2010-2011 NORTH RICHMOND MITIGATION FEE

FUNDING REQUEST APPLICATION

SECTION I – ORGANIZATION INFORMATION

Applicant Contact Information:

Name of Organization: Healing Circles of Hope (DBA) MASK

Organization Address: 6208 Cypress Avenue # 4, El Cerrito, and CA. 94530

Executive Director Name: Charlene Harris

Project Manager Name (name of person applying for the grant for a specific project): Charlene Harris

North Richmond Garden of Angels- Community Healing Garden Project

Phone Number: 510. 938.3506, Fax Number: 510.237. 5352

Email Address: harris@maskofrichmond.org
Web-mal: harris@maskofrichmond.org
Website: www maskofrichmond.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 mission of the healing circles is turning fear into power and purpose.

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

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

2003 Project Turn Around

Youth outreach services- Outreach efforts assisted by Opportunity West, to help street corner youth, considered habitual truant s were encouraged to register back into school and to turn their lives around. The Director outreached to youth from South Richmond, Parchester Village and Rodeo, California. The director also personally mentored street youth and would bring them into her home and take out of their own neighborhood with their parents.

2004-05, 2009- 10: **MASK HEALS- Expanding Services**

Grassroots project implemented to the community of Richmond and surrounding area to help expand programs for victims/survivors of violent crimes. Home visits, VOC form assistance and implemented throughout the North Richmond area through the distribution of the MASK Heals newsletters.

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2008- 2010

Healing Circles of Hope Training/Facilitators

A Facilitators training provided by MASK, Community Advocate for the Mayors office Marilyn Langlois and Frontline Richmond, Jeanelyse Adams, Stephanie Mann and Ansar Muhammad Training were offered for to empowered survivors of crimes an others to facilitate support groups, Throughout Richmond and San- Pablo, California. . Contra Costa Regional Foundation funded the project

2009-2010

Project Aftercare: - Assistance for Homicide Victims

Implemented in 2009 to deliver Aftercare services to families impacted by violence. Healthy food items were delivered to individuals that included Turkey sandwiches, fruit trays, low sodium juices, assorted teas, first aid kits and healthy eating, and other Educational physical fitness, prevention guides, literature and materials provided by Kaiser Programs. The Office of Neighborhood Safety funded the project.

2010 North Richmond 1st Annual Survivors of Crimes Brunch

Implemented in 2010 in North Richmond at the Shields Reid Community Center. Residents and survivors of violent crimes were invited to Brunch to hear testimonies By empowered survivors of crimes. Educational materials were given out along with Resources and linkages to state and national Victims of Crimes services. The Sewing & Quilters Collaborative of San Francisco, California made ”Bags of Healing” and “Scarves of Love”. Twenty youth were provided Backpacks, Toddlers and small children were provided Car and Booster seats. Mayor Gayle Mc Laughlin, the Office of Neighborhood Safety, Richmond Police Community Services Department and a host of other non-profit organizations.

SECTION II – PROJECT OVERVIEW

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 Healing Circles of Hope, ((DBA) MASK has partnered with the following; Women's Day Center, Social Progress Inc, North Richmond Senior Center, Family Service Center, and the North Richmond Neighborhood Council,

CURME" has agreed to come onboard with The Healing Circles of Hope and collaborate as partners and teach workshops to youth and implement Urban Agriculture Trainings to help ensure the success and expanding The Garden of Angels- Community Healing Garden Project, into a Urban Agriculture one. The partnership would include sharing space at 699 Chestley Avenue a tentative site location.

This is a project named by lifetime resident the late Dorothy Lighter, who breathed life into the vision. The tentative locations for this project would be idea within Shields Reid Park Another site identified is at 699 Chestley Avenue and Seventh Street. An old warehouse with plenty of open space for the healing garden and one for community vegetation garden to grow, fruits vegetables, along with an assortment of other fresh produce. This is a new project with a new name. Another similar project was implemented in 2005 in Southside, Richmond, California.

