

U.S. Department of Education
Washington, D.C. 20202-5335



**APPLICATION FOR GRANTS
UNDER THE**

High School Equivalency Program (HEP) CFDA Number 84.141A

CFDA # 84.141A

PR/Award # S141A160016

Grants.gov Tracking#: GRANT12112918

OMB No. , Expiration Date:

Closing Date: Mar 07, 2016

****Table of Contents****

Form	Page
1. Application for Federal Assistance SF-424	e3
<i>Attachment - 1 (1239-Rural Eligibility Determination and Documentation Process)</i>	e6
2. Assurances Non-Construction Programs (SF 424B)	e25
3. Disclosure Of Lobbying Activities (SF-LLL)	e27
4. ED GEPA427 Form	e28
5. Grants.gov Lobbying Form	e29
6. ED Abstract Narrative Form	e30
<i>Attachment - 1 (1235-Project Abstract)</i>	e31
7. Project Narrative Form	e32
<i>Attachment - 1 (1238-Project Narrative)</i>	e33
8. Other Narrative Form	e53
<i>Attachment - 1 (1236-Key Personnel Resumes)</i>	e54
<i>Attachment - 2 (1237-Job Descriptions)</i>	e64
9. Budget Narrative Form	e68
<i>Attachment - 1 (1234-Budget Detail and Narrative)</i>	e69
10. Form ED_SF424_Supplement_1_3-V1.3.pdf	e76
11. Form ED_524_Budget_1_3-V1.3.pdf	e77

This application was generated using the PDF functionality. The PDF functionality automatically numbers the pages in this application. Some pages/sections of this application may contain 2 sets of page numbers, one set created by the applicant and the other set created by e-Application's PDF functionality. Page numbers created by the e-Application PDF functionality will be preceded by the letter e (for example, e1, e2, e3, etc.).

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

* 2. Type of Application:

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

03/07/2016

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

SHEKINAH CARE FACILITY, INC.

* b. Employer/Taxpayer Identification Number (EIN/TIN):

45-4894006

* c. Organizational DUNS:

0800148000000

d. Address:

* Street1:

224 PRESTON PARK DRIVE

Street2:

* City:

DULUTH

County/Parish:

* State:

GA: Georgia

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

30096-8814

e. Organizational Unit:

Department Name:

FISCAL DEPARTMENT

Division Name:

FINANCE

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

SABRINA

Middle Name:

* Last Name:

NOTTAGE

Suffix:

Title:

CHIEF EXECUTIVE OFFICER

Organizational Affiliation:

* Telephone Number:

404-242-6554

Fax Number:

* Email:

shekinahcarefacility@gmail.com

PR/Award # S141A160016

Page e3

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

R: Small Business

Type of Applicant 3: Select Applicant Type:

X: Other (specify)

* Other (specify):

FAITH BASED, WOMAN OWNED

*** 10. Name of Federal Agency:**

U.S. Department of Education

11. Catalog of Federal Domestic Assistance Number:

84.141

CFDA Title:

Migrant Education_High School Equivalency Program

*** 12. Funding Opportunity Number:**

ED-GRANTS-010716-002

* Title:

Office of Elementary and Secondary Education (OESE): High School Equivalency Program (HEP) CFDA Number 84.141A

13. Competition Identification Number:

84-141A2016-1

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

TRANSITIONAL HOUSING, SHELTER, JOB READINESS AND TRAINING FOR ABUSED WOMEN AND TEENS

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="475,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="475,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:



P2

URBAN AND RURAL

Universe: Total population
2010 Census Summary File 1

NOTE: For information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/sf1.pdf>.

	Gwinnett County, Georgia	Census Tract 501.03, Gwinnett County, Georgia	Census Tract 501.05, Gwinnett County, Georgia	Census Tract 501.06, Gwinnett County, Georgia	Census Tract 501.07, Gwinnett County, Georgia	Census Tract 501.08, Gwinnett County, Georgia
Total:	805,321	9,882	3,651	9,513	6,798	9,660
Urban:	801,411	9,882	3,580	9,513	6,741	9,660
Inside urbanized areas	801,411	9,882	3,580	9,513	6,741	9,660
Inside urban clusters	0	0	0	0	0	0
Rural	3,910	0	71	0	57	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 501.09, Gwinnett County, Georgia	Census Tract 502.05, Gwinnett County, Georgia	Census Tract 502.08, Gwinnett County, Georgia	Census Tract 502.09, Gwinnett County, Georgia	Census Tract 502.10, Gwinnett County, Georgia	Census Tract 502.11, Gwinnett County, Georgia
Total:	7,056	3,749	5,827	8,166	6,069	5,098
Urban:	7,056	3,749	5,827	8,166	6,069	5,098
Inside urbanized areas	7,056	3,749	5,827	8,166	6,069	5,098
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 502.12, Gwinnett County, Georgia	Census Tract 502.13, Gwinnett County, Georgia	Census Tract 502.14, Gwinnett County, Georgia	Census Tract 502.15, Gwinnett County, Georgia	Census Tract 502.16, Gwinnett County, Georgia	Census Tract 502.17, Gwinnett County, Georgia
Total:	11,749	11,512	7,777	2,788	8,279	9,538
Urban:	11,749	11,512	7,777	2,788	8,279	9,538
Inside urbanized areas	11,749	11,512	7,777	2,788	8,279	9,538
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 502.18, Gwinnett County, Georgia	Census Tract 502.19, Gwinnett County, Georgia	Census Tract 502.20, Gwinnett County, Georgia	Census Tract 503.04, Gwinnett County, Georgia	Census Tract 503.06, Gwinnett County, Georgia	Census Tract 503.08, Gwinnett County, Georgia
Total:	3,838	3,247	6,339	5,163	3,895	3,642
Urban:	3,838	3,247	6,339	5,163	3,895	3,642
Inside urbanized areas	3,838	3,247	6,339	5,163	3,895	3,642
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 503.09, Gwinnett County, Georgia	Census Tract 503.10, Gwinnett County, Georgia	Census Tract 503.11, Gwinnett County, Georgia	Census Tract 503.13, Gwinnett County, Georgia	Census Tract 503.14, Gwinnett County, Georgia	Census Tract 503.15, Gwinnett County, Georgia
Total:	8,374	4,860	2,794	7,541	9,577	4,850
Urban:	8,374	4,860	2,794	7,541	9,577	4,850
Inside urbanized areas	8,374	4,860	2,794	7,541	9,577	4,850
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 503.17, Gwinnett County, Georgia	Census Tract 503.18, Gwinnett County, Georgia	Census Tract 503.19, Gwinnett County, Georgia	Census Tract 503.20, Gwinnett County, Georgia	Census Tract 503.21, Gwinnett County, Georgia	Census Tract 503.22, Gwinnett County, Georgia
Total:	3,586	2,683	5,689	5,598	4,325	4,583
Urban:	3,586	2,683	5,689	5,598	4,325	4,583
Inside urbanized areas	3,586	2,683	5,689	5,598	4,325	4,583
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 504.10, Gwinnett County, Georgia	Census Tract 504.15, Gwinnett County, Georgia	Census Tract 504.16, Gwinnett County, Georgia	Census Tract 504.17, Gwinnett County, Georgia	Census Tract 504.18, Gwinnett County, Georgia	Census Tract 504.19, Gwinnett County, Georgia
Total:	5,877	3,639	3,663	6,127	6,765	7,302
Urban:	5,877	3,639	3,663	6,127	6,765	7,302
Inside urbanized areas	5,877	3,639	3,663	6,127	6,765	7,302
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 504.21, Gwinnett County, Georgia	Census Tract 504.22, Gwinnett County, Georgia	Census Tract 504.23, Gwinnett County, Georgia	Census Tract 504.24, Gwinnett County, Georgia	Census Tract 504.25, Gwinnett County, Georgia	Census Tract 504.26, Gwinnett County, Georgia
Total:	8,032	7,229	6,967	7,229	5,139	6,267
Urban:	8,032	7,229	6,967	7,229	5,139	6,267
Inside urbanized areas	8,032	7,229	6,967	7,229	5,139	6,267
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 504.27, Gwinnett County, Georgia	Census Tract 504.28, Gwinnett County, Georgia	Census Tract 504.29, Gwinnett County, Georgia	Census Tract 504.30, Gwinnett County, Georgia	Census Tract 504.31, Gwinnett County, Georgia	Census Tract 504.32, Gwinnett County, Georgia
Total:	5,712	5,729	6,718	5,003	7,639	5,814
Urban:	5,712	5,729	6,718	5,003	7,639	5,814
Inside urbanized areas	5,712	5,729	6,718	5,003	7,639	5,814
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 504.33, Gwinnett County, Georgia	Census Tract 504.34, Gwinnett County, Georgia	Census Tract 504.35, Gwinnett County, Georgia	Census Tract 504.36, Gwinnett County, Georgia	Census Tract 505.11, Gwinnett County, Georgia	Census Tract 505.20, Gwinnett County, Georgia
Total:	2,450	7,827	3,803	7,183	10,270	4,737
Urban:	2,450	7,827	3,803	7,183	10,270	4,737
Inside urbanized areas	2,450	7,827	3,803	7,183	10,270	4,737
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 505.21, Gwinnett County, Georgia	Census Tract 505.22, Gwinnett County, Georgia	Census Tract 505.23, Gwinnett County, Georgia	Census Tract 505.24, Gwinnett County, Georgia	Census Tract 505.25, Gwinnett County, Georgia	Census Tract 505.26, Gwinnett County, Georgia
Total:	5,182	4,533	7,356	5,473	7,942	4,476
Urban:	5,182	4,533	7,356	5,473	7,942	4,476
Inside urbanized areas	5,182	4,533	7,356	5,473	7,942	4,476
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 505.27, Gwinnett County, Georgia	Census Tract 505.28, Gwinnett County, Georgia	Census Tract 505.29, Gwinnett County, Georgia	Census Tract 505.30, Gwinnett County, Georgia	Census Tract 505.31, Gwinnett County, Georgia	Census Tract 505.32, Gwinnett County, Georgia
Total:	5,987	4,845	4,033	5,786	7,251	7,688
Urban:	5,987	4,845	4,033	5,786	7,251	7,688
Inside urbanized areas	5,987	4,845	4,033	5,786	7,251	7,688
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 505.33, Gwinnett County, Georgia	Census Tract 505.34, Gwinnett County, Georgia	Census Tract 505.35, Gwinnett County, Georgia	Census Tract 505.36, Gwinnett County, Georgia	Census Tract 505.37, Gwinnett County, Georgia	Census Tract 505.38, Gwinnett County, Georgia
Total:	8,163	7,238	6,176	4,894	4,456	7,379
Urban:	8,163	7,238	6,176	4,894	4,456	7,379
Inside urbanized areas	8,163	7,238	6,176	4,894	4,456	7,379
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 505.39, Gwinnett County, Georgia	Census Tract 505.40, Gwinnett County, Georgia	Census Tract 505.41, Gwinnett County, Georgia	Census Tract 505.42, Gwinnett County, Georgia	Census Tract 505.43, Gwinnett County, Georgia	Census Tract 505.44, Gwinnett County, Georgia
Total:	5,513	6,578	5,061	4,711	6,472	11,612
Urban:	5,513	6,578	5,061	4,711	6,472	11,612
Inside urbanized areas	5,513	6,578	5,061	4,711	6,472	11,612
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 505.45, Gwinnett County, Georgia	Census Tract 505.46, Gwinnett County, Georgia	Census Tract 505.47, Gwinnett County, Georgia	Census Tract 505.48, Gwinnett County, Georgia	Census Tract 505.49, Gwinnett County, Georgia	Census Tract 506.05, Gwinnett County, Georgia
Total:	11,641	16,073	6,847	11,778	5,018	13,793
Urban:	11,641	16,073	6,847	11,778	5,018	13,793
Inside urbanized areas	11,641	16,073	6,847	11,778	5,018	13,793
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 506.06, Gwinnett County, Georgia	Census Tract 506.07, Gwinnett County, Georgia	Census Tract 506.08, Gwinnett County, Georgia	Census Tract 506.09, Gwinnett County, Georgia	Census Tract 506.10, Gwinnett County, Georgia	Census Tract 507.09, Gwinnett County, Georgia
Total:	20,655	15,244	15,422	11,696	14,881	11,695
Urban:	20,655	15,045	13,011	11,696	14,378	11,594
Inside urbanized areas	20,655	15,045	13,011	11,696	14,378	11,594
Inside urban clusters	0	0	0	0	0	0
Rural	0	199	2,411	0	503	101
Not defined for this file	0	0	0	0	0	0

