

**A°EED**

**GOP CONGRESSIONAL CANDIDATE  
30<sup>th</sup> Congressional District**

**NOT FOR PUBLIC DISCLOSURE  
CONFIDENTIAL**

**STRATEGY PLAN  
on HOMELESSNESS in AMERICA**

**United States of America**

**PRESENTATION**

**May 1, 2018**

**PACKET #:** \_\_\_\_\_

**FAITH-BASED AND SOCIAL STRATEGIES  
AND SOLUTIONS FOR  
SOCIO-ECONOMIC CHANGE &  
MANAGEMENT**

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## **CONFIDENTIAL SERVICE PROVIDER PROPOSAL**

This memorandum contains confidential and proprietary information belonging exclusively to Dr. Roger W. Burt (author of this Strategy Plan), and Mark Reed (Congressional Delegate). This proposal and Strategy Plan (hereinafter referred to as SP) has been submitted for the exclusive use for [Mark Reed for Congress, hereinafter referred to as "MR"](#). and corporate and ministerial executives in connection with this "SP." The information contained herein shall not be duplicated without written permission from the author of this SP. The recipients of this memorandum agree not to directly or indirectly by agent, employee, or representative, disclose to any unauthorized third person, in whole or in part, any information contained herein, the fact that it obtained confidential information concerning the SP the fact that discussions or negotiations are taking place concerning a possible transaction involving the parties or any of the terms, conditions or other facts with respect to any such possible transaction. Recipients agree that if requested by either party, each shall promptly return all the materials received to [MR](#), including this memorandum and other material received in the course of negotiations, without retaining any copies thereof.

## **DISCLAIMER TO SERVICE PROVIDER PROPOSAL**

The materials and ideas set forth herein were prepared solely for the purpose of submitting this SP to social service and faith-based agencies.<sup>1</sup> While [Dr. Roger Burt, Mark Reed](#) believe that the information contained herein is accurate, we expressly disclaim any and all responsibility for the contents or omissions from this Memorandum and for any other written or oral communications transmitted or made. This Memorandum includes certain

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<sup>1</sup> Roger W. Burt, President and CEO of Arizona Dream Center, Inc. vendor of professional ministry/social services management and support services are offering this Proposal and SWP.

statements and estimates provided by [Dr. Roger Burt and Mark Reed](#) with respect to their anticipated performance.

## **ANTITRUST COMPLIANCE**

To ensure antitrust compliance with state and federal regulations, the purpose of this confidential proposal is to discuss information and strategies related to the prevention, rehabilitation, crime reduction, interdiction and intervention of the homeless, hungry, children, youth and families at risk.

## **MISSION STATEMENT**

■ The focus of providing compassionate care to the homeless never sleeps. We live each day to reach in and mine the incredible potential we believe lies within the lives of at-risk homeless youth and adults – helping them reach their goals, realize their dreams and achieve their destiny.

■ This SP is to have the integrity, value and passion to realistically dream big with one principle focus; to help change the lives of homeless children, youth, and adults and give hope to the hopeless so they can dream again.

■ This SP wants to zealously protect and pursue all people, of all races and all faiths, with a purpose and vision, grounded in compassion and servant hood. We believe the needs of others come first. We believe in being courageous in our work and accomplishing the extraordinary. We believe that we must put ourselves in another person's world so that no need is overlooked. We believe in working together as a team, bonded together by loyalty, trust and accountability. We believe in being truthful in what we promise, and diligent in what we deliver. We believe in managing our business with skill, openness and stewardship to ensure our integrity. We believe in celebrating the joy of serving others, the passion of vision and the fun of accomplishment.

## **1.0 SP FOR PROFESSIONAL SERVICES**

### **SP Not An Offer**

This SP is not an offer to contract and that no binding contract is effective by this SP or our response thereto. The scope of this proposal is limited to social and educational services along with faith-based Management and Outreach to the hurting, hopeless, needy and homeless teens and adults. [Dr. Roger Burt and Mark Reed](#) submit the following description of proposed services and pricing.<sup>2</sup>

### **1.2 Contract to Be Executed: Timing**

Needed will be a team of experienced and passionate professional, social service and ministry providers, who have formed a “strategic alliance” offering needy communities a unique multifaceted “one-stop” nationwide care facilities of care, restoration, reconciliation and compassion providing our clients with professional, spiritual and socio-economic customized strategies and realistic solutions in building self-esteem, a positive family and community relationships.

#### **1.2 (a) Strategic Alliance**

This strategic alliance is the passion and vision of Mark Reed and [Dr. Roger W. Burt](#), with a desire to merge experience and resources together as a joint venture alliance specializing in the care of homeless

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<sup>2</sup> This proposal is not limited too or intended to encompass all outreach guidelines try and being set forth in the Policy & Procedures Manual to be developed by the Treatment Centers.

youth (including younger emancipated youth), and adults and to giving hope to the hopeless, encouragement to the discouraged, opportunity for a new life, counseling, addiction solutions and protection in a safe environment.

## **1.2 (b) Proactive Service Delivery Management**

The **Plan** is dedicated to providing high caliber and proactive service and management to local, county, state and federal and private agencies and faith-based programs. The diversification of our specialty service divisions, and associations with churches, social service agencies, judiciary, and related professional and Faith-Based Para-professional organizations, and competitive invoicing, quality trained ministerial and professional personnel enhanced by quality control and utilization review procedures can posture The **Plan** into a prototype full service provider in the 21<sup>st</sup> Century.

## **2.0 DESCRIPTION OF SERVICES TO BE PROVIDED**

### **2.1 Categories of Services Sought**

The **Plan** can offer every community an integrated network of invaluable socio-economic services and resources that will meet and/or exceed all the expectations of care and treatment facilities and organizations.

The **Plan** can be a full service provider in the region that encompasses crime reduction, special education, juvenile justice, full job bank, alcohol and drug dependency and sexual addiction programs, short

term and long term residential treatment care for youth and adults, social and educational services, government relations, medical, dental and mental health clinics, DOC mentoring, diverse emergency and supportive Chaplaincy Services, gang reduction, clothing and food distribution, full recreational facilities and a safe environment for youth under 18 (emancipated) and adults alike to recover, heal, and restore their lives to become positive contributors to social change in their respective communities. Primary lines of service will necessarily involve the local church, synagogues, community services, the judiciary. law enforcement, and educational, professional and social service agencies in every community tasked to touch specific needs of that community. Any one or several of our Specialty Service Divisions will perform all “in-house” and “outreach” and “after care” services.

