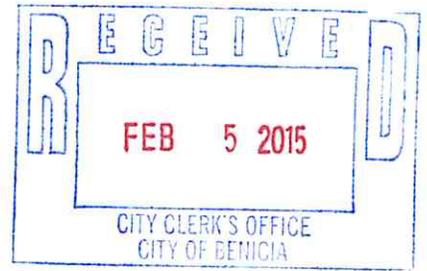


**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2015-2017 GRANT APPLICATION**



REVISED

TITLE PAGE

PART A

1. **Project/Program Name: Benicia CAC**
2. **Amount of Funding Request: Annual: \$98,203.00** **Grant period (2 years)\$196,406.00**
3. **Organization Submitting Proposal: Benicia CAC**

Organization Data:

Name: Benicia CAC
 Address: 480 Military East
Benicia, CA 94510
 Phone: (707) 745-0900
 Fax: (707) 745-9118
 Fed. ID #: 68-0294153

Contact Person:

Name: Viola Robertson
 Title: Executive Director
 Phone: (707) 745-0900
 Email: vrobertson@bencac.com
 Fax: (707) 745-9118

4. **Year organization legally established: 1967** **State: CA**

5. **Project or Program Category (check applicable categories and subcategories):**

X Safety Net	X Health & Wellbeing	X Other
<input checked="" type="checkbox"/> Rent	<input checked="" type="checkbox"/> Counseling	<input type="checkbox"/> Affordable Housing
<input checked="" type="checkbox"/> Food	<input type="checkbox"/> Suicide Prevention	<input checked="" type="checkbox"/> Job Skills
<input checked="" type="checkbox"/> Utilities	<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Literacy
<input type="checkbox"/> Transportation	<input type="checkbox"/> Child Abuse Prevention	<input type="checkbox"/> Parenting
<input type="checkbox"/> Childcare	<input type="checkbox"/> Substance Abuse	<input checked="" type="checkbox"/> Budgeting
<input type="checkbox"/>	<input type="checkbox"/> Mental Health	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. **Serving clients (check all that apply):**

<input checked="" type="checkbox"/> Children Under 5	<input checked="" type="checkbox"/> Youth (5-18)	<input checked="" type="checkbox"/> Adults (19 to 59)	<input checked="" type="checkbox"/> Seniors Over 60	<input checked="" type="checkbox"/> Family Unit
<input checked="" type="checkbox"/> Low-Income	<input checked="" type="checkbox"/> Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. **Anticipated Number of Unduplicated Benicia Residents to be Served: 1,500**

ORGANIZATION CERTIFICATION: I hereby certify that all information contained in this application and any attachments is true and accurate.

NO CITY EMPLOYEE SHALL BE A SIGNATORY ON BEHALF OF AN ORGANIZATION REQUESTING FUNDS FROM THE BENICIA HUMAN SERVICES BOARD.

Viola Robertson
 Authorizing Signature
 Typed name: Viola Robertson

Executive Director
 Title

February 4, 2015
 Date

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2015-2017 GRANT APPLICATION**

Part B – BUDGET INFORMATION

8. Provide a budget for the project. (Expenses listed in this document should be consistent with the Project Description.) This budget is only for the project utilizing grant monies.

PROJECT EXPENSES	TOTAL PROJECT COST (A)	AMOUNT OF GRANT REQUEST (B)	APPLICANT'S COST (C)
DIRECT COSTS			
Personnel (Direct ¹)	\$ 65,965.60	\$ 32,982.80	\$ 3,282.80
Benefits (Direct ¹)	8,877.63	4,488.81	4,488.82
Personnel (Support ¹)	7,800.00	5,000.00	2,800.00
Benefits (Direct ¹)	990.60	900.00	90.60
Contract Services			
	83,733.83		
Project-Supplies	30,306.00	20,000.00	10,306.00
Project Equipment	2,000.00	1,000.00	1,000.00
Transportation (e.g. gas costs, rental)	1,000.00	500.00	500.00
Other Direct Costs			
SUBTOTAL	117,039.83	64,871.61	52,168.22
INDIRECT COSTS			
(Administrative ¹)			
Personnel	59,946.70	9,392.60	50,554.10
Benefits	7,613.23	1,413.00	6,200.23
Space Rental	11,644.00	1,397.28	10,246.72
Utilities	7,000.00	2,500.00	4,500.00
Telephone	2,500.00	600.00	1,900.00
Office Supplies	3,250.00	1,196.51	2,053.49
Transportation (e.g. gas costs, rental)	150.00	75.00	75.00
Other Indirect Costs	11,972.00	11,205.00	2,775.00
Other Direct Services	14,459.24	5,552.00	6,915.00
SUBTOTAL	118,535.17	33,331.39	85,219.54
TOTAL COSTS	\$ 235,576.20	\$ 98,203.00	\$ 137,387.76

Column A = Total cost of the proposed project.

Column B = Amount you are requesting in this grant application.

Column C = The difference between Column A and Column B, or the costs of the project that are not included in this grant request, if any.