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.

Many residents and families of North Richmond have been left without natural resources, and linkages t0 mainstream activities, lacking services that the Healing Circles of Hope and its Partners can bring by integrating services will help strengthen families and provide hope for youth and young adults. Many suffer unresolved issues of fear, pain, and trauma, leaving them without hope.

The trauma of losing a love one never goes away. One of the general commonalties amongst survivors of violence is the experience faced afterwards during the onsets of birthdays, death universities and holiday seasons. Holiday are extremely difficult and once per year that offers hope and healing through a Special event called the Evening of Remembrance- Holiday Party. The party attract over two- three hundred survivors of crimes and their children. The Healing Circles of Hope has a variety of projects, activities as has plans to implement and expand our programs to the North Richmond area and become more visible.

The Healing Circles of Hope and its partners would like to collaborate services to the families through a series of activities, events and hands on artistic abilities of the community at large to offer alternatives and solutions to the after effects of violence and crime. The Healing Circles of Hope (DBA) MASK and partners have plans to actively implement an array of activities, projects and special events to meet the needs of the community of North Richmond at large.

Our faith-based partners

- Bishop Edwina Santiago,
- Rev. George Brown/Totally led Ministries
- Rev. Davis/North Richmond Missionary Baptist Church

Community Partners

- Iyaolade Kinney/Director of CURME
- Annie King/Family Service Center
- Bishop Edwina Santiago/Women's Day Center
- Junie Tate/ HIV/AIDS Programs
- Eleanor Thompson/Social Progress Inc.
- North Richmond Neighborhood Council

The general main purpose of this partnership to invite and engage the residents and Survivor of crimes and community members to engage in the 2nd Annual Survivors of Crimes Brunch and engage community members in planning meetings for duration of three months, to offer innovative healing

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

The goal is to established solutions through outreach efforts of community outreach teams to encourage participation of age appropriate assessment surveys and or assessments that results in appropriate finding, assistances and acknowledged by current stakeholders, city and county entities to be treated as other communities within Contra Costa County and no longer be part of a invisible, unserved, underserved population of victim/survivors directly impacted and left to faced unresolved issues of pain, fear and trauma to include the unsolved murders of dear love ones.

The Mythology, Turf setting and neighborhood tensions has grown immensely thought the Years the fact the myth is reality in the mindsets of most living in the community of North Richmond. Research based professionals or para professionals have little to any known re findings or Advanced Protocols pertaining to Victmes/Surviors of Homicides within the National data banks or other entities. North Richmond has been considered a hard to reach population.

The objective is to create a sense of belonging, through efforts of revitalizing the community spirit of peace through education, information, activities, and special events to send a message that resident will no longer are alone. Through the combine efforts of co labored partners to integrate needed resourceful services to benefit all age and ethic groups within the community of North Richmond, California.

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

Lead agency and Director/Charlene Harris, of the Healing Circles of Hope has plans to bring to life the ongoing vision of The Garden of Angels- Community Healing Project. That arranged a meeting with six different agencies and announced the project at the North Richmond Neighborhood Council meeting that will invite and engage community residents to once per month dinners that creates dialogue that will invite residents and survivors to be part of the planning and decision making teams and formed committees.

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

The organization has plans to continue by seeking additional funds from other funding partners and sources. One through a CAL EMA grants. .

Project Schedule

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

The timeline date for the onset and duration of project has been tentatively set for around or about July15, 201or August 15,th to end on December 15, 2011.

This project will proceed with implementing a (3) Community Dinners or Brunch, on the topic will engage residents in the topic of developing the final steps to gather community input and helping to shape the framework leading to the finalization of the Garden of Angels project. Residents will be invited and strongly encouraged to join in this community restoration process to create dialogue, inputs and aid in general plans, implementation and finalization of the project.

f. Community Dinner # 1 General Introduction and overview of the Community Garden Project. # 2 Give Presentations on the Results and Findings of the Community Assessments data. # 3 Give Presentations and Individual Testimonies of the projects success by youth.

