

**CITY OF BENICIA  
 BENICIA HUMAN SERVICES BOARD  
 FY 2013-2015 GRANT APPLICATION  
 TITLE PAGE**

**PART A**

1. **Project/Program Name: Benicia Safety Net**
2. **Amount of Funding Request: Annual: \$ 95,343.00      Grant period (2 years): \$**
3. **Organization Submitting Proposal: Benicia CAC**

**Organization Data:**

Name: Benicia Community Action Council  
 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):**

<input checked="" type="checkbox"/> Safety Net	<input type="checkbox"/> Health & Wellbeing	<input type="checkbox"/> 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/Financial
<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.**

  
 Authorizing Signature  
 Typed name: Viola Robertson

Executive Director  
 Title

1/22/2012  
 Date

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**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)
<b>DIRECT COSTS</b>			
Personnel (Direct <sup>1</sup> )	\$ 65,965.60	\$ 32,982.80	\$ 32,982.80
Benefits (Direct <sup>1</sup> )	8,977.63	4,488.81	4,488.82
Personnel (Support <sup>1</sup> )	7,800.00	5,000.00	2,800.00
Benefits (Direct <sup>1</sup> )	990.60	900.00	90.60
Contract Services			
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			
<b>SUBTOTAL</b>	<b>117,039.83</b>	<b>64,871.61</b>	<b>52,168.22</b>
<b>INDIRECT COSTS</b>			
(Administrative <sup>1</sup> )			
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	14,550.00	9,775.00	4,775.00
Other Direct Services	<u>17,037.24</u>	<u>4,122.00</u>	<u>12,915.24</u>
<b>SUBTOTAL</b>	<b>123,691.17</b>	<b>30,471.39</b>	<b>93,219.78</b>
<b>TOTAL COSTS</b>	<b>\$ 240,731.00</b>	<b>\$ 95,343.00</b>	<b>\$ 145,388.00</b>

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.

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

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**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).**

<b>Applicant Sources – Other Funding (be specific)</b>		<b>Amount or Value</b>	<b>Indicate if Cash or In-kind</b>
CAP-Solano HAC	\$	13,500	Cash
Home Delivered Meals		15,000	Cash
Senior Meal Donations		8,000	Cash
Donations Food		24,888	In-Kind
Volunteer Time		30,000	In-Kind
Kaiser Foundation		8,000	Cash
Donations and Fund Raising		30,000	Cash
Foundations Grants		16,000	Cash
<b>TOTAL</b>	<b>\$</b>	<b>145,388</b>	

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

<b>Fiscal Year</b>	<b>Program</b>		<b>Amount</b>	<b>Benicians Served</b>
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
2003-04			50,000	930
<b>TOTALS</b>		<b>\$</b>	<b>0</b>	<b>0</b>

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**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. The Benicia CAC serves approximately 1,055 clients from 671 households each year. 7% of the families are homeless; 45% receive TANF; 44% receive food stamps, SSI (10%) or Social Security recipients (26%) with the remaining clients drawn from the working poor and the unemployed. 9% of the clients have no source of income. A single parent, either female or male heads 55% of the families. 18% are over the age of 55 with 113 people being over the age of 70**

**The Benicia CAC provides direct services such as case management, emergency food, rental assistance and utility assistance, furniture to families and individuals in the City of Benicia. USDA Surplus Commodities are provided to over 250 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. Paul's Historical Trust is \$983.03. There is no pending legal action.**

**14. Is your organization applying for other grants for fiscal years 2013-2015? If so, list the project, funding source(s), proposed budgets, and requested amount(s).**

<b>Homeless Assistance Center Grant</b>	<b>\$ 13,500.00</b>
<b>TCP Transitional Care Program</b>	<b>\$150,000.00</b>
<b>PG&amp;E</b>	<b>\$ 5,000.00</b>

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

**The CAC office is located at 480 Military East. All services are located at this address. The Senior Meal Site is located at 383 East I Street.**

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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.?**

<b>Monday</b>	<b>8:30 to 1:30</b>
<b>Tuesday</b>	<b>8:30 to 4:00</b>
<b>Wednesday</b>	<b>8:30 to 4:00</b>
<b>Thursday</b>	<b>8:30 to 4:00</b>
<b>Friday</b>	<b>10:00 to 2:00</b>

- 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 a Workability Site for the Benicia Unified School District. This fund will be applied to the general operation expenses of the agency so that the 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 poverty and even move out of poverty. Recipients will be able to maintain an improved quality of live via the Benicia CAC helping families who are in crisis.