¹ Provide names, titles, education and total estimated annual salary. Attach additional sheets if necessary and summarize total here.

**CITY OF BENICIA
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Column C = The difference between Column A and Column B, or the costs of the project that are not included in this grant request, if any.

Part B – BUDGET INFORMATION – (continued)

9. **APPLICANT SOURCES:** Provide sources of other funds for the project. Total amount should correspond with Total C (previous page). Do not include your entire budget here (it should be attached).

Applicant Sources – Other Funding (be specific)		Amount or Value	Indicate if Cash or In-kind
Home Delivered Meals	\$	18,000	Cash
Senior Meal Donations		15,000	Cash
Donations Food		24,888	In-Kind
Volunteer Time		30,000	In-Kind
Kaiser Foundation		10,000	Cash
Donations and Fund Raising		30,000	Cash
Foundations Grants		18,000	Cash
TOTAL	\$	145,888	

10. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicia residents served with the funds.

Fiscal Year	Program		Amount	Benicians Served
2013-14		\$	90,575	1,302
2011-12			85,383	1,018
2010-11			85,343	972
2009-10			70,690	910
2008-09			59,733	1,067
2007-08			59,733	1,243
2006-07			57,000	1,055
2005-06			57,000	902
2004-05			50,000	955
TOTALS		\$	615,457	9,424

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2015-2017 GRANT APPLICATION**

Part C - PROJECT / ORGANIZATION DISCUSSION (Please limit Part C to 5 pages.)

11. Brief Project Summary (Two to three sentences describing the grant proposal):

The grant proposal is a family self-sufficiency program designed to help families achieve improved living conditions and stabilized life.

12. Describe organization's general purpose and activities:

The Benicia Community Action Council is a community-based non-profit organization founded in 1967. It has a long and successful history of serving low-income families and individuals of all ages. Benicia CAC serves approximately 1,242 clients from 721 households each year. 10% of the families are homeless; 48 % receive TANF; 45% receive food stamps, SSI (12%) or Social Security recipients (28%), with the remaining clients drawn from the working poor and the unemployed. 72% of the clients have no source of income. A single parent, either female or male, heads 65% of families. 19% are over the age of 55 with 110 people being over the age of 70.

Benicia CAC provides direct services such as case management, emergency food, rental and utility assistance and furniture to families and individuals in the City of Benicia. USDA Surplus Commodities are provided to over 960 qualified families annually. Other programs include "Benicia Cares for Kids", job preparedness and various special events such as holiday food baskets and the Community Thanksgiving Dinner.

13. List all financial liabilities or pending legal action:

Our only financial liability is our mortgage. The monthly payment to St. Pauls Historical Trust is \$980.00. There is no pending legal action.

14. Is your organization applying for other grants for fiscal years 2015-2017? If so, list the project, funding source(s), proposed budgets, and requested amount(s).

TCP Transitional Care Program	\$122,000.00
PG&E	\$ 5,000.00

15. At what location will the proposed project take place and how long has the organization been at this location?

Benicia Community Action Council is located at 480 Military East, Benicia, CA. The organization has been at the present address since 1967. The Senior Meal Site is located at Casa Villarasa, 383 East I Street. All other services are located at this address.

CITY OF BENICIA
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Part C - PROJECT / ORGANIZATION DISCUSSION (continued)

16. **What are your proposed hours of operations for this project? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to incoming calls, answer general questions, etc.?**

Monday	8:30am to 1:30pm
Tuesday	8:30am to 4:00pm
Wednesday	8:30am to 4:00pm
Thursday	8:30am to 4:00pm
Friday	10:00am to 2:00pm

17. **Describe the project associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of your program.**

The funds will be used to allow the Benicia CAC to provide human services to ensure a higher quality of life to low-income residents of Benicia. These direct services include case management, job referrals and placement, community service hours, food, rent and mortgage, PG&E payment assistance and health care referrals. We are also an experienced Workability Site for the Benicia Unified School District. These funds will also be applied to the general operation expenses of the agency so that Benicia CAC can continue to provide needed services and resources to low income Benicians.

The objective is to help low-income families become self-sufficient so that they are able to move from and out of poverty. Recipients will be able to maintain an improved quality of life via Benicia CAC helping families who are in crisis.

18. **If the proposed project involves direct services to youth, please indicate the number of volunteers providing direct services, how those individuals are screened and trained, specific duties assigned to volunteers, and how volunteers are supervised. If the proposed project does not involve direct services to youth, please indicate "N/A".**

N/A

19. **Why is this project necessary for the citizens of Benicia? How will recipients benefit from your services?**

Benicia CAC is the only direct service provider that is locally available to low-income residents. These low-income Benicians are often one paycheck away from homelessness. Often people do not have enough food to feed their families and sometimes they have no food whatsoever or they do not have enough money to pay their rent or utilities. Emergencies happen and unplanned events occur. When they come to Benicia CAC, they are in crisis mode. Services provided by Benicia CAC can help them get back to stability.

**CITY OF BENICIA
 BENICIA HUMAN SERVICES BOARD
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20. How will outreach be conducted?

