

2010-2011 NORTH RICHMOND MITIGATION FEE

Carbon Footprint Project – Expansion Phase July – December 2011

SECTION I – ORGANIZATION INFORMATION

Applicant Contact Information:

Name of Organization: Center for Human Development

Organization Address:

Administrative Headquarters: 391 Taylor Blvd., Suite 120, Pleasant Hill, CA 94523
North Richmond Office: 1410 Kelsey Street, Richmond, CA 94801

Executive Director Name: Elaine Prendergast

Project Manager Name: Angela Moore

Title: Program Director, North Richmond Community Services

Phone Number: Administrative Office – 925.687.8844 x240
North Richmond Office – 510.234.5359

Fax Number: Administrative Office – 925.849.8177
North Richmond Office – 510.234.0224

Email Address: elaine@chd-prevention.org; angela@chd-prevention.org

Note: If applicable, please provide updates in writing on any changes to staff identified in application.

Background Information:

a. Provide a description of your organization's mission statement.

The Center for Human Development is a community-based organization that offers a spectrum of services for at-risk youth, individuals, families, and communities in the Bay Area. Since 1972 we have provided wellness programs and support aimed at empowering people and promoting positive growth. Our dedicated staff and several hundred volunteers create and deliver programs and services addressing wellness, youth leadership, conflict resolution, parenting skills, and other challenges facing the community. Our volunteers work side-by-side with our staff to deliver quality programs in schools and community sites throughout Contra Costa as well as nearby counties. We are known for our innovative programs and are committed to improving the quality of life in our communities. Our administrative office is in Pleasant Hill, with satellite offices in North Richmond and Antioch.

Agency Mission: In partnership with the community, we create opportunities for people to realize their full potential. Our dedicated staff and network of trained volunteers work together to promote health and harmony in individuals, families, and communities.

b. State the length of time your organization has been in operation.

The Center for Human Development (CHD) began serving Contra Costa County schools with an alcohol and other drug (AOD) prevention program in 1972 and incorporated in 1978. CHD has served the North Richmond community from offices leased at Shields-Reid Community Center since 1985.

c. List the services that your organization provides to the North Richmond neighborhood.

Center for Human Development's North Richmond Community Services provides much-needed free services to children, youth, and families in North Richmond. We have worked in North Richmond for over 25 years from space leased from the City of Richmond at their Shields-Reid Community Center. North Richmond youth live in one of the most impoverished communities in California. Unemployment often runs as high as 50%, and the crime rate in Richmond is the highest in Contra Costa County. The highest percentage of youth entering Juvenile Hall is from West County. The youth who participate in Center for Human Development's programs often come from families who are facing enormous challenges, such as substance abuse, incarceration, unemployment, etc. We often see a "disconnect" between the youth and their families and between youth and their schools. More than 95% of our program participants are people of color, primarily African American and Latino.

CHD provides "wraparound" programs in North Richmond to promote both school and job readiness. The programs include an array of supportive services which focus on health and wellness, social services, parenting education, and resource referrals. Programs are offered Monday through Friday, from 10:00 a.m. to 5:00 p.m. for children, youth, and families from North Richmond and nearby neighborhoods. The programs provide participants with a safe place to build new relationships, learn together, and create projects of benefit to the community. Programs include 1) T.W.A.S. (Teens Wiping Away Stereotypes), 2) After School Program, and 3) Parent-Child Enrichment.

- Teens Wiping Away Stereotypes (T.W.A.S) youth group is a peer group that empowers high school youth to break down stereotypes and to collaborate for positive change. T.W.A.S. creates a safe and supportive environment for developing young community leaders through workshops, community service projects including gardening, life skills training, and academic achievement. The recently created T.W.A.S. Platinum component specifically reaches out-of-school youth with needed mentoring and support. It is from these two groups that we have recruited the youth for the Carbon Foot Print Project.
- The After School Program for elementary and middle school students features a computer lab and homework help, arts and crafts including a well-recognized ceramics project, sports, and field trips. When school is not in session, the After School Program offers a day-long summer camp.