## **2.1 (a) Specialty Service Delivery Divisions**

### **Education Division**

The **Plan** Director of Education is a seasoned and credentialed educator that oversees and manages all Education Management Services by providing specialized education to both youth & adults, focusing on equipping each individual with the skills that will present the individual to the work force in a positive manner.

Four (4) areas of focus will include but not be limited to:

**DOL/Pre-apprenticeship Programs.** Partnered with the Department of Labor and specialty education, in which this **Plan** will provide opportunity for clients to pursue pre-apprenticeship and apprenticeship in blue-collar

and skilled trades, leading to certification, licensing and recognition of completion of training and education.

- 1) **Special Education**. Partnered with local school districts, this **Plan** will provide alternative classroom education and facilities to teens in crisis that can no longer perform in the regular classroom setting and require special education and tutoring in a controlled, disciplined and safe environment, and vocational programs to adults to learn skilled blue color professions.
- 2) **Vocational Education**. Partnered with technical and vocational institutes, including community colleges, to provide specialized training and education in vocations requiring instruction not attaining to the baccalaureate level.
- 3) **Anger Management Training**. Partnered with the local church, synagogues, community college and faith-based seminaries and colleges, to provide healthy training against recidivist behaviors, and develop self-esteem, self-worth, focus and spiritual, emotional mental health to the individual. Provide hope, inner security and a level of “completeness” to sustain a continuity of progressive and healthy choices.

### **Health Division**

The Medical Director will supervise, in addition to medical, dental and mental health services, all adult and youth treatment programs, developing a standard of accreditation that meets the survey of JCAHO (Joint Commission on Accreditation of Health care Organizations) and will provide services to youth and adults in the following eight (8) areas of need:

- 1) **Medical Evaluation and Treatment Clinic**. These clinics will provide basic non-surgical medical services to the homeless and those who cannot afford such

treatment. This will also include clinicians such as RN's, LPN's and other-related medical personnel.

- 2) **Dental Evaluation and Treatment Clinic**. These clinics, staffed by licensed dentists and clinicians, will provide basic dental services to the homeless.
- 3) **Aids Evaluation and Hospice Treatment**. Medical, and Pastoral and Counseling support and treatment which will involve full spiritual and clinical support services.
- 4) **Mental Health and Treatment**. Under direction of the Director of Counseling, those in need of support and counseling will receive on-going help through individual counseling, and peer-support groups. ALL counsel is integrated with approved and proven clinicians in their respective field of specialty.
- 5) **Pediatric Evaluation & Treatment Clinic**. Staffed by trained, certified and qualified staff, this clinic will provide full non-surgical medical and emergency services to the pediatric population, including immunizations and treatment for varied forms of abuse.
- 6) **OBGYN Evaluation & Treatment Clinic**. Full delivery clinicians will provide medical services to this clientèle requiring emergency OBGYN delivery.
- 7) **Urgent Care Clinic**. Staffed by trained and experienced clinicians in emergency room procedures providing emergency medical care and treatment to sustain life-giving procedures for further referral to fully equipped hospital treatment. This service will provide emergency care to save lives and stabilize

the immediate emergency prior to extended emergency care at local hospitals.

- 8) **Pharmacy.** Trained Pharmacists to provide pharmacological needs and required dispensed medication for those in need of pharmacy prescriptions. Also provide specialty in Neuropsychopharmacology and treatment of approved psychotropics.

Under the direction of both the Directors of Counseling and Health Services:

### **Young Adult Services Division**

This Young Adult Services Division will provide both long term and short-term residential treatment for emergency services and treatment and after care services to adults, both male and female over the age of 21 in the following areas:

- 1) **Alcohol Treatment.** Certified, trained nouethetic counselors will provide support and counseling, love and care to individual adults wrestling with the addiction of alcohol, as well a group support services will be implemented to assist the individual in their full recovery and restoration.

- 2) **Drug & Opiat Treatment.** Certified and trained nouethetic counselors provide supportive psychotherapy, individual counseling, peer support groups and both short term and long-term residential treatment care in a safe environment.

- 3) **Sexual Addiction/Treatment.** In a safe environment, those projecting the role and symptoms of compulsory sexual behavior will receive professional support, and counsel in counteracting destructive sexual behavior related to both predator as well as victim exposure. In a confidential yet safe environment, the

individual will receive qualified supportive interdiction as well as opportunity to full restoration and health, along with after-care support systems specifically structured for this particular issue.

**4) Gang Reduction De-Programming.** In a secure and safe environment, the individual recruited to gang activity will have opportunity to withdraw from peer pressure issues and successfully walk through deprogramming in the ethnicity, socio-economic and peer pressure exposures that compound a “survival” mindset. Each individual will have opportunity to return to society with a full protective and supportive covering from his own peers and adults in the community that support positive role modeling.

**5) Abuse Treatment.** Sexual, Ritual, Occult, Physical, Mental, Spiritual, Trafficking and Social Abuse will be addressed. Only trained Pastors and Clinicians will address these issues that victims experience with the heart to serve these victims and enhance positive emotional health of the individual. Each individual will be housed in a separate residential care program under careful observation of trained staff.

**6) ICE Intervention.** Working with Federal Officers, this program will serve to assist in the protection of victims of immigration scams served by coyotes that sell the victims into slavery or execute the victims to prevent detection of illegal smuggling of humans. This program will serve as interdiction to assist BOTH the ICE teams and victims at the same time. The desire is only to prevent homicide and slavery perpetrated on the victims. This will not be a sanctuary to illegal migration.

**7) Battered Victims Unit.** This protected & confidential treatment will serve battered victims of both genders and all ages with intense confidentiality, safety and opportunity for inner healing. Every victim will be housed in separate location on the campus,

with high security and opportunity to grow and heal in an extended term environment.

The [Plan](#) is aware the collection and reporting of data is necessary to track and manage the recidivism and success of care to meet Utilization Review standards. This data also verifies the effectiveness of the Division Service programs and measures the effectiveness of the services by identifying the number of quality lives changed as a result of “relational-focused” outreach into the communities.