Much of the outreach is conducted by clients through word of mouth. Benicia CAC will contact local businesses about job possibilities. Benicia CAC receives and posts daily job listings provided by the Workforce Investment Board. CAC works closely with the Benicia Ministerial Association. Local churches refer people to CAC for services. Clients are also referred to CAC by Solano County Health and Social Services. We solicit clothing and furniture from the community through our newspaper column "Friends in Need". Benicia CAC compiles information on public and private agencies, and networks with other agencies on a monthly basis. Benicia CAC has community partnerships with the Family Resource Center and Families In Transition. When necessary, CAC does home visits. The Agency also attends meetings to keep up to date on information which is beneficial for our clients. CAC receives surplus and governmental food from the Food Bank and solicits food donations from the local community which includes Ralelys Food for Families and churches and businesses.

21. List the specific quantifiable goals of the project.

(Please state your goal in terms of number of individuals, families or groups served. For example, agency will provide X number of individuals counseling services per quarter.)

Report total services provided	Annual goal
Goal 1 –Help low-income people become self sufficient.	20 clients obtain employment support/training 20 clients increase ability to manage income and resources 20 clients eliminate barriers to employment and self-sufficiency 80 clients will obtain Federal Earned Income Tax Credit 35 children will receive dental care 50 clients will receive emergency assistance to prevent homelessness
Goal 2 – Help low-income people achieve their potential by strengthening family and other support systems.	300 families have increased nutrition 100 families experience reduced emergency needs 400 families will obtain linkages 50 families have increased/maintain housing 50 senior citizens participate in services that support active independent living.

**CITY OF BENICIA
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Discuss how your organization will collect, organize and disseminate this data.

Everyone who comes to the CAC office is asked to sign in and complete an Intake form which allows for evaluation of their immediate needs. Staff completes the service log on a monthly basis for each client served. This data is entered into the computer program which counts the services provided individually and collectively.

22. Is this project an existing program or activity provided by your organization? Please explain.

Yes. Benicia CAC currently provides the following needed services – Case Management, Financial/Budgeting Counseling, Employment, Health and Nutrition programs, Transitional Care Program and a Job Training Program. CAC strives to end poverty in the community by offering opportunities for the poor through education, wealth building, advocacy and capacity building.

23. Identify similar programs in the community and how yours will differ.

There are currently no similar programs in the City of Benicia. Benicia CAC is the one-stop shop for these services. CAC works with the homeless in Benicia, and clients at risk of homelessness, to help them become self-sufficient. We work cooperatively with local churches such as St. Vincent de Paul and the Benicia Ministerial Association. We also work with the Family Resource Center, Families in Transition and local hospitals in Solano County for these needed services to the targeted population. Other agencies look to CAC for assessment of their clients.

24. Describe previous comparable projects or programs that your organization has undertaken that demonstrate successful administration and implementation.

CAC Senior Meals Program served 416 clients and 7,980 meals in 2014.

Homeless Assistance Center: Benicia CAC provides homeless assistance to homeless Benicians helping them to find employment, housing, counseling and emergency food. In 2014 we served 27 families.

**CITY OF BENICIA
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25. REQUIRED ATTACHMENTS: Verify and check off confirmation indicating that the following required items are attached to the original application.

Attachment Confirmation	Item No.	Item Description
(✓)	1.	IRS Letter of Tax Exempt Status
(✓)	2.	Organization's total budget for the current year
(✓)	3.	Copy of most recent audit or financial statement
(✓)	4.	Names and addresses of Board of Directors
(✓)	5.	List of paid principal staff and positions
(✓)	6.	Job descriptions for principal staff and personnel <u>to be paid partially or in full with grant funding</u>
(✓)	7.	Copy of resolution or board meeting minutes indicating organization's support of the project application.
()	8.	If a partnership, then of letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility are required.

Thank You!

(1)
INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 25 2005**

BENICIA COMMUNITY ACTION COUNCIL
480 MILITARY E
BENICIA, CA 94510

Employer Identification Number:
68-0294153
DLN:
17053092856035
Contact Person: ID# 31126
JANINE L ESTES
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170 (b) (1) (A) (vi)

Dear Applicant:

Our letter dated SEPTEMBER 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

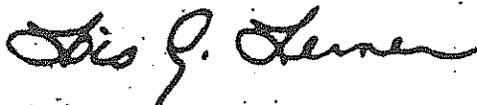
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

(2)