	Census Tract 507.12, Gwinnett County, Georgia	Census Tract 507.13, Gwinnett County, Georgia	Census Tract 507.14, Gwinnett County, Georgia	Census Tract 507.15, Gwinnett County, Georgia	Census Tract 507.18, Gwinnett County, Georgia	Census Tract 507.19, Gwinnett County, Georgia
Total:	7,293	7,676	5,217	4,956	7,858	5,249
Urban:	7,293	7,676	5,217	4,956	7,858	5,249
Inside urbanized areas	7,293	7,676	5,217	4,956	7,858	5,249
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 507.20, Gwinnett County, Georgia	Census Tract 507.21, Gwinnett County, Georgia	Census Tract 507.22, Gwinnett County, Georgia	Census Tract 507.23, Gwinnett County, Georgia	Census Tract 507.24, Gwinnett County, Georgia	Census Tract 507.25, Gwinnett County, Georgia
Total:	7,115	8,561	2,917	7,141	15,894	5,565
Urban:	7,115	8,561	2,917	7,141	15,894	5,565
Inside urbanized areas	7,115	8,561	2,917	7,141	15,894	5,565
Inside urban clusters	0	0	0	0	0	0
Rural	0	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

	Census Tract 507.26, Gwinnett County, Georgia	Census Tract 507.27, Gwinnett County, Georgia	Census Tract 507.28, Gwinnett County, Georgia	Census Tract 507.29, Gwinnett County, Georgia	Census Tract 507.30, Gwinnett County, Georgia	Census Tract 507.31, Gwinnett County, Georgia
Total:	8,760	9,603	14,110	3,209	6,659	9,173
Urban:	8,192	9,603	14,110	3,209	6,659	9,173
Inside urbanized areas	8,192	9,603	14,110	3,209	6,659	9,173
Inside urban clusters	0	0	0	0	0	0
Rural	568	0	0	0	0	0
Not defined for this file	0	0	0	0	0	0

Source: U.S. Census Bureau, 2010 Census.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <input type="text" value="Sabrina Nottage"/>	TITLE <input type="text" value="CHIEF EXECUTIVE OFFICER"/>
APPLICANT ORGANIZATION <input type="text" value="SHEKINAH CARE FACILITY, INC."/>	DATE SUBMITTED <input type="text" value="03/07/2016"/>

Standard Form 424B (Rev. 7-97) Back

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: N/A * Street 1: N/A Street 2: N/A * City: N/A State: GA: Georgia Zip: Congressional District, if known: 		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:		
6. * Federal Department/Agency: Department of Education	7. * Federal Program Name/Description: Migrant Education_High School Equivalency Program CFDA Number, if applicable: 84.141	
8. Federal Action Number, if known: ED-GRANTS-010716-002	9. Award Amount, if known: \$ 475,000.00	
10. a. Name and Address of Lobbying Registrant: Prefix: * First Name: NA Middle Name: NA * Last Name: NA Suffix: * Street 1: NA Street 2: * City: NA State: Zip: b. Individual Performing Services (including address if different from No. 10a) Prefix: * First Name: NA Middle Name: * Last Name: NA Suffix: * Street 1: NA Street 2: * City: NA State: Zip: 		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: Sabrina Nottage * Name: Prefix Ms. * First Name SABRINA Middle Name * Last Name NOTTAGE Suffix Title: CHIEF EXECUTIVE OFFICER Telephone No.: 404-242-6554 Date: 03/07/2016		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

NOTICE TO ALL APPLICANTS

OMB Number: 1894-0005
Expiration Date: 03/31/2017

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may

be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

(1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

(2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.

(3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

(4) An applicant that proposes a project to increase school safety might describe the special efforts it will take to address concern of lesbian, gay, bisexual, and transgender students, and efforts to reach out to and involve the families of LGBT students.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement for GEPA Requirements

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Public Law 103-382). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDOcketMgr@ed.gov and reference the OMB Control Number 1894-0005.

Optional - You may attach 1 file to this page.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION	
SHEKINAH CARE FACILITY, INC.	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: <input type="text"/>	* First Name: <input type="text" value="SABRINA"/> Middle Name: <input type="text"/>
* Last Name: <input type="text" value="NOTTAGE"/>	Suffix: <input type="text"/>
* Title: <input type="text" value="CHIEF EXECUTIVE OFFICER"/>	
* SIGNATURE: <input type="text" value="Sabrina Nottage"/>	* DATE: <input type="text" value="03/07/2016"/>

Abstract

The abstract narrative must not exceed one page and should use language that will be understood by a range of audiences. For all projects, include the project title (if applicable), goals, expected outcomes and contributions for research, policy, practice, etc. Include population to be served, as appropriate. For research applications, also include the following:

- Theoretical and conceptual background of the study (i.e., prior research that this investigation builds upon and that provides a compelling rationale for this study)
- Research issues, hypotheses and questions being addressed
- Study design including a brief description of the sample including sample size, methods, principals dependent, independent, and control variables, and the approach to data analysis.

[Note: For a non-electronic submission, include the name and address of your organization and the name, phone number and e-mail address of the contact person for this project.]

You may now Close the Form

You have attached 1 file to this page, no more files may be added. To add a different file, you must first delete the existing file.

* Attachment:

Project Abstract

As a Pastor, I've encountered victims of abuse that were trapped in abusive relationships, left homeless, jobless, and had nowhere to go. Out of desperation and a survivor of abuse, I felt compelled to try and offer some type of assistance. Therefore, I setup in my home a safe haven for abused women within the community. These women and their children were able to escape abuse and have a secure place where the abuser could not find them. In 2012, Shekinah's Care Facility registered as a non-profit corporation, founded and incorporated with the State of Florida. Recently, we received the Internal Revenue Service 501 (C)(3) determination letter and is opening a new facility. For five years, we networked with similar agencies such as Agape Faith Center, with community churches and Kairos Prison Ministries to train and educate men, women and youth of abuse. Shekinah's Care Facility, Inc. is one of few Facilities that are devoted to helping victims of abuse. By networking with these agencies, SCF was presented with a larger platform to bring awareness and provide a sense of strength that empowered victims of assault to take back their happiness. Shekinah's Care Facility's program, implemented its own curriculum written by renowned author Sabrina F. Nottage. The curriculum is designed to train and educate on diverse topics surrounding sexual assault, domestic violence, dating violence, stalking, and other barriers linked to abuse. While enrolled in the program, clients seeking college, vocational or technical training; must already have received a high school diploma. SCF will help clients complete financial aid applications and help clients register for credit and non-credit courses. Those that are seeking to obtain their GED may enroll with a partnering education facility that offers GED courses and testing. Also, these services are available to underserved victims of abuse and training will inspire those residing in poverty stricken communities; to escape crime and substance abuse. All graduates will receive a stipend for program completion.

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

[Add Mandatory Project Narrative File](#)

[Delete Mandatory Project Narrative File](#)

[View Mandatory Project Narrative File](#)

To add more Project Narrative File attachments, please use the attachment buttons below.

[Add Optional Project Narrative File](#)

[Delete Optional Project Narrative File](#)

[View Optional Project Narrative File](#)

Statement of Problem

Shekinah's Care Facility seeks to confront, resolve, and empower victims of abuse. We are willing to educate on the nature of abuse, discuss problems/concerns for the situation, provide education, and help teens and victims to rise above poverty, crime and abuse. Also, they can pursue educational endeavors by enrolling in adult basic education, job search readiness and attend trainings that will increase their chances in the workforce. In October 2012, Atlanta was ranked as the sixth most dangerous city in the United States among cities of more than 200,000 residents. It has experienced a violent crime rate rise of six percent in 2011. According to the Federal Bureau of Investigation the Atlanta city 2014 population was 454,363 and has a violent crime rate of 5, 577.

In 2014, statistics listed by ¹Georgia Coalition Against Domestic Violence (GCADV) a leading organization and representative of domestic violence agencies, advocates, allied individuals and survivors throughout the state of Georgia; maintains statistical information that shows at least 61,415 abusers has called the crisis hot line. ²According to The National Center for Victims of Crime:

STALKING VICTIMIZATION	
7.5 million people are stalked in one year in the United States.	11% of stalking victims have been stalked for 5 years or more
Over 85% of stalking victims are stalked by someone they know	46% of stalking victims experience at least one unwanted contact per week
61% of female victims and 44% of male victims of stalking are stalked by a current or former intimate partner	25% of female victims and 32% of male victims of stalking are stalked by an acquaintance
25% of female victims and 32% of male victims of stalking are stalked by an acquaintance	About 1 in 5 of stalking victims are stalked by a stranger
About 1 in 5 of stalking victims are stalked by a stranger	Persons aged 18-24 years experience the highest rate of stalking

¹ <http://gcadv.org/>

² <https://victimsofcrime.org/our-programs/stalking-resource-center/stalking-information>

The report exposes the increasing levels of abuse which is rapidly spreading across our city and eating at the core of normal family values. While we cannot completely understand the reasoning for abuse, Shekinah's Care Facility (SCF) is willing to implement a program that would launch healing and induct positive attributes that can be used to unlock doors of entrapment and fear.

Program Purpose

The purpose of Shekinah's Care Facility, Incorporated is to create an environment where "Victims Are Free to Be Themselves" without the added pressures and restraints that's associated with abuse. We will assist individuals to regain stability, recognize their purpose and empower them to take back their families. Since, Sexual Abuse, Domestic Violence, Stalking and Dating Violence are broad topics; our clients will gain knowledge in divers' areas of abuse. Also, the program will facilitate and teach victims how to rise above crime, poverty, emotional wounds, depression and boost positive independence. While residing at the Facility, each client must attend designated courses to help restore the broken fragments of their lives.

Goals and Objectives

Shekinah's Care has produced several training resources that are geared towards helping those experiencing abuse, adult victims, teens and children. Our goal is to focus on the total person so that the client can function, relate and communicate properly with society and others of their environment. We assist in building their self-esteem; help break the pattern of control over their mental state, rebuild confidence and self-image.

Our facility believes in the biblical standards of the bible and therefore operates a faith-based organization that is not limited to social and life experience activities. The primary goal of SCF

is to provide counseling that will help participants achieve, maintain and recover from the sufferings of abuse. The facility's Life Coaches, Mentors and Counselors will have face-to-face interactions with participants and encourage them to share their stories. Trainings are designed and customized to meet diverse goals and expectations. The secondary goal is to help nurture their growth and development. All participants will be presented with the extra attention to boost self-esteem.

The primary objective is to educate neighboring communities and community leaders on the effects of abuse and to prevent a generational cycle of abusers. It is our desire to encourage and promote healthier relationships that will persuade constructive acceptable practices and behavior that is important to increasing levels of self-esteem. Positive reinforcement will soften the wounded demeanor and provoke a motivational speech that can be utilized to build someone else's confidence. The participant should put forth the maximum effort, give their best and share personal talents that may encourage others in and outside the facility. Participants that are propelled and persevere through the process will be recognized with monetary incentives which are designed to encourage further success. Also, clients are encouraged to pursue higher learning, vocational training and technical training. While enrolled with SCF clients are presented with the opportunity to register for undergraduate classes. Since SCF is a small non-profit organization, clients are responsible for paying for college courses. General Education Teachers are available to instruct, plan and prepare clients for GED testing. Adequate education grooms the client for success and strengthens their employability skills.

Shekinah's Care is structured on saving victims from all walks of life, who don't know their self-worth or purpose. Young teens are encouraged to meet their goals in life. We have designed group forums and theatrical session that would help them best identify and defeat the mental

grasps of abuse. They will have the opportunity to express their thoughts through journal writings and public speech amongst peers. Also, assigned counselors and other support groups will help facilitate growth and development.