- Parent/Child Enrichment project is in collaboration with the Richmond Public Library and includes the Kidzlit reading program.

We have had six youth participating in our Carbon Footprint Project for the past several months. All were recruited from T.W.A.S. and T.W.A.S. Platinum. We are requesting additional funds to increase their hours from 6 hours per week to 15 hours per week, at the current stipend of \$15.00 per hour. In addition, we propose to bring on another four youth who will work 9 hours per week, with a stipend of \$15 per hour. The Carbon Footprint Project has proven to be a large undertaking, and the allocation of 6 hours per 6 youth per week is not enough time to complete all the tasks involved in this project. The youth are doing a good job each working 6 hours a week; however, we want this to be a great project!

North Richmond is often used as a “dump.” Garbage, litter, broken furniture, soiled mattresses, etc., along with other debris is a constant problem. The amount of trash abatement that is needed to maintain the area’s overall appearance requires the youth to spend the majority of their current time on garbage abatement, which leaves limited time for tree pruning, tree planting, and other related tasks. These tasks cannot be completed within each youth’s currently funded 6 hours per week. Therefore, we are requesting additional funds to increase both the hours and number of youth to ensure that all tasks can be completed within a reasonable amount of time. The youth are doing an admirable job considering their limited hours, the large and wide-spread service area, and the amount of trash dumped in North Richmond. The youth will definitely achieve the desired results for this project with increased hours.

Funding sources for our North Richmond programs during FY 2010-2011 have come from Contra Costa Employment and Human Services, North Richmond Mitigation Funds (City of Richmond), Veolia Mitigation Funds, Children’s Support League, corporate grants including PMI, private donations, and a grant from California Department of Education. The latter funds a daily, healthy snack for children and youth participating in our North Richmond program. With an ever-changing funding picture, we are aggressively working with the CHD board of directors to secure new funding for our North Richmond services.

Other CHD programs serving North Richmond residents include:

- 1) Conflict Resolution Programs offering sliding scale community mediations as well as child Guardianship cases referred by Probate court.
- 2) Friday Night Live (FNL) helping teens develop leadership skills to tackle alcohol and other drug issues in their communities. In West County, FNL is offered at Richmond High.
- 3) Project SUCCESS offering alcohol and drug prevention groups and one-on-one support for middle school students in West Contra Unified School District. A nationally evaluated “best practice” model, the program is at Crespi, DeJean, Helms, and Portola middle schools.
- 4) In a special partnership with Contra Costa Health Services, CHD also provides the African American Health Conductor Program and the Promotora Program. CCHS and CHD are working to expand these two programs beyond East County to county health clinics in West County.

SECTION II – PROJECT OVERVIEW

Project Description and Concept

- a. Describe the project your organization is proposing to implement with mitigation funds (include list of activities, proposed location(s) for programs, community involvement, etc.). State if this is a new project or a continuing one.

The Carbon Footprint Tree Planting and Trash Abatement Project recruits and mentors local youth to serve as “community environmental stewards.” The youth gain valuable work skills by learning to plant trees and reduce solid waste in North Richmond. The latter includes picking up trash and separating items that can be recycled or reused. Recycling, reusing, and reducing solid waste promotes a healthier environment for North Richmond and in turn reduces greenhouse gasses emitted from everyday buried trash. This project complements an earlier composting and gardening service project that the TWAS youth group initiated as a program to beautify and encourage residents to actively participate in the beautification of their community.

Center for Human Development is requesting additional funding for the Carbon Footprint Project. We seek to 1) retain the continuing six youth and increase their time from 6 hours per week to 15 hours per week and 2) recruit and work with four new youth at 9 hours each per week. All ten youth will receive an hourly stipend of \$15.

We are requesting additional hours because of the large geographic area of North Richmond and the challenge to minimize the amount of trash and other debris that litters the streets, vacant houses/apartments, and empty lots. We are donating all reusable collectible items to the East Bay Depot for Creative Reuse Inc. Also, we need additional time for training and education on the environmental benefits of tree planting and the meaning of environmental stewardship. Additional hours will provide for increased outreach to the community and help us maintain clear lines of communication between the residents, project participants, and the City of Richmond Parks Department.