### **Homeless/Trafficked Youth Services Division**

The [Plan](#) will provide entire segregated ranches/facilities to house and treat young people between the ages of 13 (emancipated) and 21. This includes both short and long term residential treatment care and recreation activities. Services provided will be the same as Adult Services except for two areas: Sexually trafficked homeless youth and Teen Ranches. The services will include, but not be limited to:

- 1) **Alcohol Treatment.** Same as Young Adult but Youth emphasis.
- 2) **Drug Opiat Treatment.** Same as Young Adult but with Youth emphasis.
- 3) **Sexual Addiction/Treatment.** Same as Young Adult but with Youth emphasis.
- 4) **Gang Treatment.** Same as Young Adult but with Youth emphasis.
- 5) **Abuse Treatment.** Same as Young Adult but with youth emphasis.
- 6) **Runaway Human Trafficking of Homeless Youth.** Trained staff and youth counselors who understand repatriation

procedures pertaining to minors absent from their State without parental permission. Staff will evaluate and research reasons for the runaway to determine safety of repatriation. This will include but not be limited too Organized Human Trafficking. Intake will be immediate.

- 7) **Teen Ranches**. Youth who have successfully graduated from the community residential treatment programs are eligible for transfer to ranch facilities outside the metropolitan area where reconciliation and healing can take center focus without interference from city intrusions.
- 8) **Recreation**. Recreational Therapy will be a strong emphasis on the campus with encouragement to engage in intramural sports with other youth organizations. Defined and controlled sports will be punctuated with qualified staff.

### **Chaplaincy Division**

Under the direction of the **Director of Counseling**, the Senior Chaplain, will report to the Director of Counseling. This individual will provide the Chaplaincy Services and oversight of all ministry programs in the [Plan](#). The Chaplain will sanction all clergy, denominations, faith-based ministries and church groups. The Chaplain can act as “Pastor” to those individuals who request spiritual intervention coming for help and guidance and encouragement. The Chaplain will oversee:

- 1) **Homeless**. Outreach, ministry to homeless will involve housing, food, clothing, medical, dental and job training and replacement. This Chaplain will act as a “Pastor” to the homeless and assist them in the needs of spiritual interaction and interdiction.

- 2) **Outreach.** The Chaplain will train, evaluate and present programs of outreach to the homeless inner city youth, and adults.
- 3) **Speakers.** The Chaplain will “clear” all speakers of faith who plan to minister at open forums. This will include developing a “Speaker’s Bureau” and a cache of speakers available to the community.
- 4) **Churches & Synagogues.** The Chaplain will network, decentralize, and integrate services with local churches of all denominations, synagogues and places of worship, encouraging participation in the reconciliation and restoration of broken lives. This would also encourage the local church to play an active part in obtaining a vision for their own city and take ownership in investing in their neighborhoods.
- 5) **Adopt-A-Block.** The Chaplain will coordinate and work with existing programs, reaching into the inner city and “adopting one block at a time”, by helping those living in the inner city change the “face” of the inner city. How? Helping with construction, painting, landscaping, cleaning, delivering food and clothing and help re-build self-esteem and hope. This will not only build self-worth of those living in the inner city, but it will also raise property values.
- 6) **DOC Mentoring.** Working with juvenile and adult probation and prison ministry, the Chaplain will oversee every aspect of DOC mentoring and provide integration to spiritual support systems, including training, education and job placement. Coordination with other Divisions relative to work, schooling, and

community support, church activities and counseling will help remove opportunity for recidivism.

- 7) **Training.** Training people interested in becoming Chaplains in the fire, police, armed services, corporate world, and catastrophe fields. In addition, this training will provide Chaplaincy training to various denominations and ministries.

### **Juvenile & Adult Criminal Justice Division**

Under the direction of the Director of Counseling Services, this **Director of Criminal Justice** will be responsible for developing and planning a full “supportive” criminal justice program and trained probation counselors, contracted with juvenile & adult court and probation officials who will:

- 1) Assist in the supervision and accountability of the probationer, and help the client meet all conditions as outlined by the Probation Order from the court. Supervision and adherence to the Order will be monitored and evaluated **for** the court and reported **to** the court and county Probation Officer. This will be executed through:
  - 2) A) Probation Supervisor. This individual will be an experience probation officer recognized by the court to assist in the supervision and reconciliation of the minor and adult. This person will assist the court appointed county probation officer in the supervision of caseloads of each and every probationer approved by the court and the [Plan](#) Administration.
  - B) Probation Counselor. This person, approved by juvenile probation, will provide supervision,

counseling and follow-up for the county probation officer to assure fulfillment of the Order. This person will provide opportunity to the probationer to change, meet his obligations, and assist him in training, job placement, education fulfillment and repatriation to healthy family values. This “counselor” will offer assistance to the heavy overloaded case loads of county probation officers in the supervision of their respective caseloads.

### **Financial Division**

Under the direction of the **Chief Financial Officer** this **CFO** will report to both the Board as well as CEO and be responsible for all financial transactions, including, but not limited to:

- 1) Budget Administration. Oversee the entire budget and administrate funds as directed by the CEO and the Board.
- 2) Payroll: Oversee and meet all payroll requirements and demands as set and approved by the Director of Human Resources.
- 3) Grants. Actively pursue grant writing, researching opportunities for grants and administer revenue sharing and development by coordinating revenue based initiatives such as billing for contracted services, invoicing under JCAHO and obtaining other funds to develop a self-sustaining mission.
- 4) 501 (c) (3). The Plan will meet all compliance charitable trust donations.

- 5) Charity. Ensure and administer all compliance to protect and meet all charitable trust regulations pertaining to both federal and state guidelines.

### **Training Division**

The **Associate Director of Outreach** will administrate and oversee:

- 1) The selection of youth and adults referred to the [Plan](#) for specific long-term as well as short-term training.
- 2) Oversee graduation from three-phase training.
- 3) Oversee and supervise dream team practicum and recommend focus of relational exposure.
- 4) Add, remove and re-select trainees in areas more suited to their experience, interest and passion of the call on their life.
- 5) Counsel, teach and practically train trainees in the focus and area of outreach they pursue.
- 6) Discipline, encourage and assist trainees in the pursuit of the call of the needy on their life.
- 7) Provide follow-up for graduates and support in ministry and educational development. This will include seasoned graduates to mentor, guide and counsel with inductees in their dream to ensure success and opportunity for growth.
- 8) Develop a proactive volunteer bank of volunteers, from both community as well as recovering clientele to invest in their communities.