The Shekinah's Care Facility (SCF) is considered a B2C (business to consumer) - an organization that is dedicated to providing domestic violence and sexual assault services to teens and adult females that are victims of such behaviors. Also, Shekinah's Care Facility is a Victim Owned Business (WOB), Religion Based and a non-profit organization. However, we will accept sponsorship, grants, partnerships, and legal financial assistance from other agencies. All contributions will be allocated and budgeted to the appropriate program activities offered and commenced by the facility. These funds could better assist us in providing the necessary tools needed to operate a successful organization for the clients regardless of age, race, shape, or form.

Implementation of Project Services

As the participants enter the venue of our family oriented establishment, they will find serenity and peace. Exhaling a sigh of relief and inhaling the newness of life. Each person will be given the tools to reclaim and take back their life. During their stay participants will have an opportunity to receive counseling, legal advocacy, case management services, career guidance, and education guidance are provided including linkage to other community agencies. The Facility will provide shelter to at least 20 teenagers and young adult victims at this facility for one full year commencing from ages 15 and up to 30 years old.

Legal Advocacy

Domestic Violence Advocate (Social Worker) provides guidance in understanding the client's legal rights, filing protection orders, speaking with the prosecutor's office, police, family matters relating to neglect, substance abuse and support with attending court hearings. Also, clients are

provided assistance in courtroom advocacy and support, guidance with prosecutor appointments and connect clients with area social service agencies. Also, refer those who request divorce or protection order assistance to Legal Aid Services.

Counseling

Counseling, Mentorship, Social Services, Pastoral Care and Life Coach Sessions are provided by licensed and credentialed staff to all clients. Services include assessments, face-to-face interaction, focus groups, sexual abuse and domestic violence intervention, and mentoring. Certified counselors will assist clients with emotional hurdles. Counseling sessions are one on one, face to face, and will be assigned weekly evaluations to track client's improvement status. The first three months of our clients arrival and thereafter every other week or month for recovery and healing; ALL victims are mandated to meet with specific facilitators.

Transitional Housing

This service is designed to assist those that are exiting the program with economic stability. We hope to help our clients by encouraging them to build a life independent of their abuser and achieve personal goals. We desire to meet this mission by providing structured guidance and referrals to other housing assistance programs. For one year, Shekinah's Care Facility, Inc. will provide transitional housing services to 10 – 15 female survivors of Sexual Assault, Domestic Violence, Dating Violence and Stalking. Graduates will receive \$400 for successful program completion.

Follow-up Services

As Shekinah's Care Facility clients transition from the program we will offer 3 follow-up services to monitor graduates initial ongoing personal assistance to ensure that they are adapting

and accessing outside resources. We wish to bring added value and refuge to the graduate within their neighboring communities that desperately needs it.

Implementing The Project

Client Care

We believe that our clients should put forth their best, contribute their time and talents to others outside their community. We believe giving incentives to those that strive and persevere through the process so that they can do better for their children and communities.

Shekinah's Care believes in giving back to the community and believes in helping others reach beyond their potential. This facility is structured on saving victims from all walks of life, who don't know their self-worth or purpose. These programs that are offered will support them; even at their lowest point. Our existence depends on the success of every abused victim that enters and exits this facility.

Entering the Program

Every client entering the program is allowed to bring in their own clothing and toiletries. We will not provide clothing unless the client does not have clothing. Depending upon individual circumstances, SCF will make every effort to accommodate clients with clothing. All clients are responsible for personal and distributed belongings. Therefore, assigned lockers with keys will be distributed to each client entering the program. New locks and keys may be purchased at the client's expense.

Client Responsibilities

To build confidence it requires that all clients participate in the classes and social events that are designed to help cater to their emotional, mental and physical needs. We are looking forward to educating and confronting the abuse through group discussions. Many victims may not know

about their hidden capabilities or inner strengths that could help boost self-esteem, energy to surpass the circumstances and move forward towards helping others to achieve higher goals. To accomplish these expectations clients must be determined and focused to achieve these goals.

SCF Care Packages

A welcome package will be issued upon full acceptance into the program. Participating residential clients will receive SCF's care packages as well as resources to help support their success while in the program. SCF's care packages will not be distributed to Non-Residential clients.

Management

Position and primary responsibilities

President / Founder - provide leadership in all aspects of both profit and non-profit organizations. Job descriptions for these positions encompass a variety of responsibilities and abilities. Some requirements will depend on the work of the non-profit; others are common to all executive directors.

Site Manager - is responsible for managing all administrative and operational functions of the organization including finance, human resource, facilities, board relations and program logistics. Develop and manage annual budgets in collaboration with the President/Founder and Fiscal Manager. Manage hiring process, staff benefits and personnel policies. Oversee implementation of databases, troubleshooting, staff and contracted services. Work closely with Program and Administrative coordinators to ensure Shekinah's Care Facility functions and operates smoothly. The Site Manager has experience with grant allowable cost, disallowed cost and has completed the Grants Financial Management Training.

Finance Manager – Oversees and manage federal and non-federal awards, is responsible for day to day financial reporting and analysis, budget, payroll, operational reporting and analysis, manages the annual budget, review budget assumptions, calculations and preparation of presentations to President and the Board of Directors, manages the ongoing financial forecast process including interim updates to actual results, oversight of the quarterly expense variance reviews and quarterly update of forecast assumptions, preparation of the monthly financial reporting package to enable management analysis, prepare financial statements and decision making. The Finance Manager has strong expertise with creating and supervising budgeting expenditures.

Accounting Clerk - Responsible for insuring the day to day accounting functions are completed in accordance with Generally Accepted Accounting Principles (GAAP); standard procedures, performing many of these functions using the Shekinah Care Facility's mainframe computer system. Process payroll, accounts payable, and support the Finance Manager.

Program Setup/Design

Orientation

This orientation will be from 9am – 5pm with the minimum of two fifteen minute breaks and an hour for lunch break. At 3pm the floor will be open for different questions and concerns. After completing orientation participants will gain knowledgeable information relating to Shekinah's Care Rules and Regulations, Goals, Incentives, Ethics and laws, Fundamentals and social expectations. Clients are encouraged to participate in all classes and social events that are designed to help cater to their emotional/mental and physical needs so that they can feel confident again. We are looking forward to helping the abused bellow freedom and strengthen that quieted voice.

The annual living cost per client is \$16,620 and participants will have assigned shared rooms, separate beds and lockers to store personal property. While enrolled in our program, all clients will have daily itineraries or agendas which will outline their training curriculum. All participants are given a platform to discuss problems/concerns, accessibility to education and may seek to obtain a GED diploma. If participants meet the requirements to attend a local community college; we will assist with registration. However, the cost to attend credited and non-credited courses become the sole responsibility of the client.

The Calendar / Daily Itinerary

The calendar is used to set goals, schedules, conferences and events for the twelve month process. However, calendars are always subject to change due to weather conditions, availability, and funding. We expect our clients to take full advantage of every service that is offered here at Shekinah's Care Facility, Inc. Throughout the training day; participants can schedule appointments with their Residential Counselors, Life Coaches, Mentors, Teachers, Pastors and Social Worker.

They can participate in other facility programs such as: Father's Day Mentorship Program, Grandparent Day, Health & Wellness, Giving-Back Month, and Graduation Events. The calendar is a reminder to our clients to make sure that they plan accordingly to attend their assigned trainings.

The Critical Care Phase

Shekinah's Care prohibits outside involvement for at least 3 months. Clients will be contributing their time, attention, and efforts to the healing process which includes:

- **Nurturing the soul** – Helping clients to increase in faith, wisdom, strength, and courage. The Nurturing process lies within every individual; it must be sought out with great will power and expectation throughout every level.
- **Cleansing the mind** – internally and mentally extracting learned habits that are detrimental in preventing healthier life style. The mind must be clear in order to gain peace and self-confidence. Meditating on the oracles of God and focus on gaining a better perspective on life.
- **Purging the heart of diverse concerns** – learning how to strive for a more sensible spiritual balance and attaining the driven force or efforts towards reaching full recovery stage of “New Beginnings.”
- **PASTORAL CARE** - This service is provided to clients specifically for emotional and spiritual support. For the first three months of critical care; pastors who are contracted with Shekinah’s Care Facility will be available for prayer, inspiration, impart the Word of God and lend a helping hand to clients for personal issues that need immediate attention.
- **LIFE COACH** - This service will aid in assisting the clients throughout the program with career guidance, preparation for meeting goals, make life assessments and also motivate clients to confront issues of the past so that our clients can be empowered to be a leader and gain stability in employment, school and in their communities. The Life Coach is assigned as a part time, but will work with clients throughout the program as needed.

The First Trimester Critical Care Phase

After completion of the first three months, publicly speaking before their peers; each person will be given 15 minutes to share individual praise reports about their accomplishments or goals associated with the program.

***The Second Trimester Critical Care
Preparation for Employment and Housing***

Six months into the program, Shekinah's Care will begin preparing clients for housing (if applicable) and part-time employment. The stipulation for Shekinah's Care is that the client's earned wages will be deposited into their personal bank accounts established through SCF networking financial banking institutions. This account will be created with a local bank that has free checking and savings account available for our clients.

Prior to program completion, clients may withdraw available funds from the designated bank associated with Shekinah's Care Facility. If the client does not wish to open an account, Shekinah's Care Facility will log and hold monies until the client exits the program. SCF will not disburse cash to the client. Funds can be transferred to the client by check/prepaid debit card issued by the bank. However, if the client chooses to work and not finish the program, client will have to pay for the services rendered by Shekinah's Care Facility and will not be able to return due to breach of contract.

Parental Involvement

Parents can participate in some of the activities and interact with their children. At this stage, teenagers have the opportunity to interact with parents or guardians. To ensure their continued growth, SCF will help clients apply for scholarship programs. Also, we will seek out qualified role models and mentors to help participants to confront social needs when they get ready to exit the program. It will open doors of communication and give the clients an opportunity to discuss future goals.

***The Third Trimester Critical Care
Effective Mentoring - The Client Becomes a Mentor***

Overcoming Through Testimonies

Once a client has reached their third trimester or 9th month in the program; they may begin assisting those that have experienced similar circumstances. They are now able to identify with related strengths or weaknesses. By volunteering, they could better express their success stories and best comprehend to like situations. Depending on their impact and spiritual growth; these achievers could become the winning voices towards uplifting other battered souls “Seeing Is Believing” to those with no hope for tomorrow. In some cases, they victim wants to see results before they can accept that the abuse really exists or has occurred.

Fourth Trimester Program Completion Completion & Achievements

Clients that have achieved 100 percent program completion will be recognized for their success. “Program Recognition” is termed by SCF as participating in all scheduled sessions, activities, and present to all conferences and seminars for the entire 9 months. We would like to recognize and congratulate them on a job well done.

Trainings Sessions

Clients will be trained on diverse topics surrounding abuse, parenting skills, home economics, and other programs as listed in offered in a classroom setting. The following training sessions will be held at Shekinah’s Care Facility, Inc.:

- 1. Home Economics/Life Management Sessions** – To meet the growing needs of the modern teenager, home economic courses prepare participants with the knowledge, skills and attitude they will need in order to pursue related careers and become a self directed, and capable independent citizen. This session will encourage participants to rethink personal goals and pursue new prospective relating to family and friends, and face the future with confidence and security. Participants will learn critical skills and knowledge

in food and nutrition, family living and parenting, and child development. This session will provide the necessary tools and support clients on the road to success.

2. Public Speaking/Oratory Training Sessions - Public speaking/Oratory Training

Sessions are hosted at the facility amongst peers. These sessions will help our clients build levels of confidence, boost self-esteem, formulate and strengthen oral skills. Also, clients will learn how to perform presentations that focus around individual interactions with others, promote group conversations and have the ability to speak in a deliberating manner in order to inform, influence, or entertain them.

3. Adult Basic Education Courses - Adult Basic Education Courses will offer participants

an opportunity to grow. Many adults who did not complete a high school program of instruction has the opportunity to pursue learning through a variety of experiences encountered in everyday life. We seek to make it possible for qualified individuals to earn a high school credential, thus providing opportunities for our clients to pursue higher educational goals, obtain jobs or job promotions, and achieve personal goals. SCF is not an accredited educational facility and thus cannot offer this course. Our agency will seek the necessary resources and network with other agencies that offer GED courses at no charge.