The youth are working with property owners or renters to encourage them to participate in the "Adopt-a-Tree" program. The “Adopt-a-Tree” program transfers the responsibility of watering and maintaining the trees to the residents. For the residents who are not interested in participating in the "Adopt-a-Tree” program," the City Parks Department is responsible for care and maintenance. In order to conserve water, the California trees require very low maintenance.

Many of the T.W.A.S. youth have already participated in an earlier gardening and composting project which regenerated poor soil, eliminated the need for chemical fertilizers, promoted higher yields of vegetable crops, and reduced the need for water and pesticides. The Carbon Footprint Tree Planting and Trash Abatement Project serves as an excellent transition for the youth to work towards environmental sustainability.

The Carbon Footprint Tree Planting and Trash Abatement Project is monitored and coordinated by Angela Moore, Program Director, and facilitated by Jazmine Perkins, Program Coordinator at the Center for Human Development’s North Richmond office. Steve Cordova of the City of Richmond Park Department is orchestrating the planting of the trees, their care, and

maintenance. The project consists of education and research, youth employment, job training and retention, tree planting and maintenance, environmental benefits of CO2 reduction, trash abatement, community beautification, and collecting reusable items.

Partners in the project are the City of Richmond Parks Department, East Bay Depot for Creative Reuse, the Youth Empowerment Center, and the Richmond Public Library. The youth will continue to clean up the trash area twice a week and also plant Red Maple, Coastline, Oak, and/or Myrtle box trees once a month in North Richmond. The youth will receive valuable, first-hand experience on how to recycle trash, what are reusable items that can be shared with those in need. They will also learn how to plant, prune, and maintain trees. The youth will monitor the growth and the maintenance of the trees on a weekly basis. We are seeking additional funds to expand and complete the last six months of the original 15-month project.

- b. Identify the issue or need your project seeks to address. Describe how your proposed project is anticipated to address anti-littering, environmental stewardship, blight reduction, beautification and/or other improvements that contribute to the quality of life in the specified Mitigation Funding Area.

Tree planting in North Richmond shows good environmental stewardship while supporting the beautification of a community that has too long been identified as blighted. We have identified many advantages to planting trees in North Richmond.

- The tree planting work will provide valuable job experience for young people in the community and offer positive interaction between youth and their elders.
- Trees will improve the local environment and provide habitats for local wildlife for many years, giving future generations a highly valuable ecological heritage. Trees will enhance the natural landscape of North Richmond.
- The youth will plant only native California broad-leaved trees in North Richmond, thus ensuring that the trees are in keeping with the local surroundings.
- By taking carbon dioxide from the atmosphere, trees help clean the air and help offset our polluting lifestyles, such as pollution from nearby refineries.
- Planting trees is one of the easiest ways to offset our carbon footprint and move toward becoming carbon neutral. Trees absorb carbon dioxide to produce oxygen and wood, both of which are very useful for humans and other animals. The trees will help offset CO2 emissions.

Likewise, the Trash Abatement component of the project engages local youth in a valuable community service project. The youth are positive role models for younger children in the community as well as their elders. They are showing others how trash abatement will develop a healthier, more attractive community by eliminating trash and abandoned household items.

- c. Describe the goals and objectives of the proposed project.

The goal of the **Carbon Footprint Tree Planting and Trash Abatement Project** is to train and mentor 10 North Richmond youth to become environmental stewards, thereby making North Richmond a healthier, more beautiful environment for all its residents. Six youth are continuing in the project and will work 15 hours per week. Four youth will be new recruits and work 9 hours per week. The more experienced youth will serve as “job mentors” for the new recruits.