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

The 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 the Benicia CAC, they are in crisis and they need to access Benicia CAC to help them get back to stability.

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**19. How will outreach be conducted?**

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

**20. 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 50 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.

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

**Everyone who comes to the CAC office completes 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 individual services to unduplicated clients. The CAC is able to produce reports on services provided individually and collectively. Copies of the data for 2011 and 2012 are attached to this application.**

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

**Yes, the Benicia CAC currently provides these needed services – Case Management, Financial/Budgeting Counseling, Employment, Health and Nutrition programs. The CAC strives to end poverty in the community by offering opportunities for the poor through education, wealth building, advocacy and capacity building.**

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

**There are really no similar programs in Benicia. The Benicia CAC is the one-stop shop for these services in Benicia. The CAC is a homeless assistance center as part of a county-wide program. We work cooperatively with local churches such as St. Vincent de Paul, the Benicia Ministerial Association, Family Resource Center, Families in Transition and the Solano County for these needed services to the targeted population. Other agencies look to the CAC for assessment of their clients.**

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

**Senior Meal Program:** Provides meals for approximately 20 seniors daily during the week. We served 4,060 meals in 2012.

**Meals on Wheels:** Provides meals to shut-in Benicians on a daily basis. This is a program we have provided for over 20 years. We served 4,000 meals in 2012.

**Homeless Assistance Center:** The Benicia CAC provides homeless assistance to homeless Benicians helping them to find employment, housing, counseling and emergency food. In 2012, we served 31 families.

(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:

JANINE L ESTES

ID# 31126

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](http://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

Letter 1050 (DO/CG)

(2)

# Budget 2013

Budget

## Ordinary Income/Expense

### Income

2210 · Corp & Other Business Grants	
2210-10 · Valero	1,500.00
2210-40 · Kaiser Permanen	8,000.00
2210-50 Bank of the West	
West America	500.00
Wells Fargo	2,500.00
Total 2210 · Corp & Other Business Grar	12,500.00
4 · Contributed support	
4010* · Indiv/business cont	25,000.00
Total 4 · Contributed support	25,000.00
4050 · Fundraising	
4050-30 · Other Fundraisin	30,000.00
Total 4050 · Fundraising	30,000.00
4150 · Miscellaneous Income	0.00
4230 · Foundation & Trust Grants	
SolanoCoalitionforBetterHealth	
Valero Energy Foundation	2,000.00
Solano Affordable Housing	3,000.00
Umpqua Bank Foundation	5,000.00
Bank of the West Foundati	1,000.00
Earn It, Keep it, Save It	5,000.00
Total 4230 · Foundation & Trust Grants	16,000.00
4410 · United Way	500.00
4540 · Government Grants	
4540 · Local government grants	
4540-20 · CAA-HAC	13,500.00
4540-30 · City of Benicia	95,000.00
Total 4540 · Government Grants	108,500.00
5210 · Fee for Service Programs	
Trustee Fees	0.00
Home Delivered Meals	15,000.00
Season of Sharing	17,000.00
Senior-Meals	8,000.00
Transitional Care Program	7,500.00
Total 5210 · Fee for Service Programs	47,500.00
5410 · Interest Income	500.00
Total Income	240,500.00

### Expense

2730-10 Mortgage (principal amt)	
4000 · Reconciliation Discrepancies	0.00
7010 · Program Service Exp	
7010-15 · Transitonal Care Program	