Budget 2015		Budget
Ordinary Income/Expense		
Income		
2210 · Corp & Other Business Grants		
2210-10 · Valero		1,500.00
2210-40 · Kaiser Permanente		10,000.00
2210-50 Bank of the West		
West America		500.00
Wells Fargo		2,500.00
Total 2210 · Corp & Other Business Grants		14,500.00
4 · Contributed support		
4010* · Indiv/business contribution		25,000.00
Total 4 · Contributed support		25,000.00
4050 · Fundraising		
4050-30 · Other Fundraising		30,000.00
Total 4050 · Fundraising		30,000.00
4150 · Miscellaneous Income		0.00
4230 · Foundation & Trust Grants		
Solano Coalition for Better Health		60,000.00
Valero Energy Foundation		2,500.00
Solano Affordable Housing Foundation		3,000.00
Umpqua Bank Foundation		2,500.00
Bank of the West Foundation		3,000.00
Union Pacific		7,500.00
Earn It, Keep it, Save It		6,000.00
Total 4230 · Foundation & Trust Grants		24,500.00
4410 · United Way		500.00
4540 · Government Grants		
4540 · Local government grants		
4540-20 · CAA-HAC		
4540-30 · City of Benicia		90,575.00
Total 4540 · Government Grants		90,575.00
5210 · Fee for Service Programs		
Trustee Fees		0.00
Home Delivered Meals		14,500.00
Season of Sharing		17,000.00
Senior-Meals		8,000.00
Transitional Care Program		10,500.00
Total 5210 · Fee for Service Programs		50,000.00
5410 · Interest Income		500.00
Total Income		235,575.00
Expense		
2730-10 Mortgage (principal amt)		
4000 · Reconciliation Discrepancies		0.00
7010 · Program Service Exp		

	7010-15 · Transitional Care Program	
	7010-30 · Sen	
	Catering	13,000.00
	Miscellaneous	500.00
	Supplies	4,000.00
	Total 7010-30 · Seniors	17,500.00
	Total 7010 · Program Service Exp	17,500.00
	7050 · Client Expenses	
	7050-10 · Camp	500.00
	7050-20 · Christmas	500.00
	7050-30 · Food & Meals	0.00
	7050-40 · Health and Dental	0.00
	7050-50 · Transportation	0.00
	7050-60 · Miscellaneous	250.00
	7050-70 · Rent	500.00
	7050-80 · Thanksgiving Dinner	2,500.00
	7050-90 · Utilities	200.00
	Total 7050 · Client Expenses	4,450.00
	7220 · Payroll	140,000.00
	7310 · Payroll Savings	600.00
	7410 · Payroll Expenses	
	Payroll Expenses	
	7410-15 · Payroll Expense	
	7410-10 · Workmen's Comp	4324.00
	7410-11 · Payroll Taxes-Employer	0.00
	7410-2 · Payroll-FICA	0.00
	7410-3 · Payroll-FIT	0.00
	7410-5 · Payroll-Medicare	0.00
	7410-6 · Payroll ETT	0.00
	7410-7 · Payroll SDI	0.00
	7410-8 · Payroll SIT	0.00
	7410-9 · Payroll SUTA	0.00
	7410 · Payroll Expenses - Other	14,000.00
	Total 7410 · Payroll Expenses	18,324.00
	Total 7500 - Other personnel expenses	
	7510 · Fundraising Expenses	
	Licenses and Permits	50.00
	Other Events	950.00
	Total 7510 · Fundraising Expenses	1,000.00
	7520 · Accounting Fees	
	Bank Service Charge	200.00
	7520 · Accounting Fees - Other	500.00
	Total 7520 · Accounting Fees	700.00
	7710 · Supplies	
	Computer	0.00
	Office	3,500.00

	Office Equipment	1,000.00
	7710 · Supplies - Other	0.00
Total 7710 · Supplies		4,500.00
	7810 · Telephone	3,700.00
	7910 · Postage and Delivery	600.00
	8020 · Utilities	
	Gas and Electric	4,600.00
	Garbage	0.00
	Water	1,000.00
Total 8020 · Utilities		5,600.00
	8030 · Property Tax	250.00
8100 - Non-personnel expenses		
	8130 - Telephone & communications	
	8160 - Equip rental & maintenance	
	8180 - Books, subscriptions, reference	
8110 · Equip Rental & Maintenance		
	Building Repairs	2,000.00
	Dump Fees	200.00
	Equipment Repairs	1,500.00
	Maintenance	1,500.00
Total 8110 · Equip Rental & Maintenance		5,200.00
	8310 · Travel	
	Automobile Expenses	1,500.00
	Employee Travel	600.00
Total 8310 · Travel		2,100.00
	8500 · Misc expenses	
	8530 · Membership dues-organization	500.00
Total 8500 · Misc expenses		750.00
8510 · Conferences & Meetings		
	Lodging	500.00
	Meals	0.00
	Registration	500.00
	Travel	300.00
	8510 · Conferences & Meetings - Other	0.00
Total 8510 · Conferences & Meetings		1,300.00
8600 · Business expenses		
	8650 - Taxes - other	
	8660 · Fines, penalties, judgements	
	8670 · Organizational (corp) expenses	85.00
Total 8600 · Business expenses		85.00
	Mortgage	12,760.00
8610 · Interest Expense		
	Principal Exp	
Total Mortgage expenses		12,760.00
8710 · Insurance		
	8710-50 · Vehicle Insurance	2,762.00