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Project Outcomes, Evaluation and Accountability

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

Pre Assessment questionnaires will be. be provided at the onset of the project. Towards the end post assessment documents will be compared and the evaluation data will b provided through Power Point Pie Charts and results will be announced at the dedication ceremony along with individual testimonies of the youth and families achievements through individual testimonies.

General overview of will present documentation of the vision and request their feed back and input through pre assessment questionnaires The documents will be entered in data base to be compared and analyzed through a Power Pont Pie Chart, Findings.

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).

Charlene Harris, founder& Director of MASK a Richmond based Community Organization since 2003 and received its formation in 2004, The group has currently transitioned to be called the Healing Circles of Hope (DBA) MASK. The change was carefully planned and as of June 1, 2011 all legal requirement were completed. The director was referred by Mayor Gayle Mc Laughlin and received a Women's History Celebration Award at Contra Costa College on March 15, 2008 for Outstanding Community Peace Advocate. The director received an honorary award the same year from Congressman George Miller's offices.

The director has over eight years experience as an Outreach Specialist. Community Organizer, Implements a variety of projects, events and activities to families who have been underserved, unserved and invisible victims/survivors, directly impacted by acts of violence within Contra Costa County and has served numerous families through supportive services, advocacy, information, referral and education and linkages to other state and national victim of crimes services.

Ida Washington: Retiree from Municipal Public Service, Legal Secretary/City Attorney office in Oakland, California. Currently a volunteer for Contra Costa County –In Home Supportive Services, Health Care Services for Elderly and the Disabled in Contra Costa County and Alameda County. Ms. Washington has been a volunteer for MASK for the past three years and has lend her expertise to help assists with Legal documents, and has helped assist with other timeline constraints, research, trainings, and assisted with business and administrative matters of the group.

Ansar Muhammad, a young man who is currently a Journeyman who wants to give back to the community he grew up in. Currently a mentor and director of a home base school where science, math and other required subjects are taught to children and youth five days per week. Ansar Muhammad will be Lead Trainer of the Carpentry/Safety Constructional Trades and Educational Workshops. Introductions, 1-7 for a period of 40 hours.

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

Charlene Harris, Director of The Healing Circles of Hope (DBA) MASK along with the Treasurer and Bookkeeper, has the capacity and experience to oversee, manage and distribute small grants in accordance with disbursement polices and will do so in a timely manner.

Over the past eight years, our team has disbursed grant funds, submitted final reports and has been compliant with payment policies and procedures to caterers, contractors, partners, youth, coordinators, outreach teams and other vendors. MASK has received compliance letters from its funders to support this accomplishment. For greater awarded funds, the group has established a MOU with Greater Interfaith Richmond Program (GRIP) who will assume Fiduciary Responsibly when needed to support the furtherance of the group.

j. 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.

- Letter of Support, Richmond Police Department Couldn't locate
- Letter of Compliance, National Parents of Murdered Children Couldn'locate

Other

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

Healing Circles of Hope, (DBA) MASK a Richmond community based organization that received its non- profit status in February 2004. Our funding colleagues have been the following;

- National Office of Victims of Crimes/Department of Justice Programs
- National Parents of Murdered Children
- Chevron Products Community Benefits Program
- Kaiser Permanente Community Benefits Program
- East Bay Community Foundation
- Koshland Foundation
- Lesher Foundation
- City of Richmond Office of Neighborhood Safety
- San Francisco Foundation
- Employment and Training- Children and Family Services
- California Peace Offices Association/ Sponsors round trip Bus outings for MASK to outreach and bring victims/survivors of crimes to the State Capitols Victims March for the past six years.

All above mentioned entities that provided funds. MASK policies and procedures and reporting requirements were fulfilled. All monetary disbursements were paid for youth stipends, caterers, sound system providers, performers, materials and supplies were purchased along with other necessary invoices were paid in a timely manner.