7010-30 · Sen	
Catering	13,000.00
Miscellaneous	500.00
Supplies	<u>4,000.00</u>
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 Denta	0.00
7050-50 · Transportation	0.00
7050-60 · Miscellaneous	250.00
7050-70 · Rent	500.00
7050-80 · Thanksgiving Dir	3,500.00
7050-90 · Utilities	<u>200.00</u>
Total 7050 · Client Expenses	5,450.00
7220 · Payroll	140,000.00
7310 · Payroll Savings	600.00
7410 · Payroll Expenses	
Payroll Expenses	
7410-15 · Payroll Expense	
7410-10 · Workmen's Comj	4324.00
7410-11 · Payroll Taxes-Err	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 - C	<u>14,000.00</u>
Total 7410 · Payroll Expenses	18,324.00
Total 7500 - Other personnel expenses	
7510 · Fundraising Expenses	
Licenses and Permits	50.00
Other Events	<u>950.00</u>
Total 7510 · Fundraising Expenses	1,000.00
7520 · Accounting Fees	
Bank Service Charge	200.00
7520 · Accounting Fees - Ot	<u>500.00</u>
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
<b>Total 7710 · Supplies</b>	<b>4,500.00</b>
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
<b>Total 8020 · Utilities</b>	<b>5,600.00</b>
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
Maintainence	1,500.00
<b>Total 8110 · Equip Rental &amp; Maintainenc</b>	<b>5,200.00</b>
8310 · Travel	
Automobile Expenses	1,500.00
Employee Travel	600.00
<b>Total 8310 · Travel</b>	<b>2,100.00</b>
8500 · Misc expenses	
8530 · Membership dues-o	500.00
<b>Total 8500 · Misc expenses</b>	<b>750.00</b>
8510 · Conferences & Meetings	
Lodging	500.00
Meals	0.00
Registration	500.00
Travel	300.00
8510 · Conferences & Meel	0.00
<b>Total 8510 · Conferences &amp; Meetings</b>	<b>1,300.00</b>
8600 · Business expenses	
8650 - Taxes - other	
8660 · Fines,penalties,judgements	
8670 · Organizational (corp	85.00
<b>Total 8600 · Business expenses</b>	<b>85.00</b>
Mortgage	12760.00
8610 · Interest Expense	
Principal Exp	
<b>Total Mortgage expenses</b>	<b>12,760.00</b>
8710 · Insurance	
8710-50 · Vehicle Insuranc	2,762.00
8710-10 · Directors & Offici	2,000.00

8710-20 · Liability Insuranc	4,100.00
8710-40 · Health Insurance	11,000.00
<b>Total 8710 · Insurance</b>	<b>19,862.00</b>
<b>8810 - Dues and Subscriptions</b>	
<b>9250 · Advertising</b>	
Volunteer Recognition Din	0.00
Volunteer - Other	0.00
<b>Total Volunteer</b>	<b>0.00</b>
9250 · Advertising - Other	350.00
<b>Total 9250 · Advertising</b>	<b>350.00</b>
<b>9300 · Miscellaneous</b>	<b>100.00</b>
<b>Total Expense</b>	<b>240,731.00</b>
<b>Net Ordinary Income</b>	<b>-231.00</b>

**Benicia Community Action Council**  
**Profit & Loss**  
 January through December 2012

	Jan - Dec 12
Ordinary Income/Expense	
Income	
2210 · Corp & Other Business Grants	
2210-50 Bank of the West	3,000.00
2210-40 · Kaiser Permanente	8,000.00
2210-10 · Valero	5,000.00
2210 · Corp & Other Business Grants - Other	5,620.00
Total 2210 · Corp & Other Business Grants	21,620.00
4 · Contributed support	
4010* · Indiv/business contribution	23,566.41
4230* · Foundation/trust grants	200.00
4540* · Local government grants	13,833.33
Total 4 · Contributed support	37,599.74
4010 · Contributions-Individuals	
4010-60 · Other	125.00
4010 · Contributions-Individuals - Other	867.00
Total 4010 · Contributions-Individuals	992.00
4050 · Fundraising	
4050-30 · Other Fundraising	5,990.00
Total 4050 · Fundraising	5,990.00
4150 · Miscellaneous Income	36.84
4230 · Foundation & Trust Grants	
SolanoCoalitionforBetterHealth	55,695.21
VITA Grant	6,250.00
Valero Energy Foundation	20,000.00
Total 4230 · Foundation & Trust Grants	81,945.21
4410 · United Way	1,140.45
4540 · Government Grants	
4540-20 · CAA-HAC	13,295.41
4540-30 · City of Benicia	73,466.65
Total 4540 · Government Grants	86,762.06
5210 · Fee for Service Programs	
Trustee Fees	24.50
Meals on Wheels	12,656.00
Season of Sharing	17,144.90
Senior-Meals	6,720.89
5210 · Fee for Service Programs - Other	96.00
Total 5210 · Fee for Service Programs	36,642.29
5410 · Interest Income	257.22
Total Income	272,985.81
Gross Profit	272,985.81
Expense	
7010 · Program Service Exp	
7010-15 Transitional Care Prog	
Water bill	542.00
Garbage - Vjo House	589.40
Internet/phone	426.22
Dish (Cable)	154.44
Stipend	1,800.00
Startup Expenses	4,609.26
Mileage reimbursement	3,041.00
Utilities	528.84
Rent	13,500.00
7010-15 Transitional Care Prog - Other	1,330.21
Total 7010-15 Transitional Care Prog	26,521.37

