Local Government Grants		
			43200 · City of Vallejo CDBG	20,000.00
			43400 · Solano County BWS Fees	9,000.00
			43600 · Solano County MLF/BWS	9,000.00
		Total 43000 · Local Government Grants		38,000.00
		46000 · Fundraising		2,000.00
		47000 · Program Income		
			47300 · Program Service Fees	20,000.00
			47800 · Training Fees	30,000.00
		Total 47000 · Program Income		50,000.00
		49999 · Misc Income		
	Total Income			90,000.00
	Expense			
		63200 · Transitional Shelter		
			63205 · Alarm	900.00
			63210 · Cable	2,400.00
			63215 · Client Assistance	1,800.00
			63225 · Equipment/Computers	2,500.00
			63230 · Food	1,200.00
			63235 · Furniture	2,000.00
			63240 · Garbage	600.00
			63242 · Motels/Housing	2,500.00
			63245 · Maintenance & Repairs	1,500.00
			63250 · Moving Expenses	1,000.00
			63255 · Rent/Lease	23,940.00
			63260 · Supplies	300.00
			63265 · Telephone, Telecommunications	2,400.00
			63270 · Transportation	500.00
			63275 · Utilities	4,200.00
		Total 63200 · Transitional Shelter		47,740.00
		66000 · Personnel		
		66100 · Salaries & Wages		
			66160 · Transitional Shelter Case Mgr	36,000.00
		Total 66100 · Salaries & Wages		36,000.00

14. Proposed Program Budget

						July 2016 - June 2016
					66300 · Employee Benefits	
					66310 · Dental and Vision	200.00
					66330 · Insurance - Group Life	200.00
					66370 · Medical Insurance	2,500.00
					66390 · Other Benefits	200.00
					Total 66300 · Employee Benefits	3,100.00
					66500 · Payroll Taxes	3,000.00
					Total 66000 · Personnel	42,100.00
					Total Expense	89,840.00
					Net Income	160.00

**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YY)
11/26/2014

PRODUCER West American Insurance Brokers 1848 Willow Pass Road, Suite #206 Concord, CA 94520 Phone (925)726-4007 Fax (925)726-3807	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Lift 3 Support Group 490 Chadbourne #D Fairfield, Ca 94533	INSURER A: Western World Insurance Company	
	INSURER B: Integon Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E: Markel Insurance Company	
	INSURER F: United States Liability Company	

COVERAGES

THE POLICIES OF INSURANCE LISTED 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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<input checked="" type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	KARA-R	09/26/2014	09/26/2015	EACH OCCURRENCE	2,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence)				300,000	
						MED EXP (Any one person)	10,000
						PERSONAL & ADV INJURY	2,000,000
						GENERAL AGGREGATE	2,000,000
						PRODUCTS - COMP/OP AGG	2,000,000
B	<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	2002929936	11/26/2014	11/26/2015	COMBINED SINGLE LIMIT (Ea accident)	1,000,000
		BODILY INJURY (Per person)					
		BODILY INJURY (Per accident)					
		PROPERTY DAMAGE (Per accident)					
	<input type="checkbox"/>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY - EA ACCIDENT	
						OTHER THAN AUTO ONLY: EA ACC AGG	
D	<input type="checkbox"/>	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	
						AGGREGATE	
E	<input type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER / MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	MWC0069798-01	09/26/2014	09/26/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	1,000,000
		E.L. EACH ACCIDENT				1,000,000	
		E.L. DISEASE - EA EMPLOYEE				1,000,000	
		E.L. DISEASE - POLICY LIMIT				1,000,000	
F	<input type="checkbox"/>	OTHER PROFESSIONAL LIABILITY	NDO014G3626	09/26/2014	09/26/2015		500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

City of Vallejo, its officers, officials, employees, agents, and volunteers are covered as additional insured as respects: liability, including defense costs, arising out of activities performed by or on behalf of Lift3; products and completed operations of Lift3; premises owned, occupied or used by Lift3.

CERTIFICATE HOLDER**CANCELLATION**

City of Vallejo
 Atten: Risk Manager
 555 Santa Clara St.
 Vallejo, Ca

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

MBurris

IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

POLICY NUMBER:
KARA-R

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

City of Vallejo
Atten: Risk Manager
555 Santa Clara St.
Vallejo, Ca

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

THE INSURANCE AFFORDED BY THIS POLICY FOR THE ADDITIONAL INSURED(S) IS PRIMARY INSURANCE AND ANY OTHER INSURANCE MAINTAINED BY OR AVAILABLE TO THE ADDITIONAL INSURED(S) IS NON- CONTRIBUTING.