Objective 1. CHD Staff will recruit, educate, and train 10 North Richmond T.W.A.S. youth, ages 14 to 25, to become environmental stewards through their participation in the expansion phase of the two-part project of tree planting and trash abatement, July 2011 – December 2011

Objective 2. CHD staff will provide ongoing job skills and coaching for 10 North Richmond T.W.A.S. youth, ages 14 to 25, to become environmental stewards through their participation in the expansion phase of the two-part project of tree planting and trash abatement, July 2011 – December 2011

Objective 3. CHD staff and identified T.W.A.S. youth will partner with the City of Richmond Parks staff to implement the “Adopt-a-Tree” program for residents and renters in North Richmond, July 2011 – December 2011

Objective 4. CHD staff will mentor and coach identified T.W.A.S. youth on the implementation of trash abatement efforts in North Richmond, July 2011 – December 2011

d. Describe the steps you will follow to accomplish your objectives (plan of action, staff/volunteer roles and responsibilities, etc.).

Upon notification of funding, CHD North Richmond staff will announce the expansion project to T.W.A.S. youth and other young people in the community. The 10 youth will continue to prune trees, plant trees, pick up trash, and recycle goods. The Carbon Footprint Trash and Tree Planting Project will be completed by December 2011.

Staff will prepare new “youth contracts” that both continuing and new youth will sign in order to participate in the project. The contracts will outline the expectations and minimum requirements for each youth to receive his/her monthly stipend.

Staff will purchase additional materials and seek in-kind donations when possible.

Staff will continue to identify interested adult residents to volunteer and assist as needed.

Youth will continue trash cleanup and tree planting and this will be ongoing for the duration of the project.

Staff will support ongoing training and mentoring for the youth. Training will be two-pronged. Training will be specific to the tasks involved in tree planting and garbage abatement. Equally important the training will emphasize “job readiness” so the youth will be ready for the real work world. Field trips will be incorporated, when appropriate, as part of the training.

Staff will prepare monthly reports for CHD’s Executive Director. She in turn submits them to the agency’s Board of Directors. Required reports will be submitted to the funder.

Staff will facilitate quarterly focus groups with the youth and also administer a post-survey at the completion of the project.

Staff will work with CHD's Executive Director to identify additional funding and resources to sustain the project.

- e. How, if at all, does your organization propose to sustain this program after mitigation funding is expended?

As with past projects, CHD's North Richmond office will strive to incorporate the Carbon Footprint Project into the ongoing work with the T.W.A.S. and T.W.A.S. Platinum youth. We will seek donations and funding from businesses and foundations to support the work.

Project Schedule

- f. Provide a timeline for project implementation, including start and completion dates.

July 2011

Recruit and train new youth
Administer pre-test to youth on their expectations for the project

July 2011- December 2011

Purchase materials needed for the execution of the Carbon Footprint Project
Continue to plant trees, prune trees, pick-up trash, recycle
Work with East Bay Depot for Creative Reuse to train youth on reusable items
Work with City of Richmond Parks Department to train youth on tree planting

August 2011

Report to funder

December 2011

Youth Post Test given to determine what youth gained from the project
"Success" Luncheon for youth and community partners

January 2012

Final Written Report on Carbon Footprint Project to the Mitigation Committee

Project Outcomes, Evaluation and Accountability

- g. Describe how your organization will measure and evaluate your success in meeting your identified goals and objectives.

We will develop a youth-friendly pre- and post-survey that the youth will complete after their initial training and again at the completion of the project.

We will facilitate quarterly focus groups with the youth in order to make any necessary changes and "course corrections" in the work.

In addition, staff will implement ongoing monthly assessments of the project.

We project that 75% of the youth who start the project will complete it and 100% will report that they have gained valuable job skills while engaging in a community service project.

Organizational Capacity

- h. List the staff members responsible for the implementation of project-related tasks; include their qualifications and any prior relevant experience (resumes may be attached).

Angela Moore, Program Director, BA, MPA, has a deep commitment to serving youth and families and has been on the CHD staff for twelve years. She grew up in Richmond and is very passionate and committed to the work in North Richmond. Jazmine Perkins is our Program Coordinator. She is a North Richmond resident who has volunteered for ten years and joined CHD as a part-time paid staff member two years ago. Both Ms. Moore and Ms. Perkins are excellent role models for the youth.