**Benicia Community Action Council**  
**Profit & Loss**  
 January through December 2012

	<u>Jan - Dec 12</u>
7010-30 · Seniors	
Catering	1,202.22
Miscellaneous	198.63
Supplies	<u>13,310.76</u>
Total 7010-30 · Seniors	14,711.61
7010-60 · Kitchen	633.85
7010-70 · Season of Sharing	<u>4,247.44</u>
Total 7010 · Program Service Exp	46,114.27
7050 · Client Expenses	
7050-05 · Siri Family Account	
Gasoline	<u>25.00</u>
Total 7050-05 · Siri Family Account	25.00
7050-10 · Camp	300.00
7050-20 · Christmas	279.43
7050-50 · Transportation	10.00
7050-60 · Miscellaneous	198.43
7050-70 · Rent	200.00
7050-80 · Thanksgiving Dinner	<u>2,300.00</u>
Total 7050 · Client Expenses	3,312.86
7220 · Payroll	173,016.69
7310 · Payroll Savings	500.00
7410 · Payroll Expenses	
7410-05 · Payroll Expense	424.13
7410-10 · Workmen's Comp	2,463.62
7410 · Payroll Expenses - Other	<u>31,385.73</u>
Total 7410 · Payroll Expenses	34,273.48
7500 · Other personnel expenses	
7520* · Accounting fees	520.36
7500 · Other personnel expenses - Other	<u>110.00</u>
Total 7500 · Other personnel expenses	630.36
7510 · Fundraising Expenses	
Other Events	<u>317.50</u>
Total 7510 · Fundraising Expenses	317.50
7520 · Accounting Fees	
Bank Service Charge	136.59
7520 · Accounting Fees - Other	<u>3,930.00</u>
Total 7520 · Accounting Fees	4,066.59
7710 · Supplies	
Computer	1,693.98
Office	2,352.01
Office Equipment	<u>1,445.96</u>
Total 7710 · Supplies	5,491.95
7810 · Telephone	-67.91
7910 · Postage and Delivery	464.74
8020 · Utilities	
Gas and Electric	4,522.39
Water	1,325.62
8020 · Utilities - Other	<u>3,356.42</u>
Total 8020 · Utilities	9,204.43
8100 · Non-personnel expenses	
8130 · Telephone & telecommunications	2,219.03
8180 · Books, subscriptions, reference	<u>950.00</u>
Total 8100 · Non-personnel expenses	3,169.03