### **Human Resources Division**

Under direction of the **Director of Human Resources**, this Director, reporting to the CEO will conduct:

- 1) Background Checks. This staff director will conduct thorough criminal background checks on ALL staff directly or indirectly related to people-work. This includes all volunteer staff.
- 2) Reference Checks. All paid and volunteer staff will be required to provide personal, pastoral and professional reference checks on their past performance and employment. All former employees, staff and pastors will be contacted for reference on the applicant.
- 3) Compliance. Every aspect of employee-employer relations will be addressed from developing Employee Manual to regular performance evaluations. Disciplined staff will be dealt with in the appropriate legal manner with opportunity to change and performance evaluations provided to each employee. Dismissal will be conducted in compliance with regulatory measures.
- 4) Payroll. Working in conjunction with the CFO, this Administrator will set salaries as approved by the Board and the CEO. Regular evaluations on performance will merit pay increases as set forth in the Employee Manual and approved by the Board and CEO.
- 5) Training. A continuity of training will be provided to all personnel by qualified and experience staff administrators. Training will be consistent with

community changes, yet firmly based on character development and personal integrity.

- 6) Job Bank. Under direction of this Administrator, there will be marketing to corporate and civic leaders to develop a bank of jobs for the clientèle of the [Plan](#). Interviewing, selection, screening will be provided to the employers as an opportunity to cut the employers costs of a job search yet benefiting our clientèle with employment opportunities. Job/match placements, interviewing and screening, utilizing all facets of recruitment procedures.

### **Marketing Division**

Marketing activity and impact study is to create, cultivate and maintain incoming business and social financial commitments from city, county, and state government agencies and national health insurers who need to provide referrals to [The Plan](#) for treatment and care, but not limited to just Insurers, but to county agencies contracting social and health services for assistance.

The scope of marketing activity will include, but not be limited to:

- **The identification and pre-qualification of existing and future social service and residential services;**
- **Initial contact with appropriate decision-makers for purposes of introduction and appointment;**
- **Identify and organize all existing in-house marketing information necessary to survey City, County, Private agency needs to determine how [The Plan](#) meets the specific needs of the community;**
- **The development of live multi-media presentations and publications for marketing and training purposes in order to communicate the professional image of confidence in [The Plan](#);**
- **The enhancement of web-based technology as a marketing, training, and information processing and update resource;**

- The implementation of brief, to-the-point presentations and publications that explain services, agreements, rates, etc. through a variety of formats, electronic and otherwise for the purpose of securing financial commitments;
- Timely post-presentation follow up with existing and potential community and church leaders to facilitate, clarify, and secure the financial commitment;
- Enhance the potential for exclusive referral through regular client and community appreciation, communication, communication and multi-media technology upgrades that expedite information transfer, feedback and reporting to increase community satisfaction levels.
- Research and development of new community needs, referral alliances, locations, service, communication and multi-media technology and marketing techniques designed to continue the growth and expansion of homeless services as a viable need beyond the boundaries and scope of current evolving business and community venues;
- Attend summits, conferences, retreats, seminars, etc. to increase exposure to potential referral sources, advance the positive image of [The Plan](#);

### **Utilization Review Division**

Internal utilization review and assessment methods assure performance and reporting integrity between the Board and the community. Are the internal mechanics and goals and objectives of our passion and vision being met?

### **Quality Assurance Division**

Develop external quality assurance and assessment methods to assure performance and expectation integrity between the Board and the community by providing feedback surveys to community, civic and church leaders.

### **I.T. (Integrated Technologies) Division**

The Plan has taken advantage of the latest methods of communication as a means of developing quality assurance and feedback channels to ensure superior performance and reporting integrity between the inner city and our Board.

The instant relay of secure, electronic transfer of incoming data to the staff is vital in keeping abreast of case status while compressing case processing and reporting time.

Technology in this venue includes these options:

- **High bandwidth video conferencing to conduct face-to-face staff meetings, Board meetings, facilitate real-time, high-speed, data transfer, and engage in remote, think-tank conferences and training;**
- **Mutual white board sharing to share data in real-time and transmit or receive any document, file, image or application via electronic channels to physical or cyber locations;**
- **Utilize state-of-the art compression technology to digitize video and audio interviews for accessibility through web link archiving;**
- **Cellular phone capability for voice, data, fax transmission to Home Office, Internet "off-sites" and satellite field offices;**
- **E-Report templates to enhance uniformity, report integrity and allow audio/image/video integration into electronic, text documents;**
- **Instant, electronic receipt of case referrals via "On-Line Case Referral" Form;**
- **Electronic uploading of report data to a secure Internet site with case number=password access to facilitate staff viewing of case updates, enhance instant feedback, promote download accessibility.**
- **This state-of-the-art approach to data management is proving invaluable in the cataloging, retrieval, and transfer of all forms and files of encrypted, compressed and digitized data, image, video and audio information on new technology.**

## **Government Affairs Division**

The **Director of Government Relations** will be the key professional individual that will liaison between [The Plan](#) and all levels of government and corporate agencies. This Director will:

- 1) Retain close communication with all government agencies.
- 2) Retain and develop close liaison and communication with corporate agencies seeking charitable venues to donate too and, at the same time, encourage employee participation financially in care services the [Plan](#) will deliver.
- 3) Retain and develop communication with social service agencies and philanthropic agencies focusing on helping non-profits such as [The Plan](#).
- 4) Establish and retain the highest degree of reputation and integrity with all these agencies.
- 5) Organize, develop and implement networking process with all community-related agencies and churches and synagogues.
- 6) Assist with and sit on planning committees regarding the procurement of required licensing and ensuring all Utilization Review and Quality Control mechanisms are in place to protect the integrity of licensing requirements.
- 7) To establish communications with the Judiciary regarding fostered plans of DOC mentoring programs and alternative juvenile incarceration programs.
- 8) To assist in and help develop government approved work release programs.
- 9) To assist in the selection, training and development of programs that will enhance agency relations that meet required standards as set forth for those providing supervision, mentoring, care, custody and control of both juveniles and adults entrusted to the [Plan](#).