GRIP and MASK has a MOU agreement whereas. The Greater Richmond Interfaith Program (GRIP) will assume Fiduciary Responsibility for the Healing Circles of Hope group.

National Offices of Victims of Crimes (NOVC) who sponsored the group to outreach and expand its services to known (victims) at that time through outreach effort to expand its program and reach more survivors of violent crimes and educate community about state and national Victims of Crimes services. through a newsletter entitled "MASK HEALS" from 2004- 05. During this sponsorship mothers of the community who has recently lost love ones were outreached to distribute the newsletters, within neighborhood they lived in..

National Parents of Murdered Children sponsored a grant 2008- 09 through the "Hope Grant, Grassroots Project, where MASK the information is currently announced on all National Victims of Crimes websites, This grant help the group expand its program by purchasing needed computers, cell phones, office supplies, toner and other needed items to assist with producing brochures, newsletters and business cards. The group received a letter of compliance from the national organization..

As a result of this grant, The Healing Circles of Hope will accomplish the following/:

- Recruit, orient and engage families to support this effort
- Develop assessments and surveys
- Partner with co laborers in developing a planning and evaluation process
- Be more effective in building stronger integrated services.
- Identify new partners and work together to develop a strategy for successful outcomes.

SECTION III – BUDGET INFORMATION

Financial Viability

Total Amount of Grant Requested: $40,000

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.

Table 1

Item	Cost	Funding Request
Staff Time & Stipends		
~~*Stipends for 10 youth*~~	~~*$10/per youth x 40 hours/youth*~~	~~*$4,000*~~
Stipends for 15 youth	$10 per youth x (15) 40 hrs.	$6,000
Carpentry/ Safety Training	20 hrs Carpentry Safety Trainer	
Hands on learning Training	20 hrs hands on Training.	
	Secure. Youth & Distribute flyers and facilitate trainings	$2,000
Youth Outreach Worker	One educational & one fun day	
Educational & Fun Incentives	as incentive to all participants. $780 per outing x 2=	$1,580
Equipment		
Power Saw + Power Drill	Cost of Equipment 200x 2+ tax	$430
Carpenter Starter Kits/Yout	15 to prepare for Safety Train.	$200
Safety Goggles	15 x @ $5.00 =75.00	$85.00
Earplugs for Youth	15 needed @ $ 25.00 per box	$30.00
Pouch for Hand tools	15 needed @ $5.00 x 15	$85.00
Box of Safety Gloves	15 needed @ $5.00 x 15	$ 85.00
Pencils, Rulers, Nails etc	15 needed @ $50.00	$ 56.00
Supplies/Materials		
Wood for Benches	Needed to build benches	$200
Plywood for Parishioner	Needed to build Parishioner	$150
Angels Fountain	Garden item	$400
Dedication Plaque	Garden Item	$500
Plants, Trees,	Provide in garden	$300
Paint, Brushes, Paint Trays	Needed to paint art work	$200
Weather resistant Protective	Life Protector Glaze/Artworks	$200
Administration/Overhead		
Project Director	Admin. Stipend 5mts $1200 x 5 mts.	$6,000
Project Assistant/Part time	Project Assist. Stipend $960 x 5 mts/	$4,800

Carpenter Safety Trainer	Workshop stipend$50@ 40 hrs.	$2,000
Sketch Artist	Stipend for Sketch work	$1,000
Dedication Ceremony	Healthy foods, beverages, fruits	$2,000
Space Rental + Insurance 5 mt	City Staff, Rent, Insurance etc.	$1,000
Event Décor & other items:	Needed for Ceremony	$1,000
Angel Balloon Release	Needed for Ceremony Release	$300.00
Volunteer Transportation Cost	Stipend to Transport items	$300.00
T-Shirts for Youth & Org.,	For transport of needed items	$300.00
Performances, Speakers	Payment for T-shirts	$1,000
Honorary Stipends	Stipend for Performances	$600.00
Sound Systems	Amplified Sound for Ceremony	$300.00
TOTAL		**$40,000**