**Benicia Community Action Council**  
**Profit & Loss**  
 January through December 2012

	<u>Jan - Dec 12</u>
8110 · Equip Rental & Maintainence	
Building Repairs	1,518.71
Computer Repairs	250.00
Dump Fees	65.00
Equipment Repairs	425.00
Maintainence	<u>1,219.71</u>
Total 8110 · Equip Rental & Maintainence	3,478.42
8300 · Travel & meetings expenses	
8320 · Conference,convention,meeting	206.11
Total 8300 · Travel & meetings expenses	<u>206.11</u>
8310 · Travel	
Automobile Expenses	850.52
Employee Travel	605.90
Total 8310 · Travel	<u>1,456.42</u>
8500 · Misc expenses	
8530 · Membership dues - organization	442.50
8540 · Staff development	20.00
8570 · Advertising expenses	96.72
8590 · Other expenses	57.00
8500 · Misc expenses - Other	735.00
Total 8500 · Misc expenses	<u>1,351.22</u>
8600 · Business expenses	
8650 · Taxes - other	10.00
8660 · Fines, penalties, judgements	-660.44
8670 · Organizational (corp) expenses	75.00
Total 8600 · Business expenses	<u>-575.44</u>
8610 · Interest Expense	6,365.16
8710 · Insurance	
8710-50 · Vehicle Insurance	2,763.00
8710-10 · Directors & Officers	1,918.00
8710-20 · Liability Insurance	1,900.80
8710-40 · Health Insurance	6,645.11
Total 8710 · Insurance	<u>13,226.91</u>
9250 · Advertising	198.40
9300 · Miscellaneous	225.00
Total Expense	<u>306,426.19</u>
Net Ordinary Income	<u>-33,440.38</u>
Net Income	<u><u>-33,440.38</u></u>

# BOARD OF DIRECTORS 2012 - 2013

## **PRESIDENT**

Fred Railsback (Mittie)  
St. Paul's Historic Trust  
745-6574  
373-8673 cell  
133 St. Catherine's Ln.  
Benicia, CA. 94510  
[fredrailsback@sbcglobal.net](mailto:fredrailsback@sbcglobal.net)

## **VICE PRESIDENT**

Carmen Haban  
Care Network, LLC  
747-2720  
925-216-1698  
920 First St.  
Benicia, CA. 94510  
[carmenhaban@sbcgoble.net](mailto:carmenhaban@sbcgoble.net) or  
[carenetwork@sbcglobal.net](mailto:carenetwork@sbcglobal.net)

## **SECRETARY**

Edna Aldinger (Tom)  
St. Paul's Church  
Historical Society  
746-1297  
746-0959 (fax)  
1202 West K St.  
Benicia, CA. 94510

## **TREASURER**

Michele Hughes (Mark)  
745-2801 home  
373-7571 cell  
881 Corcoran Ct.  
Benicia, CA. 94510  
[mchughes82@comcast.net](mailto:mchughes82@comcast.net)

## **EXECUTIVE DIRECTOR**

Viola Robertson  
745-0900  
1404 Magazine St.  
Vallejo, CA. 94591  
[vrobertson@bencac.com](mailto:vrobertson@bencac.com)

Jaad Atallah Ajlouny  
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[firecapjad@aol.com](mailto:firecapjad@aol.com)

James Cook (Sheri)  
Chevron Refinery  
Foster Care Parent  
747-5329  
454 Turner Dr.  
[beniciascook@prodigy.net](mailto:beniciascook@prodigy.net)

Otis Jones  
643-6410  
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Ron Darling  
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[rondron3639@yahoo.com](mailto:rondron3639@yahoo.com)

Pierre Bidou (Teddie)  
Retired Chief of Police  
745-4384 home  
326-0273 cell  
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[bidou@sbcglobal.net](mailto:bidou@sbcglobal.net)

James Petrellese (Sharon)  
Valero Representative  
747-0680 hm  
745-7815 wk  
548-0680 cell  
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[james.petrellese@valero.com](mailto:james.petrellese@valero.com)

John Walsh  
529-5372  
1060 Grant St.  
[walshjd@sbcgoble.net](mailto:walshjd@sbcgoble.net)

Jae Phonenix  
Assistant Vice President  
Benicia Store Manager #1017  
Umpqua Bank  
1395 East 2nd St.  
Benicia, CA. 94510  
751-2484  
751-2494 (fax)  
[jaephoenix@umpquabank.com](mailto:jaephoenix@umpquabank.com)

## **HONORARY BOARD MEMBERS**

Helen Estes  
745-8127  
221 Baker  
Benicia, CA. 94510  
[helenmarye@yahoo.com](mailto:helenmarye@yahoo.com)

Virginia Souza  
745-0587  
241 West J St.