4. Sexual Assault/Domestic Violence/Dating Violence/ Stalking Training Sessions –

Abuse is present in most cultures and affects men, victims and children of all races and social and economic levels. The sessions will include diverse subjects and the course topics will include:

What is Domestic Violence?

What is Stalking?

What is Sexual Abuse/Sexual Assault?

Who are the Victims?

Recognizing the Signs of Abuse
Why Victims Stay with Abusers
How You Can Help Victims of Abuse
Handling divorce and custody issues
How to Keep Safe such as: Safety Measures for yourself and your children
Basic Parenting
The After-Effects of Abuse
Building New Relationships After Abuse
How Does Abuse Effect Children
Stopping the Cycle of Abuse

In order to minimize abuse, we must understand what triggers the abuse and make the effort to stop the cycle; so, that the next generation of families can learn to live abuse-free.

Personal Finances & Banking - Clients will learn basic household finances that will provide a disciplined approach to saving a dollar. Trainings would include but not limited to:

- Budgeting – how much to save on a yearly basis.
- Personal banking – how to write a personal check, make deposits, and bank withdrawals.
- Saving – how to put funds aside and minimize the risk of not having cash on hand.
- Dispute – how to dispute disapproved transactions and how to balance statements.

Client Attendance, Schedules & Expectations

At Shekinah's Care training sessions begin at 9am-3pm breaks are from 12:30pm – 1:30pm with the exceptions of off-site "Adult Basic Education" training from 8am -2pm and break is from 11:00am-12noon. For the purpose of security and safety, off-site trainings sessions; clients will be transported by armed security guards. Clients are encouraged to join in every social event presented on the daily calendar. Monthly on-going sessions may differ, depending on group sizes and participants need. Through-out the duration of programs, clients are given assignments, tests, essays and summaries which will be submitted to the facilitator. Clients with incomplete assignments must communicate with the Facilitator and request additional time to complete assignments.

Program Activities

Mentoring Program Support**- MEN MENTORING PROGRAM**

This service is to assist clients who haven't had male leaders/role models in the home or environment. Participants will learn how to identify the important role the male has in the family. This service will help identify:

1. Bad verses Healthy relationships.
2. Purpose of a Father/Leader in the home.
3. Empower Clients to gain awareness and healing through affirmation and encouragement.
4. Mentors are contracted for one month and clients are assigned a mentor to prepare them for lifestyle change.

Grandparent Mentor

This service is to provide clients with help and support for a missing grandparent and assist in helping the client to be sensitive, patient, and aware of their position in what grandparents can bring to their life and relationship. Grandparents will be fifty-five years or older. They will be able to spend time with the client for one month getting to know clients and share life circumstances and problems as well as help the clients see through many of their barriers in family. The grandparent Mentor will be refined and established.

Supplemental Intervention Programs

The outreach programs offered by the facility and its affiliates will address such cases geared towards Sexual Abuse and Domestic Violence. Sexual Abuse and Domestic Violence are broad topics and the victims will gain knowledge in divers' areas of abuse. By attending short term courses, they will learn how to conquer and overcome the adversities of these strongholds. These courses will enable them to break free from sexual, verbal, manipulative, dominating and physical behaviors to achieve high self-esteem, confidence and self-awareness. The program is

designed to help facilitate and teach how to rise from emotional wounds, depression and pain, regain balance, and boost positive independence within themselves. During the first initial trimester, “**Critical Care**”, Shekinah’s Care will assist in the travel needs of each person for class room assignments held off-center. The facility will link clients to outside agency that offers transportation services for appointments and educational purposes. Off-center training and appointments helps to develop social skills for interacting with others outside of intermediate families and friends.

Conferences

Each month Shekinah’s Care Facility will have different speakers to inspire participants to succeed in life. Speakers will share painful struggle and their journey on becoming the person who they are today. These events are geared to help clients get involved in certain activities as well as inspire them to change. Conferences will be constituted, hosted and organized on-site by Shekinah’s Care Facility to introduce clients to the norms of society; teaching the importance of being productive and stable victims in their own community.

Theatrical Activities

Shekinah’s Care will encourage theatrical drama roles, dances and songs as a part of the clients healing and interaction process. Clients can effectively write-out and create skits. A personalized skit enables everyone to express themselves other than using simple language dialogs. Open creativity gives them an outlet to share and tell life stories as they embrace healing and change.

Journaling

Another way to overcome abuse is to have clients keep a daily journal. Clients will write about the impact abuse had in their life and how effective was the healing process. These written

journals will help to identify and document personal thoughts. Writing helps to discover and unlock talents or skills that were never explored. Also, to measure their progress and writing skills, clients are required to write essays, summaries and letters concerning their ordeal and their experience with Shekinah's Care Facility. The writings will become a part of their profile and kept for our records. At the end of the year all clients would have given a short-story of their life and healing journey; to which would be formatted in a book and published by Shekinah's Care Facility titled Beauty for Ashes "*the untold voices behind the mirror*".

Recreational Group Activities

Recreational group activities are stress releasers; they stimulate growth and development and will be used as a remedy. Clients may choose to interact or participate in such activities on a weekly basis. Our team has designed other building activities that include mountain wall climbing and public speaking skills. These activities will help clients to speak with confidence, face their fears, and move to the next phase in their life. All recreational group activities are listed below:

1. Gymnasium Exercise
2. Water Exercise (Pool/Spa)
3. Rocky Mountain Climbing/ Wall Activities
4. Role playing
5. Health-Healing through Prayer
6. Community Outreach (Sharing / Giving to others)
7. Healthy Eating
8. GNO (Girls Night Out) includes: Beauty Makeover Sessions – Boost Self-Esteem

Program Graduation

Program graduation will be held as a normal graduation ceremony to award achievers for their due diligence. Caps, Gowns, Award Pendants, Sashes, Ropes, and flowers will be adorned upon all graduates. A week prior to the client's release date: family and friends of those

graduating can join us in a celebration feast. The feast would include food, guest speakers (as selected by program), and awards will be distributed for continual process.

On the day of initial release all clients will receive their employment funds and additional monetary gifts (which will vary). Clients are required to return back to SCF **ALL** property and personalized belongings given to them on the first day. Graduation clients will receive an authentic embroidered certificate, designed by Shekinah's Care and signed by Author, President and Founder Sabrina Nottage for their hard work, recognition, continued growth and development, and for finishing the course in one year.

Residential Living (Females by Birth Only)

Residential rooms are shared, assigned separate beddings, **ONLY** two clients per room. Dorm sections are split; separating the teenage girls from the young adult women. ***At this moment, our facility cannot accept residential males.*** Teenagers will reside on one side and the young adult women on the other.

The facility will coach and train the male, females, residential and non-residential clients as listed:

1. Home Economics / Cooking
2. Speech and Oration Classes.
3. Obtain GED or High School diplomas (read, write etc.)
4. How to Dress for Success and Job Seeking techniques.
5. Dorm duties to demonstrate good housekeeping skills.
6. How to properly clean and sanitize their living quarters and the facility as a way of giving back to the program.
7. Facilitate classes on sexual, mental, emotionally, physically and verbal abuse.
8. Facilitate classes on Rebuilding and Restructuring Your Life after encountering painful and harmful relationships.
9. Facilitate classes on motivational speaking and speech for building confidence and empowering victims to be bold and outspoken.
10. Review Documentary Movies or films on the diversities of abuse such as: (verbal, mental, emotional and physical abuse).
11. Read and participate in a "Discussion Forum" on a best seller book titled "(Naked & Not Ashamed)"; written and composed by founder/author Sabrina Nottage.

12. Participate in Book Club to enhance reading abilities, research, evaluate, and learn about other authors related to the program.
13. Compose a Personal Financial Budgeting Classes to help:
 - a. Prepare and balancing check books/register
 - b. Complete and know the process for depositing and withdrawing funds from savings/checking accounts
 - c. How to “Save A Dollar” Control Budget Spending
14. Enroll in First Time BASIC College courses or help College drop outs re-enroll.

Safety & security

This is a facility of healing for the abused and every precaution is taken to ensure their safety. It will be the Housing Counselor’s sole duty to submit documents to site Manager for approval and verification. The Site Manager will direct the Housing Counselor to submit approved individual files to hired armed security officials to adhere to adequate policies and procedures.

VISITATION POLICY

Preregister Visitation Schedules

After successfully completing “The Critical Care Phase”, visitation privileges may be granted those that have shown tremendous improvement in the areas of self-discipline and hard work. As standard safety procedures, it’s every client’s responsibility to preregister their guests’ one week in advance to be considered for upcoming scheduled visitation dates. Visitation Request Forms must be completed and submitted in a timely manner to Housing Counselors. All Housing Counselors must have sufficient enough time to prepare Visitation Folders for approval. The first five months is critical, the client’s scheduled visitation will be monitored so that order can be maintain. SCF take pride in sheltering clients and to decrease setbacks that may cripple their healing process.

Visitation Documents & Folders

As an added safety precaution, SCF Safety Requirements will implement a “Visitation Request Form (VRF)” to help monitor visitors and protect our clients exiting the premises.

Therefore, all forms must be accurately detailed (including required signatures) and submitted to Housing Counselors. The Residential Advisors will be held accountable and must ensure that all guest logs for Client visitors are documented. Therefore, visitation folders must be prepared in advance and contain the following documents:

- Clear copies of guests legal state identification cards visiting clients (taken upon arrival).
- Individual Preprinted Sign-In and Out Logs for separate Clients requesting visitors.
Preprinted Logs detailing client's name, accurate name of client's visitor (taken from identification), current visiting date, accurate time, accurate dates, a double line for guests to print and sign name, and a double line for client to print and sign name (NO EXCEPTIONS).
- Abusive siblings, spouses, or friends of the Client will not be allowed to visit clients.
- Prepare pre-labeled Name Badges or Temporary Identification Bracelets for distribution to visiting family and friends.

Visitation Time Restraints

Three (3) Months Exiting Critical Care: Family

After 3 months, only intermediate family (mother, father, husband, sister or brother) can visit loved ones on a weekly basis (according to scheduled visitation hours).

Five (5) Months: Family and Friends

After five (5) months, Clients may receive visitation from other friends and family members (brother-in laws/sister in laws, and cousins etc.). All visitations must be verified.

Other Attachment File(s)

* Mandatory Other Attachment Filename:

[Add Mandatory Other Attachment](#)

[Delete Mandatory Other Attachment](#)

[View Mandatory Other Attachment](#)

To add more "Other Attachment" attachments, please use the attachment buttons below.

[Add Optional Other Attachment](#)

[Delete Optional Other Attachment](#)

[View Optional Other Attachment](#)

(b)(6)

SABRINA F. NOTTAGE

OBJECTIVE To teach, build, empowered, and trained abuse men and women of ALL walks of life. To inspired, encourage and motivate self-value and self-sufficiency. To confront abuse at all cost and maintain safety and protection to all our women, so that ALL our clients can return back to society healthy, equipped and whole again. To establish transitioning housing for teenage and young adult women 15 to 30 years of age, for one full year who have been rape, molested or physically abused. And to cultivate love, assurance and stability for all our women at the Shekinah's Care Facility

LEADERSHIP As a leader in ministry, I have been involved as a teacher, evangelist and youth director for well over seventeen years. I have volunteered with the Kairos International Ministry for two years helping women in the prisons gained understanding of the Word of God, Self-worth and prayer groups throughout the world. I have mentored teenage girls with Fresh Start Mentoring Program and Volunteered at Agape Women Center in Cutler Bay, FL (drug rehab for women) teaching, having service, skits, and passing out gifts, clothing or food for the young women.

I have been a Facilitator with the Hope for Miami Pathways TOP program, for the youth working with my church and communities helping the youth discover their gifts and talents. Adminstrate leadership skills and proactively train individuals, equipping them for positions in ministry to discover their gifts. Also host many conferences, building leadership skills for ministry, host youth explosions, retreats, workshops, and seminars for

church and business events for well over five years.