	8710-10 · Directors & Officers	2,000.00
	8710-20 · Liability Insurance	4,300.00
	8710-40 · Health Insurance	7,000.00
	Total 8710 · Insurance	16,062.00
	8810 - Dues and Subscriptions	
	9250 · Advertising	
	Volunteer Recognition Dinner	0.00
	Volunteer - Other	0.00
	Total Volunteer	0.00
	9250 · Advertising - Other	350.00
	Total 9250 · Advertising	350.00
	9300 · Miscellaneous	100.00
	Total Expense	235,931.00
	Net Ordinary Income	-356.00

(37)

Benicia Community Action Council Profit & Loss January through December 2014

V:01A

	Jan - Dec 14
Ordinary Income/Expense	
Income	
2210 · Corp & Other Business Grants	
2210-50 Bank of the West	3,000.00
2210-40 · Kaiser Permanente	10,000.00
2210 · Corp & Other Business Grants - Other	13,800.00
Total 2210 · Corp & Other Business Grants	26,800.00
4 · Contributed support	
4010* · Indiv/business contribution	43,275.27
Total 4 · Contributed support	43,275.27
4010 · Contributions-Individuals	
4010-20 · Christmas	0.00
4010-60 · Other	450.00
4010 · Contributions-Individuals - Other	25.00
Total 4010 · Contributions-Individuals	475.00
4050 · Fundraising	
4050-30 · Other Fundraising	1,193.00
4050 · Fundraising - Other	1,750.00
Total 4050 · Fundraising	2,943.00
4150 · Miscellaneous Income	200.00
4230 · Foundation & Trust Grants	
SolanoCoalitionforBetterHealth	130,074.90
Bank of the West	3,000.00
VITA Grant	5,000.00
Valero Energy Foundation	5,000.00
Total 4230 · Foundation & Trust Grants	143,074.90
4540 · Government Grants	
4540-20 · CAA-HAC	7,485.92
4540-30 · City of Benicia	90,575.04
Total 4540 · Government Grants	98,060.96
5 · Earned revenues	
5310 · Interest-savings/short-term inv	12.80
5335 · Related rental cost	200.00
5490 · Miscellaneous revenue	395.46
Total 5 · Earned revenues	608.26
5210 · Fee for Service Programs	
Meals on Wheels	18,816.00
Season of Sharing	16,335.35
5210 · Fee for Service Programs - Other	450.00
Total 5210 · Fee for Service Programs	35,601.35
5410 · Interest Income	59.09
Total Income	351,097.83
Gross Profit	351,097.83
Expense	
4000 · Reconciliation Discrepancies	-1.44

12:22 PM
01/05/15
Cash Basis

Benicia Community Action Council
Profit & Loss
January through December 2014

	Jan - Dec 14
7010 · Program Service Exp	
7010-15 Transitional Care Prog	
Water bill	671.48
Garbage - Vjo House	808.32
Internet/phone	1,823.18
Dish (Cable)	551.24
Stipend	2,600.00
Startup Expenses	98.83
Mileage reimbursement	4,568.89
Utilities	2,236.59
Rent	28,763.00
7010-15 Transitional Care Prog - Other	7,021.34
Total 7010-15 Transitional Care Prog	49,142.87
7010-30 · Seniors	
Catering	9,061.45
Miscellaneous	0.00
Supplies	10,491.79
Total 7010-30 · Seniors	19,553.24
7010-70 · Season of Sharing	4,117.96
7010 · Program Service Exp - Other	1,019.37
Total 7010 · Program Service Exp	73,833.44
7050 · Client Expenses	
7050-05 · Siri Family Account	
Gasoline	60.96
Total 7050-05 · Siri Family Account	60.96
7050-10 · Camp	200.00
7050-20 · Christmas	100.00
7050-50 · Transportation	50.00
7050-60 · Miscellaneous	500.00
7050-70 · Rent	200.00
7050-80 · Thanksgiving Dinner	-2,077.50
7050-90 · Utilities	92.25
7050 · Client Expenses - Other	1,174.00
Total 7050 · Client Expenses	299.71
7220 · Payroll	187,711.19
7310 · Payroll Savings	1,050.00
7410 · Payroll Expenses	
7410-9 · Payroll SUTA	-21.02
7410 · Payroll Expenses - Other	22,991.82
Total 7410 · Payroll Expenses	22,970.80
7500 · Other personnel expenses	
7520* · Accounting fees	1,883.24
7500 · Other personnel expenses - Other	100.00
Total 7500 · Other personnel expenses	1,983.24
7510 · Fundraising Expenses	
Licenses and Permits	76.25
Other Events	1,178.14
7510 · Fundraising Expenses - Other	30.38
Total 7510 · Fundraising Expenses	1,284.77
7520 · Accounting Fees	
Bank Service Charge	75.20
7520 · Accounting Fees - Other	3,875.00
Total 7520 · Accounting Fees	3,950.20