- 10) Cooperate, network and assist with both Chaplaincy as well as services to law enforcement agencies and the judiciary.
- 11) To develop, network and establish approved per diem services where billing can be generated for delivery of services.
- 12) To ensure all permits, standards, compliances, health regulations, fire codes are all met and standardized.
- 13) Develop, along with the CFO, invoicing approval to county and state government agencies for the delivery of services to both juvenile and adult referrals from county and state agencies.
- 14) Develop, author and secure government grants.
- 15) Continually research federal, state, local and private trusts and charities for philanthropic revenue procurement.
- 16) Research opportunity to secure resources and items such as vehicles and equipment to help expand the delivery of services.

## **2.2 Expanded Services Anticipated**

These proactive specialty services are tailored to enhance crime reduction, reduce recidivism and cut government costs in the prevention and rehabilitation of minors, adults and homeless individuals, while at the same time enhancing property value and increasing tax revenue base for local community programs and local government.

These services will be 24/7, providing “heart changing” results with integrity and dignity that builds up local citizenry.

Inviting in criminal elements (such as low-rental housing, store-front operations, rehab homes, flop houses, etc...) would be discouraged. The intent of [The Plan](#) is to help people help themselves, by focusing primarily on the heart and not only the head. It is our belief when the heart of a person changes, the head usually follows. However, when focus is only on

the head, the heart rarely follows the head. Our desire is to see “permanent” change in each life, which can only come from heart change, the principle focus of the [Plan](#).

As a criminal element focuses on “recruiting” more families, low socio-economic homes, single parents and fatherless teens, the [Plan](#) is dedicated to counteract this “flood” of alcohol, drug, gang, sexual, human trafficking entities with the positive message of love, supported by a very strong community that believes every teenager, every adult, and every isolated and detached human being is worth salvaging.

Along with the economic incentive to reduce crime, there is also the moral requirement to do so.

### **3.0 PROGRAM MANAGEMENT**

[The Plan](#) will provide the following proactive Program Management services.



#### **Prevention Plans**

[The Plan](#) will constantly improve upon a Prevention Plan for those jurisdictions where various social, educational and business communities conduct business and do not have specific prevention and rehabilitation requirements.

#### **3.1 (a) Concept of Operations for Prevention Programs**

[The Plan](#) is devoted and fully dedicated to providing high caliber and proactive prevention and rehabilitation services.

The current recommended plan sets forth the concept of operations of the prevention and rehabilitation program including identification of Center objectives, Center focus and Center structure. The “**vision of the Plan**” should be set forth in the corporate Mission Statement tailored for each specific need for each community receiving service.

**Key program components** of the service of prevention and rehabilitation plans developed currently include the following elements: mission statement, corporate definition of community need as a benchmark to allow Center personnel, professional institutions, counselors, educators, judiciary and other programs present a consistent and tangible high standard to identify every need, elements of crime, abuse, anti-social behaviors, internal and external prevention procedures, operation of the **Plan**, including objectives, focus, structure, education and training; referral and reporting procedures to the Board, cooperation with governmental agencies, oversight and use of contract providers, collection of services performed, both through agency contract and insurance contract (for health-related outreach and delivery) loss and expenditures caused by crime and other anti-social behaviors; and public awareness prevention programs.

In addition to the objectives and strategies currently identified in various community, correctional, law enforcement and rehabilitation plans, The **Plan** offers the following strategies to accomplish objectives and goals in conducting reconciliatory and restoration services for each community and person:

- **OBJECTIVES:** Up-front, honest prevention.
- STRATEGY:** Present individual needs and issues early in the plan to permit setting realistic treatment plans and review.

- OBJECTIVES: 24 hour on-call access.  
 STRATEGY: Trained personnel available for intake, assessment, and referral transfer to appropriate section of Centers for housing, counsel, interdiction, and after-care needs and follow-up.
- OBJECTIVES: Fulfill client and community needs  
 STRATEGY: Utilization Review (internal) to focus on and enforce delivery of services promised. Quality Assurance (external) to determine that ‘people” handling is successful without exposing client to sub-standard service.
- OBJECTIVES: Appropriate Cost-Analysis Subjugation  
 STRATEGY: Constant review of cost factors and elimination of waste and unnecessary prohibitive expenses. Review of cost-effective methods in regard to all aspects of Center management and services.
- OBJECTIVE: Co-partnership with other professionals  
 STRATEGY: Successful attendance and integration with educators other ministries, youth & family conferences other professional-related associations.

### 3.1 (c) **Red Flag Indicators**

“Red Flag” indicators (relative to liability, exposure), reference checks, law enforcement recommendations, pastoral insight, etc...for all lines of business will be provided to personnel for ready reference in the form of hard copies, internet and or access to appropriate web sites. In addition, “red flag” indicators will be addressed during in-house “round table” file reviews, treatment plan reviews and audits and/or pursuant to our training program,

which will comprise of training every quarter with an annual training conference.

The Plan has also prepared a Policy & Procedures Training Manual. The Manual incorporates “red flag” indicators and can be used as training for other Centers interested in training personnel.

“Red Flag” indicators will focus on such issues as, and not be limited to: (some brief examples)

### **Some Risk Management Indicators:**

- History of injuries by personnel;
- Injuries subjectively diagnosed minor PD; major BI?
- History of injuries by clientèle seeking help;
- History of client lawsuits;
- Client discussion with staff bragging about prior-related lawsuits;
- Improper preventive devices for fire protection;
- Suggestions by other clientèle stating accident on campus was a set-up or “target” incident;
- Claimant obtains legal counsel immediately following alleged incident;
- Medical bills submitted look the same;
- Claimants present well drawn accident scene;
- Claimants use “terminology” used in slip & falls;
- DC or MD has suspicious past in handling claims;
- Attorney has suspicious past in handling claims;
- Attorney and MD or DC connected to one another;
- Attorney demands quick settlement/demand;
- Claimant bypasses Center Insurer and seeks to settle quickly with top-level Center management;
- Attorney representation letter is dated same day as alleged accident;
- Objects on floor, water, waxing or objects client can use as excuse to slip and fall;
- OC (Organized Crime) ethnicities;

### **Some Slip and Fall Indicators:**

- Subject claims to be self-employed;
- Employment information is from an unknown employer with only a PO Box;
- Subject makes claim on blank paper, not company letterhead.