EXPERIENCE**PROFESSIONAL EXPERIENCE**

Lay Health Educator –Fresh Start Family Services,
Homestead FL▪ October 2012– October 2014

- Present presentations for Closing the Gap, “Diabetes Collaborative Program” at various church settings, Health Fair Events, or any type of function/events that includes: distribution of information for diabetes and high-risk participant/potential participants. Sign-in sheets of all activity for presentations are recorded each time for state review.
- Identify participants that are high-risk and that are also diabetics.
- Make phone calls, check emails, and follow-ups on all participants and new enrollees.
- Make sure that all participants are schedule for classes each week.
- Record all information of participants weekly onto the Risk-Assessment file folder.
- Weigh-in all participants, chart participant progress of weight and regular activity.
- Responsible for making sure that participants attend classes, bring in glucose logs, A1C testing and check their sugars when needed.
- Provide and administrate education classes for participants with literature/books from American Diabetes Association.
- Travel to and from site to designated area to sign-up participants and maintain file folders of each participant.
- Strategic meetings each week.
- Monthly Deliverables.
- Referrals (Monthly)
- Individual Enrollment log (Monthly).
- Participant Progress Sheet (Monthly)
- Fitness Progress Sheet (Monthly)
- Assist team members in reaching and educating at least 2,000 unduplicated youths and adults.
- Assist team members in enrolling 80 individuals in the Body Control Challenge.
- Assist team members in enrolling 225 individuals in the Healthy Reach Collaborative.
- Complete at least 20 Healthy Sunday Events and 20 community events.
- Assist team members with ensuring at least 1,500 of the 2,000 reached with diabetes education will complete the pre/post risk assessment surveys.

**Elections Support Specialist Miami-Dade Elections Doral FL/
December 2007- 2012**

- Type, file and answer phone.
- Input information from the voter for all requested ballots to be mailed out.
- Verify all signatures of voters in the system.
- Open all ballots for count.
- Open and close all designated precincts assigned to (15) out of 900 precincts making sure all supplies and polling positions for each precinct are ran smoothly.
- Registrar voters

**Customer Service Representative
PRC Cutler Bay FL**

April 2005-May 2007

- Assist in providing information to customers in a timely and efficient manner.
- Assist customers with billing adjustments.
- Assist customers with credits, refunds, rebills and rerates on all shipping packages that are presume late, disputed or otherwise credited.
- Update all account information pertaining to credit cards, change of address, phone numbers or contact information.
- Verify all account information change billing cycle and billing type on customer's business and personal accounts.

Service Center Aide

City of Miami, Miami FL Apr 1999-Sept 1997

- Writing correspondences, ticklers, letters, memos, flyers as needed.
- Inputting complaints and city code violations in the system for all residents/business owners of the community so that the business owners and residents of the community are in compliance with code enforcement.
- Processing Certificate of Use, Occupational Licenses, Tree Permit and Class I & II permits for all businesses.
- Assist citizens of the community with façade programs, educational programs and any form of community function that allows the citizens to be assisted with their health, home and/or job.
- Assist citizens in solid waste billing information.
- Answering phones and attending to functions of the job in all capacity as needed.
- Answering phones, typing, and filing.
- Assisting customers with solid waste billing information.

- Making appointments with citizens and business owners to comply with city codes and city violations on property that may be seized for not having proper licenses to operate and function as a business.
- Inputting all data of city codes and violations in the computer as necessary.

**SKILLS &
HOBBIES**

ACCOMPLISHMENTS/SKILLS

- Became the Founder of Shekinah's Care Facility, September 5, 2012
- Author of Naked & Not Ashamed on May 9, 2013
- Certified Life Coach September 20, 2013
- Ordain A Minister since 1998
- Ordain an Associate Pastor of Ebenezer Worship Center April 20, 2014
- Became the Founder of Life Coaches of Coach & Co. July 2014.
- Implement several manuals workbooks for (Shekinah's Care Sexual Abuse Activity Workbook & Shekinah's Care Prayer Manual for the Shekinah's Care Facility. Life Coach Manual, Pastoral Manual, Boys Becoming Men Manual and Personal Budget Manual for the center (soon to be published).
- Soon to Published, "Something to think About", *Relationships*, Poetry Book, and Naked & Not Ashamed II also working on the "Nottage Clan" The History of My Family.
- Interim Pastor of G.M.A.C. Ministries under Apostle Sharon Boykins in Atlanta Ga.
- Hype Media Global Inc./Radio & T.V. Promotion for book and Abuse Center Actively in 2015 in Atlanta Georgia.
- Interview with the "Stan Watson Show" promotion for my book August 15, 2015.
- Interview with WDJF with Mr. Ernest Faust Jr. "Let's Talk About it" in 2015.
- Interview with "The Formula with Tallboy Enterprises in 2015.
- Interview with Radio Talk Show Host Kevin Strawder of GMAP1 Radio Show.
- Work on project with 99.7 Galaxy FM Radio in Homestead FL

with Mr. Clark in 2014 for three months as a second guest host on show called "Second Chances".

EDUCATION

**Miami Northwestern Senior High School Miami Fl
Sept. 1984 - August 1987**

- High School Diploma

**South Dade Skill Center, Miami
August 1996 – August 1997**

- Office Support Technology or Business Application
- Word, Excel and PowerPoint Applications.
- Some College (Keiser University)

INTERESTS

To become a Publishing Company.

REFERENCES

(b)(6)



Vivian A. Nesmith

(b)(6)

HIGHLIGHTS

- Twenty years of Accounts Payable experience.
- Three years Bookkeeper
- Seven years Assistant Accountant
- Three years of Sales Experience / Fifteen years of Customer Service Experience.
- Typing Skills (40 – 50 wpm)
- Knowledge of QuickBooks, Lawson Financials, Oracle Financials, Horizons, Microsoft Office, Kronos Workforce, Automated Data Processing ADP, SunGard, US Bank Trust Now Essentials, Wachovia, Ten Key Calculation, Enterprise Software, GMS Accounting System, and Progressive Employer Services

Relevant Skills & Experience**Centro Campesino Farmworker Center Inc.:****Account Payable Clerk 10/10/11 – 01/24/2012****Reimbursement Bookkeeper Clerk 01/24/12 - present**

- Invoiced Grants for monthly grant expenditures
- Knowledge in the preparation of financial reporting AmeriCorps/Volunteer Florida, 21st Century Community Learning Center (21st CCLC), Workforce Investment Act (WIA) for farm workers.
- Processed, distributed, and reconciled local operational checks.
- Used effective accounting practices to summarize, print, and create, month end reports generated from Quick Books and Oracle to distribute to the Comptroller
- Performed data entry and general clerical tasks.
- Demonstrated the ability to quickly master new systems which were implemented to increase productivity.
- Resolved weeks of backlogged work, and organized records in disarray, researched and resolved outstanding invoices and corrected entry errors that had previously been missed.
- Assisted Accounting Specialist with daily tasks.
- Processed and prepared payroll for 40 employees
- Accessed Grant Management System to process cash receipts, journal entries, and vouchers for payable.
- System Award Management Registrations
- Lincoln Financial Annual Census Reporting
- E-verify registrations

A1A Employment of Miami**Temporary Accountant / Accounting Clerk**

05/2010 TEMPORARY ACCOUNTANT - AUDITOR FOR JACKSON SOUTH HEALTH SYSTEMS

- Audited Kronos payroll system to review discrepancies and to ensure the accuracy of hours worked and rate of pay.

07/2010 - 12/2010 TEMPORARY ACCOUNTING CLERK - MIAMI DADE COUNTY CASH MANAGEMENT DEPARTMENT

- Processed Bloomberg Trade Tickets, data entries using SunGard
- Organized files, audited Wachovia Electronic Transfer cash flow reports, audited Wachovia Electronic Transfer daily transfer reports; audited US Bank Trust Now Essentials Safekeeping Reports to ensure Brokers were charging accounts accurate trade par value amounts.
- Faxed External and Internal Wire Letters to the Federal Reserve Bank or Wachovia Bank to initiate daily wires.

Homestead Job Corps Center:**Assistant Accountant 07/01/06 – 02/24/10****Accounts Payable Clerk 11/15/99 - 4/01/04**

- Managed and accurately processed an estimated 300 invoices (\$200K) per month for a Non-Profit Organization. Assessed and closed A/P Financial Systems, and resolved various issues on a monthly basis.
- Recorded cash receipts journals, prepared deposits, and designed various excel spreadsheets to ensure sound recordkeeping and thorough documentation.
- Processed, distributed, and reconciled local operational checks.
- Used effective accounting practices to summarize, print, and create, month end reports generated from Quick Books and Oracle to distribute to the Finance Supervisor.
- Performed data entry and general clerical tasks.
- Set-up multiple new vendors for processing of invoices and maintained an open purchase order log to track outstanding invoices.
- Demonstrated the ability to quickly master new systems which were implemented to increase productivity.
- Resolved weeks of backlogged work, and organized records in disarray, researched and resolved outstanding invoices and corrected entry errors that had previously been missed.
- Assisted Accounting Specialist with daily tasks.
- Processed and prepared payroll for 180 employees, worked with staff when needed to help provide accurate information on completing time cards.
- Used Lawson, Oracle Financials, QuickBooks, Horizons, Kronos Workforce, Automatic Data Processing (ADP), and Enterprise Software's for inputting of various data information via internet.
- Prepared and Distributed \$ 22,000 bi-weekly for Student Pay to 520 Students.

Blaylock Oil Co. / Accounts Payable 12/28/95 – 06/14/99

- Prepared and processed vendor accounts through worldwide sources.
- Compiled, analyzed, and presented Electronic Funds Transfers for transactions daily.
- Provided entries and logged transactions for over 250 separate accounts.

- Prepared cash deposits in excess of \$100,000 weekly.

Sears Roebuck / Sales Clerk 08/1992- 12/20/1995

- Trained four people in the area of sales and service.
- Consulted with customers to determine their personal needs and priorities.
- Managed in stock merchandise for all sales transactions.

Education

- **Nova Southeastern University**, Master Degree in Public Administration, rec'd 09/30/2009, Kendall, Fl.
- **Nova Southeastern University**, Bachelor Degree, rec'd 11/17/2007, Kendall, Fl.
- **Miami Dade College**, Accounting Degree 04/30/05 transferred to Nova Southeastern
- **Southern Technical Center**, Computer Business Application Diploma, rec'd 7/27/00, Miami, Fl.
- **Earle C. Clements Job Corps**, Secretarial Diploma, rec'd 12/11/91, Morganfield, KY.
- **Homestead Sr. High**, High School Diploma, rec'd 6/01/89, Homestead, Fl.

MARIAN FAITH MARTIN(b)(6)
**SUMMARY OF QUALIFICATIONS**

- ❖ More than 25 years in Psychiatry & Behavioral Sciences
- ❖ 15 years in Finance and Administration
- ❖ Successful budget submissions
- ❖ Successful year end closings
- ❖ Hard working, detail oriented, able to multi-task
- ❖ Excellent leadership and communication skill

PROFESSIONAL EXPERIENCE

University of Miami-Department of Psychiatry & Behavioral Sciences June 2006 – June 2012

Director, Finance and Operations

- Provide financial assistance and serve as financial advisor to Chair, Executive Vice Chair, and Vice Chair for Administration
- Manage the revenues and expenditure of departmental funds, an annual budget of over \$32 million, and direct responsibility of \$11.5 million (e.g., develop departmental budget, set development plans and goals for the upcoming year, reconciliation, year-end closing, monitor faculty expense and travel, responsible for expenditure approvals, salary approvals, and signatory authorization for the department.
- Manage all the operational needs of the department, (e.g., onboarding of new faculty, procurement of equipment, floor plans and layout, meeting with construction crew, furniture and decoration. Track departmental space, office setup for new faculty and staff to include e-mail and communication needs.
- Coordinator for Psychtoberfest - arrange conferences and events to include venue, travel arrangements and food.
- Prepare Consultant agreements, create the process and monitor petty cash
- Serve as liaison for the department to outside vendors and various agencies, also other campus departments and offices
- Responsible for the direct supervision of 4 exempt and 2 nonexempt staff

University of Miami-Department of Psychiatry & Behavioral Sciences

2002 - 2006

Manager IV Budget and Expenditure Cycle

- Provide financial assistance and serve as financial advisor to Chair, Vice Chair, and Assistant Chair
- Review and authorize expenditure requests
- Responsible for preparing and submission of the department's annual budget
- Coordinate and supervise year-end closing
- Responsible for the day to day operational needs of the department
- Provide variance analysis between budget and expenses to the University's Central Medical Finance Office
- Provide monthly reconciliation of all non-sponsored accounts