Total Project Budget $40,000

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**	**% of Project Budget**
~~*$100,000*~~	~~*$25,000*~~	~~*25%*~~
$ 50,000	**$40,000**	

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**
Total			

As a result of this grant, The Healing Circles of Hope will accomplish the following/:

- Recruit, orient and engage families to support this effort
- Develop assessments and surveys
- Partner with co laborers in developing a planning and evaluation process
- Be more effective in building stronger integrated services.
- Identify new partners and work together to develop a strategy for successful outcomes.

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STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 1286
RANCHO CORDOVA CA 95741-1286

In reply refer to
755:G :GRW

October 12, 2010

MOTHERS AGAINST SENSELESS KILLINGS (M A S K) INC
CHARLENE HARRIS
6208 CYPRESS AVE APT 4
EL CERRITO CA 94530-2145

Purpose	:	CHARITABLE
Code Section	:	23701d
Form of Organization	:	Corporation
Accounting Period Ending	:	January 31
Organization Number	:	2578511

EXEMPT DETERMINATION LETTER

This letter confirms your previous exemption from state franchise and income tax under Section 23701d, Revenue and Taxation Code. In confirming your exempt status, we have made no examination of your current activities. If the organization has changed its operation, character, or purpose since exemption was originally granted, that change must be reported immediately to this office.

The tax-exempt status is effective as of 02/26/2004.

To retain exempt status, organizations are required to be organized and operating for nonprofit purposes within the provisions of the above section. An inactive organization is not entitled to exemption.

For filing requirements get, FTB Pub. 1068, Exempt Organizations - Filing Requirements and Filing Fees. Go to ftb.ca.gov and search for 1068.

Note: This exemption is for state franchise or income tax purposes only.

G WALKER
EXEMPT ORGANIZATIONS
BUSINESS ENTITIES SECTION
TELEPHONE (916) 845-4171
FAX NUMBER (916) 845-9501

RTF:

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DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

DATE OF THIS NOTICE: 12-15-2003
NUMBER OF THIS NOTICE: CP 575 F
EMPLOYER IDENTIFICATION NUMBER: 36-4544875
FORM: SS-4 NOBOD 0000001603

FOR ASSISTANCE CALL US AT:
1-800-829-0115

OR WRITE TO THE ADDRESS
SHOWN AT THE TOP LEFT.

IF YOU WRITE, ATTACH THE
STUB OF THIS NOTICE.

MOTHERS AGAINST SENSELESS KILLINGS
% CHARLENE HARRIS
6208 CYPRESS AVE APT 4
EL CERRITO CA 94530

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER (EIN).

Thank you for your Form SS-4, Application for Employer Identification Number (EIN). We assigned you EIN 36-4544875. This EIN will identify your business account, tax returns, and documents even if you have no employees. Please keep this notice in your permanent records.

Use your complete name and EIN shown above on all federal tax forms, payments and related correspondence. If you use any variation of your name or EIN, it may cause a delay in processing and may result in incorrect information in your account. It also could cause you to be assigned more than one EIN.

Please use the label IRS provided when filing tax documents. If that isn't possible, use your EIN and complete name and address shown below to identify your account and to avoid delays in processing.

MOTHERS AGAINST SENSELESS KILLINGS
% CHARLENE HARRIS
MASK
6208 CYPRESS AVE APT 4
EL CERRITO CA 94530

If this information isn't correct, please correct it using page 2 of this notice. Return it to the address shown so we can correct your account.

If you want to apply to receive a ruling or a determination letter recognizing your organization as tax exempt, and have not already done so, you should file Form 1023/1024, Application for Recognition of Exemption, with the IRS Ohio Key District Office. Publication 557, Tax Exempt Status for Your Organization, is available at most IRS offices and has details on how you can apply .