- Indicators from employer that subject was going to be laid off or fired or was unhappy with employer;
- Unsuccessful efforts to verify employment or wage loss;
- Subject is familiar with loss location and frequents the area.

### **Workers Compensation Indicators:**

- Unhappy employer/employee relations with Center management;
- Off-site injury v. employer-related;
- Premium Fraud;
- Misclassification of job duties;
- “Mod” avoidance (experience factor);
- Medical treatment inconsistent with diagnosis.

### **Employee Burglary/Theft Indicators:**

- Unusual items not relative to living standards;
- Losses include family heirlooms brought to Center;
- Losses include recent scheduled property;

### **Employee Process Indicators:**

- Employee over-documents loss especially items of older value;
- Employee provides credit card receipts without approval code;
- Different handwriting on credit card receipts;
- Numbered sequence on receipts out of order;
- Employee cannot provide receipts for recent purchases of significant value;
- Sales receipts missing store logos;
- Sales receipts showing no sales tax calculated into price;
- Inventory presented by Employee differs from police report;
- Employee indicates distress over prospects of an EUO.

## **3.1 (d) Procedure for referral to the TREATMENT CENTERS**

The following is a brief, general overview of the referral process:

1. All intake personnel will be familiar with and utilize established intake procedures to identify specific needs of each minor and adult. While most referrals will come from walk-ins, extensive outreach workers will also bring in the abused and runaway for help to the proper residence and staff on campus. Emergency and suicide referrals from medical, education/school, and law enforcement agencies will have special access to the triage part of the campus where 24/7 intake and residential observation facilities are in place.
2. The intake staff will refer all people in need to campus housing that meet [The Plan](#) criteria. Special cases involving minors or crime-related cases will be referred to a Supervisor within eight (8) hours or night staff supervisor immediately. [The Plan](#) understands the fiduciary relationship between the Center and the county or state or insurer and will work to ensure that the contract of care is upheld.
3. [The Plan](#) staff will consult with appropriate in-house staff and review all cases within twenty-four (24) hours of intake to confirm that the need meets the criteria. A conflict of interest determination will be made. In the event of a potential conflict of interest, (under other care, on probation, arrest warrant pending, etc...) the intake staff will be notified to advise of same and determine the proper course of action, if necessary. In the event of a referring agency, a treatment plan will be prepared by the Center staff and submitted to the appropriate referring agency within three (3) working days.
4. The HR Division will conduct monthly training programs for campus personnel in identifying physical, spiritual, social and mental health needs and the proper procedure for referral to specialized staff through department managers.

5. Establish a positive presence with local, government and civic personnel and management by providing monthly e-mail newsletters on most recent recidivism rates, interdiction and successful treatment and repatriation to families and the local community. Enhance staff awareness they are A PART OF THE SUCCESSFUL PROCESS of “baggage personal closures” in each person’s life through consistent vision, encouragement, passion and training.

### **3.1 (e) Procedure for The Plan staff to report to Senior Management**

The following is a brief, general overview, of the procedures staff will follow when interfacing with every department during the intake and graduation phase of the client:

1. Upon intake of the person, assigned staff establishes telephonic contact with appropriate outside agency or outreach worker to confirm service and discuss further options if necessary. Establishes “open dialog” with all personnel in the person’s life, providing it is safe.
2. Interim Report (prefer electronic) to be sent to assigned supervisor within 15 working days, regardless of progress.
3. Each subsequent Report (to outside agency or Treatment Team) every 30 working days thereafter with intermittent telephonic progress up-dates to the case supervisor.
4. File created on ALL admissions to the campus, assigned file number and codes and data entered into computer.

5. If outside referral agency, acknowledgment of admission and intake via e-mail or facsimile within first 8 hours of receipt. Included in the acknowledgment would be interim Treatment Plan.
6. One-on-one counseling and care and Treatment Plan MUST be made with the client within eight hours of acceptance and admission to the [Plan](#).
7. File Documentation: All files on clientele are privileged and confidential. Original files remain on campus and can never be removed.
8. In cases involving sexual abuse, it is recommended that all intake procedures is videotaped and kept in a safe, secure and locked vault.

### **3.1 (f) Outreach Programs:**

- Outreach to homeless minors and adults
- Outreach to male/female prostitutes
- Outreach to gang members and recruiters
- Outreach to schools
- Outreach to the human trafficked
- Outreach to the abused (sexual, physical, mental)
- Outreach to the battered and bullied
- Outreach to the throw-away and runaway
- Outreach to those needing counseling
- Development of credentialed Group Homes and Care Givers
- Development of credentialed Foster Homes and Care Givers
- Development of DOC and juvenile probation Mentoring programs for candidates ready for release into society
- Development of Urgent Care clinic for those in need.
- Development of Pharmacy for those requiring prescriptions who cannot afford it.
- Development of Chaplaincy training for homeless, fire, law enforcement, catastrophe, corporate, etc...
- Development of residential treatment care to minors as alternative to detention or incarceration.

- Development of minor and adult gang interdiction.
- Provide County with cost-cutting delivery of juvenile justice programs and accountability.
- Provide juvenile probation counselors.
- Provide special education to youth in pre-apprenticeship, vocational, technical education.
- Provide 24-hour crisis center and peer counseling.
- Provide 24 hour SWAT transportation and peer intervention interdiction teams.
- Provide Job Bank to meet employment needs of clientèle
- Provide a Thrift Store to provide clothing, furnishings and sundries to clientèle as well as low-income families needing assistance.
- Provide a “Meals-On-Wheels” for indigent people who are unable to access Food Bank due to lack of accessible transportation.
- Conduct Medical Audits were necessary.
- Develop, screen and train volunteers.
- Provide a full Marriage Recovery Center with trained and certified marriage couples.
- Provide native indian outreach, training, counseling, interdiction and restoration programs for adults and youth.
- Develop and implement full missions programs for other cities, states and countries.