- Provide quarterly operational audits on expenses
- Responsible for the direct supervision of 1(AO1s) and 2(AO3s)

University of Miami-Department of Psychiatry & Behavioral Sciences 1997 - 2002

Program Assistant II – Clinical Trials

- Provide administrative support for the department's clinical trials research to include budget and expenditures
- Interface research activities between University administrative office, Principal Investigators and the funding agency
- Ensure contract compliance and fiscal requirement are met
- Reconciliation of funds at the close of the clinical trials

University of Miami-Department of Psychiatry & Behavioral Sciences 1986 - 1997

Administrative Assistant III – Personnel Coordinator

- Created job descriptions and establish positions
- Attend AO1 meetings to defend non-exempt positions for the department
- Process time documents, leave requests
- Provide secretarial and clerical support to the Chair and the Assistant Chair

EDUCATION

University of Miami - BGS degree – concentration in Management December 2005

Thomasville High School (Graduated with Honors, Secretary of National Honor Society) June 1971

UM SYSTEMS

DMAS, Ariba System as an Approver, DOLFIN, USpace

UM FORMS

IDRs, eBERF, Consultant Agreement, Work Order, Purchase Orders, Check Requisitions

Software Programs

Microsoft Office, WORD, Excel, PowerPoint

SEMINARS/WORKSHOPS

UM/School of Business – Business Application in Health Care

National Council of University Research Administrators

Chief Executive Officer – (Full-Time) F/T

\$44,698 – \$201,445 year – Compensation based on most recent salary and experience

Industry: Non-Profit

Presidents or Chief Executive Officer provide leadership in all aspects of both profit and non-profit organizations. Job descriptions for these positions encompass a variety of responsibilities and abilities. Some requirements will depend on the work of the non-profit; others are common to all executive directors.

- Responsible for ensuring the organization operated in line with its mission.
- Oversees all day-to-day responsibilities
- The CEO develops a clear communication plan to streamline communications with donors, the board of directors and employees
- Liaison between the employees of the company and the board of directions.
- Responsible for advising the board and keeping it up to date on any changes related to the company's mission or goals.
- Formulate policies and carry out any recommendations or suggestions made by the board
- Assist in the selection and evaluation of new and existing board members
- Responsible for the overall management and operation of the organization.
- Protect financial assets while ensuring compliance with all applicable requirements.
- Schedule monthly meetings with the board of directors or the executive committee.
- Coordinate a senior management team and in charge of hiring, firing and leading the rest of the company.
- Evaluate Morale of company, individuals and department to ensure productivity and must resolve any differences between team members.
- Ensure that employees are working together and everyone is heading in the same direction.
- Developing a strategy and create a vision that is essential to progressing the organization.
- Meet with senior management team as advisers to help plan the company's future.
- Evaluate all sorts of different projects and determine which projects are worth supporting, which projects may lose money or don't support the vision of the organization
- Manages the company's capital and carefully looks over the major expenditures.
- Establish ways to find potential investors and need to ensure every dollar raised from investors produces at least one dollar in investor values.
- Schedule weekly meetings with Senior Staff

Requirements and Training

- Must have many years of experience with increasing responsibility in non-profit agencies.
- Experience with financial management, grant writing and grant management is expected.
- Must have the skills to effectively communicate, manage employees, work with a board of directors and publicly represent his / her agency.

Site Manager Job Description

Site Manager – (Full-Time) F/T

\$70,000.00 – 93,000.00 year – Compensation based on most recent salary and experience

Industry: Non-Profit

The Site Manager is responsible for managing all administrative and operational functions of the organization including finance, human resource, facilities, board relations and program logistics. Develop and manage annual budgets in collaboration with Chief Executive Officer and Finance Manager. Manage hiring process, staff benefits and personnel policies. Oversee implementation of databases, troubleshooting, staff and contracted services. Work closely with Program and Administrative coordinators to ensure Shekinah's Care Facility functions and operates smoothly.

Responsibilities:

- Reports to and works closely with the Chief Executive Officer
- Oversee daily operations of Shekinah's Care Facility (SCF), planning, programs, grant funders, employees, and clients, Help to Integrate all of the work of the organization into a structure strategy which will enhance growth
- Directly supervise departmental managers, contracted staff, clients, volunteers, employees, program and Administration Coordinator. Review and Evaluate SCF Financial Reports and Discuss with Chief Executive Officer
- Lead performance evaluations process, work with staff to create regular reports in their areas of responsibility and direct staff towards appropriate professional development opportunities
- Report unresolved matters to Chief Executive Officer for resolution
- Serve as a strategic thinking partner and assist Founder with implementing SCF's mission,
- Assist the Founder in moving the company in a strong and positive direction
- Assist in strengthening the internal foundation of the organization that supports the Chief Executive's external responsibilities
- Work with the Chief Executive Officer to formulate fund-raising and organize a plan to execute it
- Ensure professionalism, strengthen organization cultural and provide critical feedback to staff
- Cultivate and respect the moral of clients, employees and all associated with the growth of SCF
- Collaborate with donors, attend meetings to support existing partnerships and coalitions involving Shekinah's Care Facility (SCF)
- Manage organization calendar, daily activities and ensure classes / sessions are followed as set-forth by Chief Executive Officer. Evaluate, review and discuss all disciplinary actions, employee and client achieve reports with Chief Executive Officer
- Assist the Chief Executive Officer / Founder in the creation and implementation of public information, media outreach, press conferences/press releases, and public relations matters
- Represent Shekinah's Care Facility community forums, Research and Prepare grant applications with Fiscal Administrator
- Other duties as assigned by the Chief Executive Officer

Requirements:

- Bachelor's Degree
- Three years supervising staff and two years minimum experience in building partnerships and funding

Finance Manager Job Description

Finance Manager – (Full-Time) F/T

\$55,000.00 – 79,000.00 year – Compensation based on most recent salary and experience

Industry: Non-Profit

Job Description

The Finance Manger is responsible for day to day financial, HR, and operational reporting and analysis.

Responsibilities

- Managing the annual budget with the assistance of the Accounting Assistant. This includes coordination with various departments, detailed review of budgeted assumptions and calculations and preparation of presentations to President and the Board of Directors.
- Management of the ongoing financial forecast process including interim updates to actual results, oversight of the quarterly expense variance reviews and quarterly update of forecast assumptions.
- In coordination with the Site Manager, preparation of the monthly financial reporting package to enable management analysis, prepare financial statements and decision making.
- Oversight and direction of all other financial reporting to management including flash reporting, daily cash flow reports and etc.
- Work with Accounting Assistant to resolve all accounting issues
- Supervise Billing and Coding Specialist to ensure medical invoicing completed weekly
- Ensure that all Accounts Receivables payment matters are resolved.
- Process expense reports & prepare billable expense invoices for clients and vendors
- Review and approve all vouchers that has accurate supporting documentation
- Audit Timesheets and Process payroll in an accurately and timely manner
- Ensure wages, hourly regulations, payroll taxes, federal, state and local laws are regulated and SCF is in compliance
- Follow policies and procedures without exception, prepare payroll related documents i.e. verification of employments, provide written verification,
- Support special projects as assigned by Site Manager
- Cooperatively work and Collaborate with Site Manager, to gain broader understanding of corporate accounting policies, procedures and financial process.
- Perform other Financial duties as assigned
- Analyze/audit and conduct appropriate audits to ensure data integrity
- Maintain wide variety of organized files and records in written and electronic formats.

Qualifications

- Bachelor's Degree in Business, Finance, Public Administration or Accounting
- 3- 5 years of experience in a business decision-driven investigative role
- Experience with QuickBooks, Oracle, Strong proficiency in Microsoft Excel, Word, Outlook, Publisher, OneNote, and Power point.

**Accounting Assistant – Accountant 1
Job Description**

Full-Time: \$30,000 – \$40,000 Accounting Assistant - Accountant I

Responsible for insuring the day to day accounting functions are completed in accordance with Generally Accepted Accounting Principles (GAAP); standard procedures, performing many of these functions using the Shekinah's Care Facility's mainframe computer system.

- ❖ Approved Accounting Software (QuickBooks)
- ❖ Work is performed under the direction of the **Senior Fiscal Administrator**.
- ❖ Responsibilities will include: Gather daily bank transactions and make deposits.
- ❖ Follow-up on all outstanding check issues and take necessary steps to clear up the items, i.e, contacting vendors, etc.
- ❖ Make daily entries to general ledger to clear out previous business day's items. Reconcile all accounts weekly. Balance general ledger accounts relating to SCF cash flow.
- ❖ Order and maintain corporate checks. Maintain logs and verifications of each.
- ❖ File and account for each corporate check in the respective branch and immediately report any discrepancies to the Accounting Manager.
- ❖ Monitor each account daily for unusual activity, voids or erroneous information.
- ❖ Process SCF payrolls on due dates
- ❖ Reconciliation of GLs assigned by **Senior Fiscal Administrator**.
- ❖ Obtain copies of checks, statements, and 1099.
- ❖ Run reports daily for request by **Senior Fiscal Administrator**.
- ❖ Must be proficient with spreadsheet software and other accounting computer systems.
- ❖ Performs other duties as backup or assigned/needed in the department.
- ❖ Receptionist duties greet public and refer them to appropriate staff members, answer phone, route calls, and take messages.
- ❖ Assist **Senior Fiscal Administrator** with duties as requested.
- ❖ Process all invoices.
- ❖ Maintain open payables list, prepare payment review report and produce checks bi-weekly for payment. Maintain accounting and event files. Reconcile multiple accounts.
- ❖ Learn both the payroll and HR side of ADP payroll to serve as a backup when needed.
- ❖ Assist Accounting Manager with financial statements and special projects
- ❖ All other duties as assigned

Other Requirements: Excellent math skills and must be detail oriented, Experience with Excel spreadsheets and QuickBooks or a similar type of accounting software program necessary. Candidate must be able to: apply basic accounting skills; perform work accurately, quickly and with high dependability; possess excellent organizational skills and strong inter-personal skills; be detail oriented; work Microsoft Office software programs and work late evening if needed.

Education Requirements: Associates degree Accounting or similar field (Preferably a Bachelor's Degree in Accounting, Finance, or related business. **Based upon Years of Related Work Experience may suffice for Degree**

Budget Narrative File(s)

* **Mandatory Budget Narrative Filename:**

To add more Budget Narrative attachments, please use the attachment buttons below.