Charlene Harris
Cypress Avenue
El Cerrito, CA. 93530
Home: 510. 237. 5352 – Cell: 510. 938. 3506
khadeyah1@sbcglobal.net

Objective

To continue introducing innovative, works and workable plans to help established peaceful resolves within neighborhoods and communities at large. Increase viable resources through education, advocacy, and trainings Revitalizing the spirit of hope in community to produce sustainable quality of life and productive lifestyles.

Summary of Qualifications

- Founder Mothers Against Senseless Killings (MASK) INC. A Richmond community based organization since 2003 that organized in February 2004.

- Founder of the following events, activities and programs: The Healing Circles of Hope Support Group, A Walk for Peace & Healing, The Healing Garden, Project Earn & Learn, Annual Evening of Remembrance, Holiday Parties, Introduction to Victimology Part 1.

  HIV/AIDS, Community Partners and Youth Initiative, Health, Fitness, Fun & Activity Day, Community Candlelight Annual Vigils, Project Aftercare for Homicide Families, and current It Takes a Village Life Skills Training Workshops and Project Earn & Learn. Founder The Healing Circles of Hope (DBA) MASK.

Experience

Eight years experience as Grassroots Community Peace Advocate, organizer Outreach Specialist, Coordinator, Trainer and Administrative Skills, Office Procedures. Support group Facilitator, Trainer of World Wall of Peace programs Managed numerous grants, collected data, wrote reports, developed, program Curriculum for programs, and brochures. Develops Assessment sheets and Surveys. Lead Focus group facilitator for Dr. Bart Rubin Ph. D offices with survivors/victims of violent crimes in 2009.

Employment

- Federal Archive & Records Center Employee
- State Franchise Tax Board, Employee
- US Department of Postal Service Employee
- Volunteered at various schools as Library helper last school Adams Middle School.

Specialized Skills Summary

1994-Rape Hotline Crisis Counselor, Broadside Hospital, San Pablo, California
1995-Early Childhood Education Contra Costa Community College
2000- Sacramento County of Education, Workforce Development Department, Regional Occupational Program: **Computer & Business Technologies**

Established and implemented a Survivors Support groups in Richmond in 2005 and held at the Nevin Community Center and Booker T. Washington Jr. Community Center. Developed fifteen projects for Survivors of Crimes. Performed Community Outreach Services throughout West County 2003- 2011. Currently funded for It Takes Village Life skills Training Workshops, by Office of Neighborhood Safety (ONS).

Awards

- Women's History Month, Outstanding Community Peace Advocate, presented by Mayor Gayle Mc Laughlin office 2008 at Contra Costa College.
- Certificate of Special Congressional Recognition. Congressman George Millers Offices, 2008
- Vision and Leadership/West Contra College School District, Superintendent, of Schools, Dr. Bruce Harter and Michelle Phifer.
- Martin Luther King Jr. Leadership Award Richmond /City Council 2008
- Bay Area Association of Black Social Workers 2006
- Excellence in Leadership/ San Francisco, California Chapters Brady Campaign 2009
- National Victims of Crimes Week///Pleasant Hill, 2006

All references materials available upon request

IDA MILES
2716 Center Avenue
Richmond, California 94804
Home: (510) 233.4051 – Cell: (510) 4075969
mayparker@sbcglobal.net

Objective

Mrs. Miles is a candidate for re-entry into the workforce to start offering organizational skills, experience and expertise and excellent communication skills. She has volunteered personal expertise for the past few years and assisted in general functions of The Healing-Circles of Hope (DBA) MASK including ongoing trainings to include those currently being sponsored by Kaiser Permanente Northern Regional Community Benefits Programs through National Community Development Institute/Consultant/Omowale Sutterwhite Ph. D. primary is to lend a strong presence for staff structure,

Summary of Qualifications

Twenty-year employee of The Law Office of Attorney Lemuel D Washington. Four-year Civil/Criminal and Legal Assistant Internship training. After Internship, became Office Manager and Notary Public. Receives Ethic Trainings once every two-year and is a Sub-Committee member of the IHSS – Rapid Response. Health Safety and Education-Committee. Mrs. Miles is Vice President of the Advisory Committee of the Public Authority's In Home Supportive Services (IHSS) A volunteer committee since 2006 and appointed by Contra Costa County's Supervisor John Gioia to represent District 1.