### **3.1 (g) Suggested Training Requirements for Staff Relative to the Identification and Detection of the Needs of People**

Commencing August 15<sup>th</sup>. Of each year all staff who would have access to electronic training calendar, would be required to attend interim introduction and training.

This training would be introductory to referral procedures [as stated in 3.1 (c), basic social service equipping, dos and dont's and identification of indicators. Staff would have access to a central Training Coordinator on campus for questions, queries and recommendations.

This “training” would be for the two-month period in the mid year.

On-going training would follow and go through various approved “phases” prior to any recognized Board Certification and or graduation.

**Training Calendar:**

- a. Training will comprise of up-dated information relative to progressive changes in outreach and counseling techniques and up-dated information on “groups” and law enforcement “alerts” and knowledge of inner city issues and problems and challenges.
- b. Staff will receive techniques on the detection, dissemination and handling of various important issues relative to the closure of bad behavior and introduction to a healthy life style that will contribute to the person’s self-esteem and positive community behavior.
- c. Staff will be encouraged to refer difficult cases for review through their local Manager/Supervisor per 3.1 (c) as outlined aforementioned.
- d. Outreach Workers will receive weekly up-dates on human trafficking, homelessness, gang activity, danger zones, and focal points requiring attention for outreach and recovery.
- e. Each quarter, one to two members of the Board will personally visit each campus to provide training or as set by the Board and Senior staff. A visit by any Board member is permitted at any time that is reasonable.
- f. Every effort will be made to restrict unnecessary travel & expenses during training.
- g. Feedback surveys will be encouraged via electronic mail on the electronic training as well a in-person training to facilitate effective and responsive approach to training.
- h. QA & UR Management will present surveys to the Board and Management.

### 3.2 **Executive Board and Management Liaison**

The Executive Liaison of the Board will oversee the [Plan](#) on all matters relating to the budget, reporting, ministry, services, outreach, and success, including Compliance, Utilization Review and Quality Assurance. Proper maintenance, integrity and honesty of all contract provider services for the purposes, objectives, functions and activities which are set forth in the Mission Statement and Policies and Procedures Manual adopted by the Board will also be subject to Board scrutiny.

### 3.3 **The Plan Compliance Reports**

The [Plan](#) will meet every Federal, State, County and City Ordinance and comply with all laws relative to secure and safe operations. This will include but not be limited to an annual Compliance Report as follows:

Abatements	Counseling Integrity	CPS
Fire Codes	Abuse Reporting of Minors	Alcohol Certifications
Health Codes	State Licensing	Drug Certifications
Safety Codes	Immunization Requirement	Employment Compliance

### 3.4 **Audit of Financial and Operations Records**

1. **Financial** audits will be conducted semi-annually as follows:

First audit:           Week of April 16<sup>th</sup>. of each year  
Second audit:        Week of October 15<sup>th</sup>. of each year

Or as specified by the Board or CFO of the Center

2. **Operations** Audits will be conducted semi-annually as follows:

- a. First Audit: Week of March 15<sup>th</sup>. of each year
  - b. Second Audit: Week of September 16<sup>th</sup>. of each year

Or as the Board requires.
- 3. Periodic review of all operations by an individual or individuals designated by the Board will be scheduled at the Campus offices upon the Board's request. The CEO, Board representative and other agreed designate will be present at these reviews. The management receives all case reviews.
- 4. Litigation expense control review by reviewing early assessment, strategic planning and approved counsel partnership to determine degree of exposure and liability.
- 5. In-house unannounced audit will be conducted on a random basis to ensure compliance with the Board policies at all times.
- 6. Budget compliance on every project.
- 7. Is action taken warranted and was growth and Dream Plan fulfilled?
- 8. Documentation professional, neat and legal? Progress notes legible, and professional? Subpoena?
- 9. Billing guidelines to contracted agencies followed? Too much time wasted in frivolous contacts? Donation guidelines followed? Was mature judgment applied?
- 10. Reporting to Board or Management on time as set by guidelines.
- 12. Reporting verbiage, vocabulary, grammar and spelling.
- 13. Mail management. Did [The Plan](#) respond timely to all correspondence?
- 14. Were [The Plan](#) guidelines followed?
- 15. If additional growth and development, was authority obtained? Documented?

16. Is communication with outside and networking parties effective? Communiques responded? Follow-up on requests by fax, e-mail, phone completed?

### **3.5 Student and Staff Training**

- Techniques in the detection of real core values and violations;
- Understanding various “life-styles” to work with;
- Understanding Probation Orders and judiciary requirements;
- Staff equipped with 3-ring binders of all state statutes;
- Staff informed of up-dated information relative to problems, dangers and activities in the community and on the street;
- Staff accessibility to electronic and personal secured training manuals for 24-hour review;
- Staff will be trained, in addition to dangerous indicators, in ethnic issues, life-styles and understanding the posture of hate, crime, recidivism, inner healing, restoration, reconciliation, repatriation to family and adoption to new families;
- Each staff person will be trained in the area of his/her expertise, educational knowledge and spiritual maturity.
- Each staff person will be trained on the indicators of human sex trafficking and the confidential avenues of reporting and follow up.
- Understanding the crisis of homelessness, its association with drug abuse and financial and relational hypothesis and treatment.

## **4.0 SPECIAL SERVICES**

## 4.1 Distribution of care, hope and love

- Review all needs of every individual to help that person realize their dreams and achieve their destiny;
- Without regard to the need or person, to reach into the heart and provide hope for change and a new life;
- If at all possible, look beyond the fault and see the need;
- Reach out and dare to touch the hurting;
- Focus on establishing trust and safety through relationship, letting that person feel they are special and worthy of your time and love;
- Base all your efforts on your knowledge, understanding and passion for the individuality in the person;
- Be courageous of your work, providing sustenance and safety to those who dare to believe in you and what hope you have to share with them;
- Experience the reality of what the other person is going through by stepping out of your world and looking into the situation with their eyes and feeling the pain as they feel;
- Teamwork is essential. Always counsel, teach, minister and reach out two-deep, never alone.
- Loyalty to those over you will inspire loyalty to those you work with;
- Keep your word; your word is your bond. If you promise to do something for someone, do it;
- Celebrate the joy of serving others; never give them the feeling that they are taking you away from something more important; they must feel they are your number one priority at the time;
- Help everyone to dream again;
- State laws (privacy laws, etc...) will be honored and adhered to in all cases;

## 4.2 Hired Employee Staff and Volunteers

### 4.2.1 Employee v. Volunteer:

Staff hired by The **Plan** are employees, will be facilitated in more management and executive roles. Volunteers are the “backbone” of the service provided and will be used regularly in most “hands-on” work, unless the professional donates his or her

time. Volunteers and staff will be selected based on their qualifications and expertise in the field selected.