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 01/05/15
 Cash Basis

Benicia Community Action Council
Profit & Loss
 January through December 2014

	Jan - Dec 14
7710 · Supplies	
Computer	0.00
Copier	85.09
Office	769.24
Office Equipment	29.34
7710 · Supplies - Other	652.72
Total 7710 · Supplies	1,536.39
7810 · Telephone	2,082.45
7910 · Postage and Delivery	102.85
8020 · Utilities	
Gas and Electric	314.15
Water	949.07
8020 · Utilities - Other	3,664.12
Total 8020 · Utilities	4,927.34
8100 · Non-personnel expenses	
8160 · Equip rental & maintenance	138.80
Total 8100 · Non-personnel expenses	138.80
8110 · Equip Rental & Maintenance	
Building Repairs	1,704.31
Dump Fees	80.00
Equipment Repairs	940.00
Maintenance	2,317.86
8110 · Equip Rental & Maintenance - Other	63.50
Total 8110 · Equip Rental & Maintenance	5,105.67
8300 · Travel & meetings expenses	22.60
8310 · Travel	
Automobile Expenses	716.92
Employee Travel	217.66
8310 · Travel - Other	25.00
Total 8310 · Travel	959.58
8500 · Misc expenses	
8530 · Membership dues - organization	342.50
8500 · Misc expenses - Other	0.00
Total 8500 · Misc expenses	342.50
8510 · Conferences & Meetings	24.82
8600 · Business expenses	
8650 · Taxes - other	30.00
8670 · Organizational (corp) expenses	75.00
Total 8600 · Business expenses	105.00
8610 · Interest Expense	5,472.72
8710 · Insurance	
8710-50 · Vehicle Insurance	2,394.00
8710-20 · Liability Insurance	6,832.60
8710-40 · Health Insurance	5,591.94
Total 8710 · Insurance	14,818.54
9250 · Advertising	198.40
9300 · Miscellaneous	500.00
Total Expense	329,419.57
Net Ordinary Income	21,678.26

12:22 PM
01/05/15
Cash Basis

Benicia Community Action Council
Profit & Loss
January through December 2014

	<u>Jan - Dec 14</u>
Other Income/Expense	
Other Income	
7030 - Other Income	182.10
Total Other Income	<u>182.10</u>
Net Other Income	<u>182.10</u>
Net Income	<u><u>21,860.36</u></u>

BOARD OF DIRECTORS 2013-2015

PRESIDENT

Fred Railsback (Minnie)
St Paul's Historic Trust
373-8673 (cell)
130 St Catherine's Lane
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fredrailsback@sbcglobal.net

VICE PRESIDENT

Carmen Haban
Care Network, LLC
747-2720 to 747-2722
920 First St
Benicia, ca 94510

SECRETARY

Raina Santos
Care Network, LLC
920 First St
Benicia, Ca 94510
747-2720 or 21

TREASURER

Michele Hughes (Mark)
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221 Baker
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Otis Jones Attorney
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Virginia Souza
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(5)

BENICIA COMMUNITY ACTION COUNCIL
LIST OF PRINCIPAL STAFF AND POSITIONS
(Annual Salary)

Name	Annual Salary	Position	Educational Attainment
Viola Robertson	\$ 56,467.00	Executive Director	AA Criminal Justice Food Service Certified BA Social Sciences
Janet Williams	\$ 6,717.00	Home Delivered Meals Mgr	12 th Grade HS Diploma
Susana Rodriguez	\$ 7,912.00	VITA Site Manager	Bachelor of Science in Commerce
Ines Venuz	\$ 9,900.00	Kitchen Helper	High School Diploma Food Service Training
Roberta Cooper	\$ 12,017.00	SOS Program Manager Office Manager	Banking Degree 2-year College/ Business Management
Nakia Brown	\$ 19,200.00	Kitchen Manager/REACH/ Operations	High School Graduate Food Service Certificate Quickbook Certificate
Wanda Kayode	\$ 7,248.00	Program Manager	BA Human Services
Ebbie Saguil	<u>\$ 20,539.00</u>	Program Mgr/Case Manager	BA Business Mgmt
TOTAL:	\$140,000.00		

*Staff and personnel to be paid partially or in full with grant funding

(6)

EXECUTIVE DIRECTOR

Duties: The Executive Director is responsible for the direction, coordination and supervision of the overall operation for the CAC office

Reports to: Board of Directors

Supervises: Kitchen Manager
Program Manager/Case Manager
Home Delivered Meals Program Director
Senior Meal Site Manager
Volunteers

Executive Director will:

1. Perform administrative functions related to the program
2. Monitor and coordinate the daily operations of project activities in light of expressed project goals and activities
3. Prepare narrative and statistical reports, correspondence and related materials for distribution by the Board of Directors and the funding sources
4. Design and implement a public information system utilizing existing communication medium to disseminate project information to the community at large
5. Provide staff support to the Meals-On-Wheels Advisory Board
6. Develop and implement in-service training sessions as needed
7. Coordinate the development of networks for collecting and distributing food and recruiting volunteers
8. Organize program fund raising activities
9. Comply with established Agency procedures
10. Perform other related duties as assigned

Requirements:

Experience One year full time experience in a human service agency, and

Bachelor's Degree, preferably in Business, Public Administration, Sociology or a related field

Or

Additional qualifying experience may be substituted on a year to year basis

Or

A Master's Degree, preferably in Business or Public Administration, Sociology or a related field may be substituted for one year of experience

Demonstrated Abilities, Knowledge and Skills

Ability to communicate effectively, both orally and in writing
Ability to understand and practice the concept of administrative and fiscal management
Ability to exercise discretion and independent judgment
Ability to manage time effectively

License Required: Valid California Motor Vehicle Operator's License

Other Requirements: Access to a private vehicle during working hours
Proof of automobile liability insurance

Special Information: Qualified applicant may be given a practical examination on this management position which may require occasional weekend and evening work
Background investigation, including personal reference checks and criminal conviction investigations will be conducted as required by business necessity.