Describe the organization's financial management system used to maintain control over current operations and to ensure budgets are monitored and complied with?

CHD's Fiscal Director, Kevin B. Anderson, CPA, has been at the Center for Human Development since 2007. He has over 30 years of financial experience, including more than 20 years of non-profit accounting. He was the controller and CFO of a Third Party Administrator that handled over 50 Taft-Hartley Trust Funds. He became a CPA in 1988 and earned his Masters in Taxation from California State University, Hayward, in 1990. Mr. Anderson prepares the monthly financial statements which are reviewed by the Executive Director and the board's Treasurer. They are then presented to the full board. To help balance the fiscal work load, payroll is outsourced.

Elaine Prendergast, the Executive Director, and Lori Polizotti, Program Assistant, provide additional support for fiscal issues as appropriate, always keeping in mind the segregation of duties for purposes of internal control. The Executive Director has been employed by Center for Human Development for 21 years and in her current position for 10 years. Lori Polizotti has been with CHD for nearly 4 years.

Our audit firm, RINA Accountancy, is available for advice as needed. Audits are conducted annually as required for the many contracts we have which are funded with federal dollars.

- i. Provide one (1) letter of recommendation or letter of support from community members or other organizations and one (1) letter from a past funder regarding your organization and/or project.

Letters attached.

Other

- j. Provide any additional information that your organization believes will assist the Committee in considering the merits of your proposal.

We invite proposal reviewers to also visit CHD's website: www.chd-prevention.org

SECTION III – BUDGET INFORMATION

Financial Viability

Total Amount of Grant Requested: \$75,000

Complete Table 1 with your organization’s budget for the proposed project. Items that can be included in the budget should fall under the following expense categories: staff costs, equipment, supplies/materials and project-related administration/overhead. Please itemize total proposed funding requested for each expense category and provide as much detail as possible, including the number of units (e.g. staff hours, equipment quantities, etc.) and per unit costs (e.g. hourly rates for staff or stipends, price of equipment, etc.). Add additional rows or use additional pages if needed. Please note stipends included in prior Community-Based Projects proposals selected for funding were all required to pay at least \$10/hour.

Please see attached budget which is based on agency’s required line items. Note that all stipends are budgeted for \$15/hour.

Table 1

Item	Cost	Funding Request
Staff Time & Stipends		
Equipment		
Supplies/Materials		
Administration/Overhead		
TOTAL		

Total Project Budget

If the requested amount does not fully cover the cost of the proposed project, then please complete the following table to show all funds anticipated to be received by your organization for this proposed project.

Table 2

Total Budget	Funding Amount Requested for <u>Expansion</u> of Project	% of Project Budget
<i>\$200,000 (See note)</i>	<i>\$75,000</i>	<i>38%</i>

(Note: \$100,000 currently funded for 15 months.)

In Table 3, include other grants, federal/state funds, individual and corporate donations, volunteer and in-kind services, etc. which will provide the necessary funding to cover the full cost of your proposed project. For example, if Table 2 states that your organization is requesting 25% of the project budget from the Mitigation Fees then Table 3 should provide information about the remaining 75% of funds. When completing the table, indicate the status of the funding sources as follows: P = Proposed; S = Application Submitted; and A = Approved. Add additional rows or use additional pages if needed.

Table 3

Potential Funding Sources	Status	Amount (\$)	Date Funds are Available
Volunteers In-Kind	P	\$15,000	Volunteers available
Donations	P	\$10,000	TBD
TOTAL		\$25,000	

SECTION III. - PROGRAM BUDGET INFORMATION

III.1 Program Budget

Center for Human Development

Carbon Footprint Project - Expansion Plan

Contract Term: July 1, 2011 to December 31, 2011 (6 months)