#### **4.2.2 Minimum Guidelines and Standards:**

ALL staff, whether employees, volunteers or contracted, will follow the strict guidelines and minimum standards as set out in the employee manual. All personnel will acknowledge procedural standards by signing an agreement to that effect.

#### **4.2.3 Qualifications:**

Only qualified, or licensed staff and volunteers (depending on function of office) who have cleared all background checks will be used as stated in Section 4.5. Administrative staff must possess at least ten (10) years experience in ministry or social services to the homeless, handicapped, and hurting either in ministry or social service field., and/or comparable experience.<sup>3</sup>

#### **4.2.4 Insurance Coverage:**

All administrative staff, Board members and professional and para-professional staff will carry E&O coverage, naming The **Plan** as co-insured with a minimum aggregate coverage of \$2,000,000.00 per occurrence. Comprehensive General Liability, Workers' Compensation, Comprehensive Auto Liability and Professional Liability/Errors and Omissions are coverage's required with the \$2,000,000.00 limit.

#### **4.2.5 Screening/Interview:**

All employee and staff will succumb to an intensive screening, background and recommendation check process.

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<sup>3</sup> Reference is made in the Employee Procedures Manual adopted by the Board regarding further qualifications of TTC staff and contracted service providers.

Previous work history will be examined. All staff and volunteers must carry a valid State driver's license.

#### **4.2.6 Hold Harmless:**

Networking agencies from whom referrals are received will be required to sign a Hold Harmless Agreement agreeing to indemnify and hold harmless The **Plan, Dr. Roger Burt, Mark Reed** and **the named Insurer**.

#### **4.2.7 Audit:**

The same audit procedures as stated in 3.1 of this SWP applies to outside contracted service providers.

#### **4.2.8 Disqualification:**

Any networking agency or contracted agency can be replaced or removed from the approved contracted list without notice or cause.

### **4.3 Qualified Volunteers and Staff**

Only staff and volunteers cleared after background check and meeting Section 6.0 and 6.2 of this SP as set out in the internal Employee & Procedure Manual. In addition, all volunteers and staff must:

- Be Licensed, Certified when required;
- Possess a minimum of 10 years experience (Administration only) in social service or educational field OR secure Pastoral reference approving of same, and/or
- Have a minimum of 2 years experience in a social service or related educational facility OR a professional reference approving of same;
- Administrative staff or designate to have knowledge of local county and State statutes relating to abuse

reporting laws of minors, CPS regulations and any and all other knowledge relating to Statutes for treating chemically dependent and battered adults and minors;

- Be active in national and local social service and ministry organizations;

#### **4.4 No Formal Recommendations To Deny**

As outlined in the Training Manual, it is not the job of the volunteer or staff person of [The Plan](#) to recommend, suggest or give legal counsel and interpretation of state laws of acceptance or denial of treatment or admission to the program.

[The Plan](#) will only report on the truth and facts of each circumstance and person when mandated by law. In the event of a tragedy or crisis, the confidentiality rule will be carefully examined taking into account Priest – Pennant privilege. It is the job of management to determine, based on certain facts, the resolution and disposition of the file upon submission to legal counsel.

## **5.0 PRICING**

### **5.1 Chemical, Alcohol, Social and Psychiatric Services**

#### **A. Flat Rate - Contracted Services Only**

The flat rate as set by the County to whom services are supplied will be based on a per month per Diem rate as set by county regulations for delivery of services. The rate will only apply to those referred by county probation and other related agencies for after care and supervision. Contingent on volume of referrals from the County, this flat rate will be open to negotiations and terms can be modified.

**B. Insurance Rate**

The Insurance rate for supplied services rendered as outlined in this SP will be the rate as determined by the individual Insurer based on the model of ministry and services provided (social, psychiatric) on a per month per diem basis. This rate is contingent on accreditation from the JCAHO survey (Joint Commission on Accreditation of Health Care Organizations), and the terms can be modified.

**6.0 REQUIRED QUALIFICATIONS OF PERSONNEL**

The intent is not to compete, but complete; replicate and not duplicate, and assist and help others who have the same focus, passion and vision to help the needy in every city and state and around the world.

We realize we are dealing with sensitive information, and guarding this information and having in-place security measures to ensure there will be no dissemination of confidential information will be enforced. All staff and volunteers will be subject to conditions as set forth in Section 4.3 of this SP.

**6.1 Board Elected**

Request list of Board Members (as provided to State and IRS officials) from our corporate offices elected on 3 year terms.

**6.2 (a)**

**Board Structure**

The Plan is a recognized nonprofit Corporation 501 (c) (3) organized under the Arizona Nonprofit Corporation Act and is an

owned a registered name with the Arizona Corporations Commission.

The purposes for which this Corporation is organized is to perform charitable and educational activities within the meaning of the Internal Revenue Code Section 501(c)(3) and the Revenue and Taxation Code.

Specifically, the Corporation is organized to act as an economic development corporation that will provide charitable, social services and educational aid to members of the community.

The principal offices of the Corporation in the State of Arizona is located at \*\*\*\*\*.

The purpose of the Corporation include, but are not limited to the economic development and revitalization of the inner city, education outreach, mentoring programs for youth and homeless, feeding the poor and work and job skill training.

## FACILITY DESCRIPTIONS

Properties that are abandoned, buildings that are empty, bases that are closed under the BCA, IRS liens on homes and buildings are all being searched and reviewed for potential use. are being reviewed by our teams as viable and habital buildings & acreages. These properties can provide full dorm facilities, staff housing, recreational facilities such as gymnasiums and pools and full kitchen and dining facilities that meet all heath standards. We are also focusing on a much needed office building space for counseling and administration with a fully developed level for outreach and a 24/7 crisis center