(6)

Home Delivered Meals Program Coordinator, U.S.D.A. Supervisor

Duties: Is responsible for Home Delivered Meals Program, U.S.D.A. And Emergency Food distribution

Reports to: Executive Director

Supervises: Volunteer drivers

Responsibilities:

1. Keep food shelves stocked and order food as necessary
2. Distribute U.S.D.A. food on Wednesdays and keep accurate of who is eligible to receive food and who has received food. Keep inventory of U.S.D.A. food received from the Food Bank.
3. Complete intakes on all the Home Delivered Meals clients; order meals for the Home Delivered Meals clients and contact volunteers to perform as drivers.
4. Attend Food Bank meetings.
5. Answer phones and take messages when needed.
6. Assist clients with completion of agency intake forms and keep information updated.
7. Represent the Agency in making presentations about the Meals on Wheels Program.
8. Perform other tasks as assigned.

Requirements:

Ability to work with seniors and their caretakers to make sure they have the food needed.

Ability to work with volunteers and recruitment of new volunteers as necessary.

Other Requirements:

Valid California Motor Vehicle Operator's License

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OFFICE MANAGER / SEASON OF SHARING PROGRAM MANAGER

Duties: Under general direction performs a variety of complex and or routine clerical work in support of the BCAC Programs. Receives and processes information by phone or in person, based upon needs or the program.

Reports to: Executive Director

Office Manager Will:

- Receive and screens callers, both in person and over the phone
- Refer caller to appropriate individuals
- Develop, receive and preprocess documents and information and also determine routing of information
- Establish and maintain general filing system
- Type a variety of documents such as reports, letters from handwritten material
- Provide a clerical support to Project Manager and Executive Director
- Maintain office equipment and facilities
- Interview clients for Rental Assistance (Season of Sharing Program)

Education and or Experience: High school Diploma

2 Years Business Management/Finance Retired Banker –Wells Fargo Bank

Knowledge/ Skills/ Abilities

- Considerable knowledge of secretarial and office methods
- Manual and automatic filing system
- Office equipment operation business, correspondence, record keeping and filing system

Other Requirements:

Valid California Drivers License

Access to a private vehicle during working hours

Proof of automobile liability insurance

(6)

Kitchen Supervisor and REACH Coordinator

Duties: Responsible for the coordination and preparation of meals in the kitchen, supervision of kitchen staff, evaluation and processing of application for REACH, HEAP and LIHEAP.

Report To: Executive Director

Supervises: Kitchen staff

Kitchen Supervisor will:

1. Order all supplies for the kitchen including the purchasing of food.
2. Menu planning
3. Prepare meals and supervise assistants
4. Overseeing that the kitchen is kept clean

REACH Coordinator will:

1. After receiving screening form, make appointment to see clients
2. Complete agency forms on all new clients
3. Tally services to REACH and HEAP clients monthly and give data to Executive Director
4. Answer phones when needed
5. Perform other tasks as assigned

Requirements:

Serve Safe (food) Certificate

High School Diploma

Some College (1 Year)

Other Requirements:

Access to private vehicle during working hours

Proof of automobile liability insurance

(6)

Program Manager

Duties: Under supervision manages operations of the program, manages complex-cases, and supervises Case Managers and Clerical Assistant.

Reports to: Executive Director

Program Manager duties:

- Manage day-to-day operation of the program
- Serve complex cases
- Maintain all training materials
- Provide in-house training on all policies and procedures
- Attend community meetings and meetings with Solano County Health and Social Services Employment and Eligibility contract supervisors
- Assign referrals to appropriate Case Managers
- Assist in the collection of report data
- Other duties as assigned

Education and or Experience:

- One year full time experience in a human services agency
- AA degree in Science with concentration in Sociology, Case Management or related field
- Or
- Additional qualifying experience may be substituted on a year for year basis.
- Knowledge of Welfare and Institutions Code, Cal-Win, HIPPA and all human service procedures
- Working knowledge of statistics and analysis

Special Requirements: Valid California Drivers License
Access to a private vehicle during working hours
Proof of automobile liability insurance

(6)

Program Manager / Case Manager

This position provides direct case management services to the poor and disenfranchised through advocacy, information and referral, crisis intervention services and short term case management.