(6)

**THE FOLLOWING IS THE JOB DESCRIPTION AND LIST OF PRINCIPAL STAFF AND PERSONNEL TO BE PAID PARTIALLY OR IN FULL WITH GRANT FUNDING**

Viola Robertson

Executive Director

Carla Juell

Operations Manager

Janet Williams

Meals on Wheels Manager

Inez Venus

Kitchen Helper

Nakia Brown

Kitchen Manager/REACH

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## BENICIA COMMUNITY ACTION COUNCIL

### LIST OF PRINCIPAL STAFF AND POSITIONS (Annual Salary)

Viola Robertson*	\$56,542.00	Executive Director
Carla Juell*	\$19,563.00	Operations Manager
Janet Williams*	\$ 8,736.00	Meals on Wheels Manager
Susana Rodriguez	\$ 8,390.00	VITA Site Manager
Inez Venus*	\$10,400.00	Kitchen Helper
Roberta Cooper	\$ 7,585.00	SOS Program Manager
Nakia Brown*	\$16,582.00	Kitchen Manager/REACH
Sharon Petrellese	<u>\$12,202.00</u>	Program Manager
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: Assistant Director  
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 media 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

A 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 applicants may be given a practical examination, this is a 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

## Assistant Director, Operations

Duties: The Assistant Director is responsible, in the absence of the Executive Director, for the direction, coordination and supervision of the overall operation of the CAC office and assist the Executive Director in the management of the Agency.

Reports to: Executive Director

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

Assistant Executive Director will:

1. Perform administrative functions related to the program
2. Monitor and coordinate the daily operations or project activities in light or 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 medical to disseminated project information to the community at large
5. Develop and implement in-service training sessions as needed
6. Coordinate the development of networks for collecting and distributing food and recruiting volunteers
7. Organize program fund raising activities
8. Comply with established Agency Procedures
9. Perform other related duties as assigned

Requirements:

Experience                      One –year full time experience in a human service agency  
And  
A Bachelor's Degree, preferably in Business, Public  
Administration, Sociology or a related field  
Or  
Additional qualifying experience may be substituted on a year  
for year basis

License Required:            Valid California Motor Vehicle Operator's License

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

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 applicants may be given a practical examination, this is a 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

## **Home Delivered Meals Program Coordinator, USDA Supervisor**

Duties: Is responsible for Meals on Wheels Program, USDA Program, and Emergency Food distribution

Reports to: Assistant Director

Supervises: Volunteer drivers

### Responsibilities:

1. Keep food shelves stocked and order food as necessary
2. Distribute USDA food on Wednesdays and keep accurate of who is eligible to receive food and who has received food. Keep inventory of USDA food received from the Food Bank.
3. Complete intakes on all Meals on Wheels clients; order meals for Meals on Wheels 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

## **Senior Meal Site Manager**

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 intake 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

## **Kitchen Supervisor and REACH Coordinator**

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

Report To: Assistant 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 Assistant Executive Director
4. Answer phones when needed
5. Perform other tasks as assigned

Requirements:

Serve Safe (food) Certification

Other Requirements:

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

**Benicia Community Action Council** (7)

480 Military East  
Benicia, CA 94510  
Phone: 707-745-0900  
Fax: 707-745-9118

Viola Robertson  
Executive Director

**RESOLUTION**

- A. WHEREAS, the Human Services Board, issued a Notice of Funding Availability for interested parties seeking grant awards for their 2011-2012 two year funding cycle and
- B. **Benicia Community Action Council** is a nonprofit organization that is eligible and wishes to apply for and receive Benicia Human Services funding and
- C. If **Benicia Community Action Council** receives a grant from Benicia Human Services, it certifies that all uses of the funds will be in compliance with the Human Services Fund Regulations and Contract.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Directors of **Benicia Community Action Council** hereby authorizes **VIOLA ROBERTSON – Executive Director** to execute all required certifications, apply for and accept the Benicia Human Services Grant in the amount of not more than **\$95,343**, and to sign the Standard Agreement, any subsequent amendments thereto.

PASSED AND ADOPTED at a regular meeting of the **Benicia Community Action Council** this 5<sup>th</sup> day of January, 2011 by the following vote:

AYES: 11

ABSTENTIONS: 0

NOES: 0

ABSENT: 1

FRED RAILSBACK – Chairman of the Board *Fred Railsback*  
Signature and Title of Approving Officer

ATTEST: Zana Aldinger  
Secretary

DATE: 1-16-2013