Shekinah's Care Facility, Inc.
Budget Narrative and Three Year Budget

ACCOUNT TITLE AND NARRATIVE	Year 1		Year 2		Year 3	
	FT/PT POSITION	AMOUNT	FT/PT POSITION	AMOUNT	FT/PT POSITION	AMOUNT
<p>Chief Executive Officer: The president is responsible for providing strategic leadership for the company by working with the Board and other management to establish long-range goals, strategies, plans and policies. Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance. Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation, responsible for all day-to-day management decisions and for implementing the Company's long and short term plans; and ensure program success.</p> <p>CEO @ \$100,000 x 100 FTE = \$100,000 50% allocated towards mentoring program \$50,000</p>	FT - FULL TIME	\$50,000.00	FT - FULL TIME	\$50,000.00	FT - FULL TIME	\$50,000.00
<p>Fringe Benefits (CEO): FICA: \$50,000 x 7.65% = \$3,825 Unemployment: \$50,000 x 3.10% = \$1,550 Workers Compensation: \$50,000 x 1.51% = \$755.00</p>		\$6,130.00		\$6,130.00		\$6,130.00
<p>Site Manager: The Site Manager will supervise all programmatic implementation to include staffing, staff development, ensuring program compliance, service delivery, uniformity, reporting, and ensuring safety and quality of the program. Conduct new enrollment orientations and supervise recruitment process, record-keeping, collaborate with external partners to facilitate data collection and analysis; collaborate with partners, monitor the project budget, direct orientation and seek additional professional development sessions for staff, serve as a liaison with the Contracted Service Providers and research future sources of funding.</p> <p>Site Manager @ \$75,000 x 100 FTE = \$75,000 50% allocated towards mentoring program \$37,500</p>	FT - FULL TIME	\$37,500.00	FT - FULL TIME	\$37,500.00	FT - FULL TIME	\$37,500.00
<p>Fringe Benefits (Site Manager): FICA: \$37,500 x 7.65% = \$2,868.75 Unemployment: \$37,500 x 3.10% = \$1,162.50 Workers Compensation: \$37,500 x 1.51% = \$566.25</p>		\$4,597.50		\$4,597.50		\$4,597.50
<p>Finance Manager: Under direction of the Site Manager, this Finance Manager provides leadership and direction for programs funded by federal, state, and private funds; will manage and oversee the financial administration of federal, state, and private grants; ensure that the SCF Facility meets compliance and reporting requirements. Assist in the budget development process and perform budget analysis duties as assigned by the Chief Executive Officer or Site Manager.</p> <p>\$65,000 x 100 FTE=\$65,000 20% allocated towards mentoring program \$13,000</p>	FT - FULL TIME	\$13,000.00	FT - FULL TIME	\$13,000.00	FT - FULL TIME	\$13,000.00
<p>Fringe Benefits (Finance Manager): FICA: \$13,000 x 7.65% = \$994.50 Unemployment: \$13,000 x 3.10% = \$403.00 Workers Compensation: \$13,000 x 1.51% = \$196.30</p>		\$1,593.80		\$1,593.80		\$1,593.80

Shekinah's Care Facility, Inc.
Budget Narrative and Three Year Budget

		Year 1		Year 2		Year 3
Accounting Clerk: Process grant reimbursement packets, prepare accounts payable payments, collaborates with Finance Manager in preparation of month and year end processes. G/L reconciliations and maintaining subsidiary ledgers & spreadsheets, and maintain a coherent system of accounts, with a supporting filing system Accounting Clerk @ \$30,000 x 100 FTE = \$30,000 .10 allocated towards mentoring program \$3,000	FT - FULL TIME	\$3,000.00		\$3,000.00		\$3,000.00
Fringe Benefits (Accounting Clerk): FICA: \$3,000 x 7.65% = \$229.50 Unemployment: \$3,000 x 3.10% = \$93.00 Workers Compensation = \$3,000 x 1.51% = \$45.30		\$367.80		\$367.80		\$367.80
Legal Advocacy Social Worker The Legal Advocate is a professional human service position that provides support and advocacy for program survivors of domestic violence and sexual assault during the criminal justice process, conduct crisis intervention, advocacy and organization. \$45,000 x 100 FTE=\$45,000 .50% allocated towards mentoring program \$22,500	FT - FULL TIME	\$22,500.00		\$22,500.00		\$22,500.00
Fringe Benefits (Social Worker - Legal Advocacy): FICA: \$22,500 x 7.65% = \$1,721.25 Unemployment: \$22,500 x 3.10% = 697.50 Workers Compensation: \$22,500 x 1.51% = \$339.75		\$2,758.50		\$2,758.50		\$2,758.50
Full Time Lead Cook: The Lead Cook is responsible for all day to day operations of the entire food services that includes preparation of proper nutritious meals for clients, menu development, product procurement, and sanitation. Sunday-Thursday position. 1 @ \$12.00/hr. x 8hrs x biweekly 10 days = \$960 \$960 x 26 pay periods = \$24,960 allocated towards mentoring program 50% for breakfast and lunch \$12,480.00 Part-time Lead Cook: The Part-time Lead Cook is responsible for meal preparation for (Two Days) Friday - Saturday; that includes preparation of proper nutritious meals for clients, menu development, product procurement, and sanitation. Friday-Saturday . allocated towards mentoring program 50% for breakfast and lunch \$4,992.00 32 hrs x \$12 x 26 = \$9,984 TOTAL=\$34,944.00/2 = \$17,472.00		\$17,472.00		\$17,472.00		\$17,472.00
Fringe Benefits (Full-time and Part-time Lead Cooks): FICA: \$12,480 x 7.65% = \$954.72 Unemployment: \$12,480 x 3.10% = \$386.88 Workers Compensation: \$12,480 x 1.51% = \$188.45 FICA: \$4,992 x 7.65% = \$381.89 Unemployment: \$4,992 x 3.10% = \$154.75 Workers Compensation: \$4,992 x 1.51% = \$75.38		\$2,142.07		\$2,142.07		\$2,142.07

Shekinah's Care Facility, Inc.
Budget Narrative and Three Year Budget

		Year 1		Year 2		Year 3
Residential Advisor (Full - Time): Two Employees Oversees clients residing and living onsite and to ensure a safe and secure environment. (Shift One) 6:00PM - 3:00AM (Shift Two) 2:00AM - 11:00AM 80hrs x \$11 x 26 pay periods \$22,880 80hrs x \$11 x 26 pay periods \$22,880	Full-Time Position	\$45,760.00	Full-Time Position	\$45,760.00	Full-Time Position	\$45,760.00
Fringe Benefits (Residential Advisors): FICA: \$22,880 x 7.65% = \$1,750.32 Unemployment: \$22,880 x 3.10% = \$709.28 Workers Compensation: \$22,880 x 1.51% = \$345.49 FICA: \$22,880 x 7.65% = \$1,750.32 Unemployment: \$22,880 x 3.10% = \$709.28 Workers Compensation: \$22,880 x 1.51% = \$345.49	Full-Time Position	\$5,610.18	Full-Time Position	\$5,610.18	Full-Time Position	\$5,610.18
Maintenance Specialist (Part-time): To provide and maintain a clean and safe environment for actively participating clients during program hours. The janitor costs from this grant will solely support the direct services provided to clients. 12 x \$10 x 26 = \$3,120 Total Maintenance Specialist: \$ 3,120	PT - Part-Time Position	\$3,120.00	PT - Part-Time Position	\$3,120.00	PT - Part-Time Position	\$3,120.00
Fringe Benefits (Maintenance Specialist): FICA: \$3,120.00 x 7.65% = \$238.68 Unemployment: \$3,120.00 x 3.10% = \$96.72 Workers Compensation: \$3,120.00 x 1.51% = \$47.11	PT - Part-Time Position	\$382.51	PT - Part-Time Position	\$382.51	PT - Part-Time Position	\$382.51
Contracted Professionals: Certified Social Skills / Life Coach - Certified Social Skills/Life Coach teaching certificate is responsible for the planning and delivery of social development activities to all actively participating survivors during SCF program hours; will develop vision goals and individualized plans for all actively participating clients. Provide instruction that involves modeling appropriate social behaviors by using daily social skills to explain how to respond to situations/circumstances; help and teach clients how to build healthy relationships, and monitor both verbal and nonverbal behaviors. Practice Behavioral rehearsal or role-play to break down barriers; Give Corrective feedback, interject positive reinforcement to improve client social skills and assign weekly work outside of session/training meetings. Develop and arrange all training fieldtrips. Life Coach or Social Skills Teacher works on Mondays and Wednesdays implementing training materials, two hours a day for two days. Certified Social Skills Teacher 4 hrs x \$25 x 26 = \$2,600 Certified Life Coach 4 hrs x \$25 x 26 = \$2,600	PT - Part Time Position	\$5,200.00	PT - Part Time Position	\$5,200.00	PT - Part Time Position	\$5,200.00
Career Mentors: Responsible for meeting with the assigned mentee for the agreed-upon time frame (i.e., often weekly meetings for at least one year) Act as a resource and guide, will work closely with Life Coaches, Counselors and staff via phone contact, email, conferences/workshops and group meetings. Assigned Mentors will serve as a professional role model. The Mentors will encourage and support assigned youth who may not share the volunteer's lifestyle and values; while respecting the mentee's right to self-determination and independence. The Mentor-to-Mentee ratio will be 1:4 10 Mentors for 40 Mentees.						

Shekinah's Care Facility, Inc.
Budget Narrative and Three Year Budget

	Year 1	Year 2	Year 3
<p>Career Mentors: Certification Fees for off-site trainings (CPR and First-aid), Level II Background checks, Drug Screenings, Admission Fees for Prevention Education Awareness Trips (not overnight). \$80 = \$800 Admission Fees for Prevention Education Awareness Trips 10 x \$100 = \$1,000 site trainings (CPR and First-aid) 10 x \$100 = \$1,000</p> <p style="text-align: right;">Level II Background checks 10 x Drug Screenings 10 x \$60 = \$600 Certification Fees for off-</p>	\$3,400.00	\$3,400.00	\$3,400.00
<p>Pastoral Care Services -</p> <p>To provide emotional and spiritual support. For the first three months of critical care; to pray, uplift, and teach clients the Word of God and address individual personal issues that need immediate attention 8.00 hrs. x 4 days = 32.00 hours x 12 months = 384.00 hours @ \$25.00 hourly = \$9,600.00</p> <p>Total for Pastoral Care Services = \$9,600</p>	PT - Part Time Position \$9,600.00	PT - Part Time Position \$9,600.00	PT - Part Time Position \$9,600.00
<p>Contracted Professionals: Home Economics Teacher, GED Preparation Teacher, Drama Teacher, Speech Communication/Public Speaking Instructor, Drama Teacher will encourage theatrical drama roles, dances and songs as a part of healing and interaction process. 2 days x8 hrs. = 16hrs 16hrs x \$25 x 26 = \$10,400 Home Economics Teacher will prepare clients for homemaking and managerial professional careers that will assist in preparing them to fulfill real-life responsibilities at home. 2 days x8 hrs. = 16hrs 16hrs x \$25 x 26 = \$10,400 General Education (GED) Teacher #1: Will teach reading, writing, math, science, social studies and prepare clients for GED testing. 2 days x8 hrs. = 16hrs 16hrs x \$25 x 26 = \$10,400 Public Speaking Instructor: will help clients communicate and interactive more effectively and build confidence level. 2 days x8 hrs. = 16hrs 16hrs x \$25 x 26 = \$10,400 Science Teacher (GED): Will teach, prepare and plan Science curricula. 2 days x8 hrs. = 16hrs 16hrs x \$25 x 26 = \$10,400 General Education (GED) Teacher #2: Will teach reading, writing, math, science, social studies and prepare clients for GED testing. 2 days x8 hrs. = 16hrs 16hrs x \$25 x 26 = \$10,400 Teacher works two days a week implementing training materials, two hours a day for two days: Total for Certified Teachers = \$52,000</p>	PT - Part Time Position \$52,000.00	PT - Part Time Position \$52,000.00	PT - Part Time Position \$52,000.00
<p>Security System, Cameras and Monitoring Systems Installation and Monitoring premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates. \$6,000</p> <p>Total for Security System: \$6,000</p>	\$6,000.00	\$6,000.00	\$6,000.00
<p>Contracted Services (IT Support and Maintenance):</p> <p>To provide support for the computer lab used by actively participating clients during program hours. The IT support will ensure only educational websites are accessible and ensure all computers are operational during the program hours.</p> <p>Cost calculated at 1 technician @ \$125 per hour = 20 hrs of service. Total IT Support: \$ 2,500</p>	\$2,500.00	\$2,500.00	\$2,500.00
<p>Mileage:</p> <p>Staff travel to conduct business activities and to transport clients to off-site programs, appointments. \$2,000 Total Mileage: \$2,000</p>	\$2,000.00	\$2,000.00	\$2,000.00