Reports to: Executive Director

Duties & Responsibilities:

1. Provide crisis intervention to individuals and families facing emergencies around shelter, medical needs, spousal abuse, and any concrete need as presented by client.
2. Conduct thorough needs assessment and develops a service plan to address identified concrete needs using short term intervention model.
3. Conduct psycho-social assessments of individual and family problems and follow-up with referrals to programs and or clinics facility as deemed appropriate.
4. Conduct outreach
5. Develops and maintains good communications with other programs and departments within organization to facilitate interagency and intra-agency referrals.
6. Assists clients applying for and receiving public and private benefits
7. Maintain current and accurate documentation of services provided to clients.
8. Attends Agency meetings and other related activities
9. Complete statistical reports and assist in collection of report data
10. Manage day-to-day operation of the program
11. Manage operations of the program, manage complex cases and supervise Case Managers and Clerical Assistant
12. Serve complex cases and maintain all training materials
13. Provide in-house training on all policies and procedures
14. Other duties as assigned by supervisor

Education and/or Experience:

- AA Degree or at least two years experience in social service field
- One year full time experience in a human service agency
- AA in Science with concentration in Sociology, Case Management or related field or Additional qualifying experience may be substituted on a year for year basis
- Knowledge of Welfare and Institution Code, Cal-Win, HIPPA and all human service procedures
- Working knowledge of statistics and analysis

Skills or Competencies Required

Excellent Interpersonal skills, knowledge of social service delivery systems

Knowledge of City resources, good organizational time management and communication skills

Must possess the ability to work well independently as well as be part of a team

Special Requirements:

Valid California Driver License

Access to a private vehicle during working hours

Proof of automobile liability insurance

VITA SITE COORDINATOR

The VITA Site Coordinator implements the EarnItKeepItSaveIt program and does the important role of delivering quality service through the Volunteer Income Tax Assistance and Tax Counseling for the Elderly programs of the CAC.

Reports to: Executive Director

Duties & Responsibilities:

- 1. Attend training and certify for the required yearly certifications to be eligible for tax preparation and concomitant responsibilities in the tax program processes
- 2. Recruit volunteers, coordinate their schedules and assist them in their needs
- 3. Attend conferences, work with the IRS SPEC, United Way of the Bay Area and other site coordinators to clear pathways towards a successful tax preparation season
- 4. Ensure that the CAC meets all grant requirements and meeting timelines
- 5. Ensure awareness to the public that the agency is open to all low income clients by distributing flyers and all marketing tools made available by the UWBA
- 6. Cultivate healthy working relationships with clients and volunteers and maintain a high level of respect in the preparation of income taxes and the clients' rights are confidential and well protected.
- 7. See to it that the agency has the supplies, reference materials and tools needed for the success of the program
- 8. Any other duties as required by the supervisor.

Education and/or Experience:

- AA or Bachelor's Degree in Business Management
- One year full time experience in tax preparation

Skills or Competencies Required

Excellent Interpersonal skills, knowledge of tax laws
 Knowledge of City resources, good organizational time management and communication skills
 Must possess the ability to work well independently as well as be part of a team

Special Requirements:

Valid California Driver License
 Access to a private vehicle during working hours
 Proof of automobile liability insurance

(6)

Senior Meal Kitchen Helper

Duties: The Site Manager makes sure that all seniors at the meal site are served dinner
And to provide assistance to seniors as needed.

Report to: CAC Executive Director

Supervises: Volunteers

The Meal Site Manager will:

1. Assist clients with nutritional needs
2. Conduct Client In-Take activities
3. Serve meals and transport food to the meal site
4. Provide information and referrals to Meals on Wheels or the Senior Meal site
5. Keep meal site clean
6. Collect client donations
7. Order supplies for the site
8. Comply with established agency procedures and
9. Perform other related duties as assigned

Other Requirements:

Valid California Motor Vehicle Operator's License

Proof of automobile liability insurance

Safe Serve Certificate

(7)

Benicia Community Action Council
Authorizing Resolution

Re: Benicia Human Services Fund Grant

At a duly constituted meeting of the Board of Directors of the Benicia Community Action Council, a California Non-Profit Benefit Corporation, a meeting was held on January 7, 2015: The following resolutions were adopted:

Whereas the Board of Directors deems it to be in the best interest of the corporations to apply for a grant from the Benicia Human Services Fund in the amount of \$93,375 to provide direct services to low income Benicians.

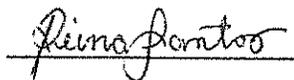
Further Resolved: That the Benicia CAC shall enter into any and all contracts with the Benicia Human Services Fund.

Further Resolved: That Viola Robertson, Executive Director, acting alone, shall be authorized to execute any and all necessary documents including signing all contracts and documents for the corporation and any agreements necessary to acquire any funding for the Agency to continue providing services for any and all activities of the Agency.

Secretary Certificate:

The undersigned hereby certifies that the preceding is a true copy of the resolution adopted by the Board of Directors of the above captioned corporation at a meeting of said Board held on 01/07/2015 and that said resolution is in full effect and affect.

Dated: January 7, 2015



Reina Santos, Secretary