Educational/Trainings

- City of Richmond Grants Research Training
- High School: Independence Kansas
- University of California: SF Extension: Paralegal Studies Completion
- Notary Public
- Office Manager

Awards/Honors

Mrs. Miles was the Facilitator and Recipient of the Provider Praise Program, which attracted many providers, city and county officials throughout Contra Costa County.

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Community Volunteerism & Other Interests

Mrs. Miles is President o the Ladies Auxiliary to Veterans of Foreign Wars, 761st Tank Battalion -Post # 8399 since 1995, Spearheads the annual Community Thanksgiving Giving Dinners and December Toy Giving Programs and Assists with the Black History Program and liaison with schools, for the Americanism program organizing repasts for families who have lost a family member. .

Ansar E. Muhammad
252 4th St.
Richmond, CA 94801
Phone: (510) 776-6066

Objective: *I am experienced in working with young black men in the inner city in the capacity of a mentor. I usually show them how to navigate some of the pitfalls that so many of us seem to fall victim to such as employment issues, relationship issues, incarceration and re-entry etc… I have approximately 10 years experience in this area. I also have tangible trade skills to share I am a journeyman carpenter experienced in rough carpentry, framing and drywall. I am also certified in welding. I would like to offer my skills and experiences to help this program.*

Experience:

Job Title: **Carpenter**
Employer: *Construction Specialties*- Sacramento, CA Dates; 10/08 to 11/09
Duties: interior and exterior framing walls soffits ceilings, hanging drywall.

Job Title: **Carpenter**
Employer: *Paquette Drywall-Hayward,* CA. Dates; 03/08 to 10/08
Duties: Interior framing, shaft walls, shear walls etc, welding box headers and king studs. As well as hanging drywall.

Job Title: **Carpenter**
Employer: *Bayside Interiors- Fremont, CA Dates; 06/05 to 02/08*
Duties: Assisting foreman in all phases of job from start to finish, layout, material takeoff, blueprint reading, welding, all facets of framing and hanging.

Job Title: **Carpenter**
Employer: *Western Addition Drywall-San Francisco, Ca.* Dates; 11/04 to 06/05
Duties: All facets of residential framing interior and exterior as well as drywall hanging.

Job Title: **Carpenter**
Employer: *Bayside Interiors*- Fremont, Ca. Dates; 07/03 to 11/04
Duties: Framing of walls, ceiling systems, soffits, and drywall hanging

Job Title: **Warehouse assistant**
Employer: *G.I. Trucking-Hayward,* Ca. Dates; 12/01 to 05/03
Duties: Loading and offloading trucks, palletizing merchandise, scanning, operating forklift and pallet jack.

Job Title: **Warehouse laborer**
Employer: *Big Dog Trucking-Oakland,* Ca. Dates; 03/99 to 12/01
Duties: Loading and offloading trucks, palletizing merchandise, sorting packages, Operating pallet jack and forklift.

Construction Training Course

This course is scheduled for six two hour sessions; each session is to be held once weekly. The objective of this course is to familiarize the participants in the basic fundamentals of the construction trade. By the end of the course they will have knowledge of the trade as well as the union and the proper steps to go about joining and obtaining a career in that field.

Outline

Week One: This is our introductory course, during this session the participants will get an outline of the full course, learn what the trade unions are as well as learn some of the benefits and drawbacks of being in the construction trade. The remainder of this session will focus on some of the dangers that present themselves on any construction site and how to avoid them.