Cost Categories

A. PERSONNEL

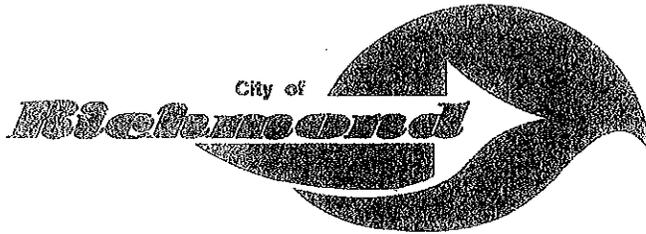
<i>Position Title</i>	<i>Monthly</i>	<i>%FTE</i>	<i>Salary/Wage</i>
Service Delivery Staff			Budget
Program Director		0.5	11,200
Program Coordinator		0.3	4,400
Fringe Benefits @ 25%			3,900
Stipends (6 current youth @ \$15 x 9/additional hrs a week x 26 wks)			21,060
Stipends (4 new youth @ \$15.00 x 9/hrs a week x 26 weeks)			<u>14,040</u>
			54,600

B. OPERATING EXPENSES

Occupancy			900
Telephone			800
Office Supplies and Postage			360
Equipment Rental & Repair			650
Printing/duplicating			300
Program Supplies			3,200
Meeting and Youth Training Expense			1,500
Mileage and Transportation			1,500
Payroll Processing Fee			110
Insurance			660
Accounting/Audit			<u>650</u>
Operating Costs Total			10,630

C. INDIRECT COSTS (CHD) @ 15% 9,770

TOTAL BUDGET \$ 75,000



*Public Works Department
Parks & Landscaping Division*

June 9, 2011

To Whom It May Concern:

On behalf of the City of Richmond Parks Division, this letter serves as our Memorandum of Support for the Center for Human Development's (CHD) "Carbon Footprint Tree planting project".

The Center for Human Development's (CHD) office is located at the City of Richmond's Shields-Reid Community Center, in North Richmond, serving children, youth and their families. CHD provides free "wraparound" programs to strengthen families and their ability to nurture, support and care for their children. CHD supports evidence based programs that use the best research and experience have to offer and support and encourage collaboration between agencies, in order to enhance services to youth and the community. They promote and provide services and resources to youth, in order to reduce the risk factors that are the root cause for negative and counter productive behaviors.

The City of Richmond Parks Division has partnered with the Center for Human Development on the Carbon Footprint Tree planting project. We are pleased to partner with the Center for Human Development in providing tree planting and tree pruning training. We believe it is important for the youth to build community and take part in beautifying their community in planting trees, pruning trees, picking up trash and recycling. This project is vital to the well-being of our youth and residents in the North Richmond community!

The "'Carbon Footprint Tree planting project" is a strong foundation ensuring community sustainability by providing job training for youth that live in that community and at the same time reduces violence and other gang-related activities. The job training, workshops, counseling, support groups, community service projects, etc., all work together to sustain youth and prevent recidivism - youth entering or re-entering the juvenile justice system or entering the Child Welfare System (CWS). CHD provides services to youth who come from different types of families, to help them address major challenges, family sustainability, and enhance family functioning.

Sincerely,

Ken Kirton
Parks Supervisor
City of Richmond
Public Works Department
Parks & Landscaping Division



June 9, 2011

To Whom It May Concern:

On behalf of the Richmond Public Library, this letter serves as our Memorandum of Support for the Center for Human Development's (CHD) "2010-2011 North Richmond Mitigation Fee."

The Center for Human Development's (CHD) office is located at the City of Richmond's Shields-Reid Community Center, in North Richmond, serving children, youth and their families. CHD provides free "wraparound" programs to strengthen families and their ability to nurture, support and care for their children. CHD supports evidence based programs that use the best research and experience have to offer and support and encourage collaboration between agencies, in order to enhance services to youth and the community. They promote and provide services and resources to youth, in order to reduce the risk factors that are the root cause for negative and counter productive behaviors.

The Richmond Public Library has partnered with the Center for Human Development for over ten years on various projects, such as the "Community Garden Project," "Ki to the Future," and "KidzLit." We are pleased to partner with the Center for Human Development to provide resources, programs, and opportunities for employment for the youth in providing employment training. We believe it is important for the youth to build community and take part in beautifying their community in planting trees, pruning trees, picking up trash and recycling. Indeed, this project is vital to the well-being of our youth and residents in the North Richmond community!