Shekinah's Care Facility, Inc.
Budget Narrative and Three Year Budget

	Year 1	Year 2	Year 3
<p>Out of Town Travel: Costs associated with travel to required program trainings and conferences during the grant project year. Mileage rate based on GSA 2016 rate - If using a privately owned automobile January 1, 2016 \$0.54</p> <p>Nightly rate of hotel \$120/ day x 3 days x 2 staff x 1 conferences = \$720 x 3 = \$2,160 Per Diem \$36 x 3 days x 2 staff x 1 conferences = \$216 x 3 = \$648 Tolls- 1 trip x \$40/ trip (\$20 each way) = \$40.00 x 3 = \$120 Mileage- .54/ mile x500 miles (250 each way) = \$270.00 Rental Car- \$300 weekly rental rate = \$300.00 x 3 = \$900 Total Travel: \$4,098 (3 Conference Trips)</p>	\$4,098.00	\$4,098.00	\$4,098.00
<p>Registration and Entrance Fees:</p> <p>Incentive: (10) Residential Clients and (5) Non-residential Clients Girls Night Out (GNO) - building trust, creating healthy relationships and interacting with other training and support programs outside of SCF. 15 clients @ \$50 each \$750 for 6 months = \$ 4,500</p>	\$4,500.00	\$4,500.00	\$4,500.00
<p>Program Stipends, Phase Completion and Graduation Monetary Incentives: Reaching Goals, accomplishments and Program Completion of Critical Care Phase and Second Trimester without missing class activities for the first three months critical care; they will receive: \$150.00 dollars gift card x 50 clients = \$7,500 If client missed one day for the first three months of critical care, they will receive: \$75.00 dollar gift card x 50 = \$3,750 If client missed two days for the first three months of critical care, they will receive: \$50.00 dollar gift card x 50 = \$2,500 Third Trimester Incentive \$200 x 50 = \$10,000 Residential Clients and Non-residential Clients Girls Night Out (GNO) - building trust, creating healthy relationships and interacting with other training and support programs outside of SCF. 15 clients @ \$50 each \$750 for 6 months = \$ 4,500 Third Trimester Incentive \$200 x 50 = \$10,000 Graduation Ceremony and Transition Pay \$400 x 50 = \$20,000 Total Program Stipend, Graduation and Phase Completions: \$ 48,250</p>	\$48,250.00	\$48,250.00	\$48,250.00
<p>Program Supplies (Consumables): Waste/Garbage Removal 12 months \$1,200 Utilities 12 months \$12,000 Janitorial Supplies Cleaning materials and supplies to ensure a safe and healthy environment for actively participating clients. Printing (\$100/month x 6 months)=\$600 Supplies (Toner and Maintenance of Copiers) 12 months \$300 x 12 = \$3,600</p> <p>TOTAL Program Supplies: \$17, 400</p>	\$17,400.00	\$17,400.00	\$17,400.00
<p>Training Stipend Program Supplies (Curriculum):</p> <p>To purchase supplies for use exclusively by active participating clients during training hours: to include training school supplies training activities Calculated at \$45 x 50 clients = \$2,250 Prayer Manual, Naked & Not Ashamed Book, Naked & Not Ashamed Workbook for Project Based Curriculum and supplies for use exclusively by actively participating clients during training hours. Prayer Manual \$20 x 50 = \$1,000 Naked & Not Ashamed Book \$20 x 50 = \$1,000 Naked & Not Ashamed Workbook \$20 x 50 = \$1,000 Total Training Stipend \$ 5,250</p>	\$5,250.00	\$5,250.00	\$5,250.00

Shekinah's Care Facility, Inc.
Budget Narrative and Three Year Budget

	Year 1	Year 2	Year 3
<p>Program Training Curricula education materials with complete guides to implementation, interactive exercises and participant handouts, which will provide a framework of key concepts and topics relating to domestic abuse, sexual assault, stalking and dating violence. Teaching Materials - Dry Markers & Erasers, Ruler, Copy paper, Science Books, Social Study Books, Math Books, Reading books, Language Arts Books, History books and workbooks \$100 x 50 = \$5,000 General Education Preparation Books and Manuals \$50 x 50 = \$2,500 Flashdrives/jump drives \$12 x 50 = \$600 Total Program Evaluation: \$3000</p>	\$11,100.00	\$11,100.00	\$11,100.00
<p>Program Survey Printing Cost of Materials to measure/evaluate program success, to collect, analyze and interpret client independent views. \$300 External Program Evaluator- to measure program impact, pros, cons, to improve the effectiveness of the program and gather statically program analysis. \$2,000 Total Program Evaluation: \$2,300</p>	\$2,300.00	\$2,300.00	\$2,300.00
<p>Client Files, Preparations and Record Storage - to adequately track client process while in the program from acceptance to graduation. Classification Folders: \$400 Journal books and journal manuals - To express and track emotions during healing process \$20 x 50 clients = \$1,000 1,400 Total for Recordkeeping: \$</p>	\$1,400.00	\$1,400.00	\$1,400.00
<p>Client Uniforms fosters self-esteem, eliminates external differences, Badges and Program Care Packages will be issued upon full acceptance into the program. Participating clients will receive 1. Shekinah logo Bag \$20 x 50 = \$1,000 2. Photo Card or Badges \$40 3. First Month hygiene products \$50 x 50 = \$2,500 4. Lanyards \$50 5. Program Uniform Shirt \$40 x 50 = \$2,000 6. Plastic Convertible Badge Holders With Clips \$60 Single Sided Dye Sublimation/Thermal Transfer Printer - Color - Desktop - Card Print - \$1400 7. Fargo DTC1250e 8. Badge Machine Materials and Supplies \$500 \$7,550.00 Total Client Program Care:</p>	\$7,550.00	\$7,550.00	\$7,550.00
<p>Capital Equipment: Residential Clients - 10 laptops x \$300 = \$3,000 Non-Residential (Computer Lab) desktop computers - 20 desktops x \$500 = \$10,000 to perform and complete assigned lessons. Printers for (Printing Station) Two (2) All-In-One to accommodate workstations and generate completed writing assignments, conduct job readiness/employability skills, to learn fundamental computer basic skills, printing, copying and scanning. \$275 x 2 = \$550 Computer Software Operating System and Microsoft Office Suite \$2,000 Smart Boards (2) - \$4,000 Storage Upright Lockers \$2,700 Total Capital Equipment: \$22,250</p>	\$22,250.00	\$22,250.00	\$22,250.00
<p>Postage: To disseminate informational materials (flyers, letters, newsletters) to community partners, clients and families. Postage Machine Rental \$75 x 12 = \$900 Costs to mail materials and program data to Grantor \$15 x 12 = \$180 Total Postage: \$1,080</p>	\$1,080.00	\$1,080.00	\$1,080.00

Shekinah's Care Facility, Inc.
Budget Narrative and Three Year Budget

	Year 1	Year 2	Year 3
<p>Transportation and Admission Fees: To provide transportation services from the facility to field trip locations and to pay for admission fees for trainings related to domestic abuse, sexual assault, stalking and dating violence. Field trips will clearly support the approved goals and objectives of the SCF program, and all trips will be based upon established approved curriculums. All field trip expenditures will follow applicable federal, state, and local rules and regulations governing field trips. Tickets will be purchased from Domestic Violence training and support programs of the field trip locations and will include the available training criteria components targeting prevention and encourage healing.</p> <p>Bus Transportation x 10 trips x \$100.00/bus= \$1000 Admission Fees: 10 trips x 50 clients x \$15 admission= \$7,500</p> <p><i>Total Transportation: \$8,500</i></p>	\$8,500.00	\$8,500.00	\$8,500.00
<p>Printing and Reproduction Costs: Printing of training and support materials, resource information and other related needs for use solely by actively participating clients. Leased Copy Machines to include toner and maintenance of machines \$400 x 12 = \$4,800</p> <p>Total Printing and Reproduction Cost: \$4,800</p>	\$4,800.00	\$4,800.00	\$4,800.00
<p>Facility Rental and Utilities: To provide space for use by actively participating clients and during program operation. The space will be a safe and secure during the project year.</p> <p style="text-align: right;">Total Facility Rental and Utilities: \$36,000</p>	\$36,000.00	\$36,000.00	\$36,000.00
<p>Telephone and Internet: To pay for telecommunication and internet services \$300/ month x 12 months = \$3,600</p> <p>Total Telephone and Internet: \$3,600</p>	\$3,600.00	\$3,600.00	\$3,600.00
Total Budget	\$474,712.36	\$474,712.36	\$474,712.36

Budget Summary

Personnel	\$192,352.00
Fringes	\$23,582.36
Contracted Professional Services	\$66,800.00
Fees & Registrations	\$16,400.00
Contracted Computer Services	\$2,500.00
Program Incentives	\$48,250.00
Capital Equipment	\$22,250.00
Travel & Mileage	\$6,098.00
Rental, Telephone & Internet	\$39,600.00
Postage & Production	\$5,880.00
Client Costs	\$11,250.00
Program Training Materials & Supplies	\$39,750.00
Total	\$474,712.36

**U.S. DEPARTMENT OF EDUCATION
SUPPLEMENTAL INFORMATION
FOR THE SF-424**

1. Project Director:

Prefix:	First Name:	Middle Name:	Last Name:	Suffix:
	Vivian		Nesmith	

Address:

Street1:	224 PRESTON PARK DRIVE
Street2:	
City:	DULUTH
County:	WINNETT
State:	GA: Georgia
Zip Code:	30096-8814
Country:	USA: UNITED STATES

Phone Number (give area code)	Fax Number (give area code)
404-242-6554	

Email Address:

shekinahcarefacility@gmail.com

2. Novice Applicant:

Are you a novice applicant as defined in the regulations in 34 CFR 75.225 (and included in the definitions page in the attached instructions)?

Yes No Not applicable to this program

3. Human Subjects Research:

a. Are any research activities involving human subjects planned at any time during the proposed Project Period?

Yes No

b. Are ALL the research activities proposed designated to be exempt from the regulations?

Yes Provide Exemption(s) #: 1 2 3 4 5 6

No Provide Assurance #, if available:

--

c. If applicable, please attach your "Exempt Research" or "Nonexempt Research" narrative to this form as indicated in the definitions page in the attached instructions.

	Add Attachment	Delete Attachment	View Attachment
--	----------------	-------------------	-----------------

**U.S. DEPARTMENT OF EDUCATION
BUDGET INFORMATION
NON-CONSTRUCTION PROGRAMS**

OMB Number: 1894-0008
Expiration Date: 06/30/2017

Name of Institution/Organization

SHEKINAH CARE FACILITY, INC.

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

**SECTION A - BUDGET SUMMARY
U.S. DEPARTMENT OF EDUCATION FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel	192,352.00	192,352.00	192,352.00	192,352.00	192,352.00	961,760.00
2. Fringe Benefits	23,582.36	23,582.36	23,582.36	23,582.36	23,582.36	117,911.80
3. Travel	6,098.00	6,098.00	6,098.00	6,098.00	6,098.00	30,490.00
4. Equipment	22,250.00	22,250.00	22,250.00	22,250.00	22,250.00	111,250.00
5. Supplies	39,750.00	39,750.00	39,750.00	39,750.00	39,750.00	198,750.00
6. Contractual	66,800.00	66,800.00	66,800.00	66,800.00	66,800.00	334,000.00
7. Construction	0.00	0.00	0.00	0.00	0.00	0.00
8. Other	75,630.00	75,630.00	75,630.00	75,630.00	75,630.00	378,150.00
9. Total Direct Costs (lines 1-8)	426,462.36	426,462.36	426,462.36	426,462.36	426,462.36	2,132,311.80
10. Indirect Costs*	0.00	0.00	0.00	0.00	0.00	0.00
11. Training Stipends	48,250.00	48,250.00	48,250.00	48,250.00	48,250.00	241,250.00
12. Total Costs (lines 9-11)	474,712.36	474,712.36	474,712.36	474,712.36	474,712.36	2,373,561.80

***Indirect Cost Information (To Be Completed by Your Business Office):**

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? Yes No

(2) If yes, please provide the following information:

Period Covered by the Indirect Cost Rate Agreement: From: To: (mm/dd/yyyy)

Approving Federal agency: ED Other (please specify):

The Indirect Cost Rate is %.

(3) If this is your first Federal grant, and you do not have an approved indirect cost rate agreement, are not a State, Local government or Indian Tribe, and are not funded under a training rate program or a restricted rate program, do you want to use the de minimis rate of 10% of MTDC? Yes No If yes, you must comply with the requirements of 2 CFR § 200.414(f).

(4) If you do not have an approved indirect cost rate agreement, do you want to use the temporary rate of 10% of budgeted salaries and wages?
 Yes No If yes, you must submit a proposed indirect cost rate agreement within 90 days after the date your grant is awarded, as required by 34 CFR § 75.560.

(5) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:

Is included in your approved Indirect Cost Rate Agreement? Or, Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is %.

PR/Award # S141A160016

Name of Institution/Organization SHEKINAH CARE FACILITY, INC.	Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.	
--	---	--

**SECTION B - BUDGET SUMMARY
NON-FEDERAL FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						

SECTION C - BUDGET NARRATIVE (see instructions)

ED 524