Week Two: This session will focus on safety as well namely PPE (personal protective equipment); the different types what they are used for and the proper and improper usage of them. The participants will have hands on experience with various types of PPE during this session.

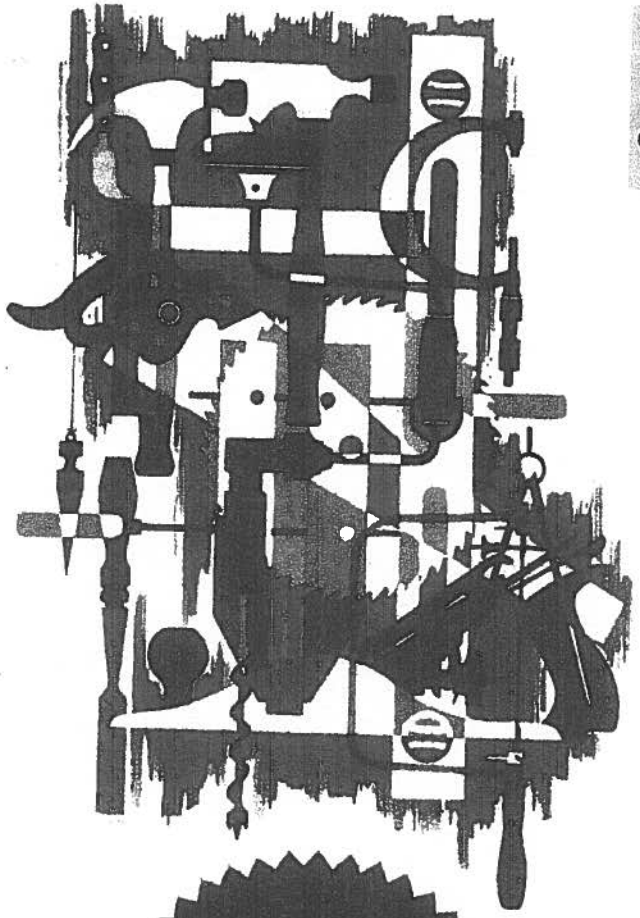
Week Three: The focus of this session will be education on the various building trades and the unions that represent them. The participants will receive literature from various trades, and there will be representatives from those trades giving presentations and answering questions.

Week Four: During this session the class will participate in a class building project that will get them familiar with various tools of the trade and how to utilize them. The emphasis for this week will not be limited to the proper use of tools but also how to work together as a team to get an ultimate goal accomplished, and the value that lies in that.

Week Five: This week the participants will be taken to an actual construction site to observe how the operation is ran and how various trades have different responsibilities, also viewing the importance of job safety in real time.

Week Six: During this session the participants will be presented with a comprehensive list of local trade unions as well as employers. Everyone will receive a certificate of completion showing that they have a basic knowledge and comprehension of the building trades. Each participant will be assigned someone whom they can follow up with if they may have any questions or need any assistance after graduation.

United Brotherhood of Carpenters & Joiners of America



Journeyman's Certificate

This is to Certify that:

Ansar F. Muhammad

of Local Union 9068 *of* Oakland, CA

has completed the term of Apprenticeship and is awarded this Journeyman's Certificate.

Date January 18, 2008

President

Recording Secretary

General Secretary-Treasurer

General President

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The United States Department of Labor

Office of Apprenticeship

Certificate of Completion of Apprenticeship

This is to certify that

ANSAR MUHAMMAD

has completed an apprenticeship for the occupation

DRYWALL/LATHER

under the sponsorship of

46 NORTHERN CALIFORNIA COUNTIES DRYWALL/LATHING JATC

in accordance with the basic standards of apprenticeship

established by the Secretary of Labor

Dan T Burchfiel

JANUARY 18, 2008

Date Completed

Secretary of Labor

Administrator, Office of Apprenticeship