The "2010-2011 North Richmond Mitigation Fee." is a strong foundation ensuring community sustainability by providing job training for youth that live in that community and at the same time reduces violence and other gang-related activities. The job training, workshops, counseling, support groups, community service projects, etc., all work together to sustain youth and prevent recidivism - youth entering or re-entering the juvenile justice system or entering the Child Welfare System (CWS). CHD provides services to youth who come from different types of families, to help them address major challenges, family sustainability, and enhance family functioning.

Sincerely,

Wylendia R. Eastman

Wylendia R. Eastman, Administrative Librarian

Training Center

Our Training Center staff and trainers design and facilitate prevention-based trainings in schools and community settings.



Tribes – A model for facilitating groups more effectively.

Conflict Resolution

Peer Educators

Trainings are offered as a fee-for-service. For more information about upcoming trainings or to inquire about booking a training at your school or organization, visit us online at:

www.chd-prevention.org



Mission Statement

In partnership with the community, we create opportunities for people to realize their full potential. Our dedicated staff and network of trained volunteers, work together to promote health and harmony in individuals, families and communities.



Center for Human Development

Center for Human Development

391 Taylor Blvd, Suite 120, Pleasant Hill, CA 94523

925.687.8844 | www.chd-prevention.org

Changing Lives,
Transforming Communities

www.chd-prevention.org

Agency Overview

The Center for Human Development is a community-based organization that offers a spectrum of services for at-risk youth, individuals, families, and communities in the Bay Area. Since 1972 we have provided wellness programs and support aimed at empowering people and promoting positive growth. Our dedicated staff and several hundred volunteers create and deliver programs and services addressing wellness and prevention, youth leadership, conflict resolution, parenting skills, and other challenges facing the community. Our volunteers work side-by-side with our staff to develop quality programs in schools and community sites throughout Contra Costa as well as nearby counties.

“I have seen the positive change we can bring...”

Wellness and Prevention

In a unique partnership with Contra Costa Health Services, Promotoras and African American Health Conductors work to reduce health disparities and help underserved populations navigate the health care system.

Trained volunteers in the **Parent Educator Program** teach K-6 students about the harmful effects of alcohol, tobacco, and other drugs and how to stand up to other pressures.

Project SUCCESS staff facilitates prevention education, individual mentoring, and support groups at middle schools throughout Contra Costa County.

We provide **Tobacco Education and Cessation** services in local school districts.

Conflict Resolution

Conflict Resolution Programs is a volunteer-based community mediation service that empowers clients to reach a win-win outcome.

Four Corners Project serves middle and high school students in the Pittsburg Unified School District. With a goal of reducing gang violence, the focus is on Anger Management for Teens, teen support groups, and family support.

Community Collaborations

CHD is the convener of community collaboratives working to improve the health of residents in Contra Costa. These groups include the Bay Point Partnership, East County and Lamorinda Alcohol Policy Coalitions, and East County Environmental Justice Collaborative.



Youth Development

As the Contra Costa coordinator for **Friday Night Live**, we engage youth as active leaders and resources in their schools and communities.

North Richmond Community Services offers a nurturing after-school program for students ages 6 to 18 and community service for older youth.

Empowerment Project supports LGBTQ youth and families in East Contra Costa.

Internal Revenue Service

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: June 4, 2002

Person to Contact:

Tonya Martin 31-07387
Customer Service Representative

Center for human Development
391 Taylor Blvd. 120
Pleasant Hill, CA 94523-2275

Toll Free Telephone Number:

8:00 a.m. to 6:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

94-2520840

Dear Sir or Madam:

This letter is in response to your letter dated May 8, 2002 requesting a change of address.

Our records indicate that a determination letter issued in November 1978 granting your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Center for Human Development
94-2520840

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

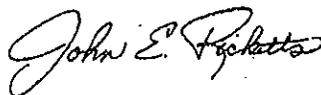
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services