

THE STATE OF TEXAS

AFFIDAVIT



THE COUNTY OF COLLIN

Date 11-30-2020

Fund Dept. CARES Fund

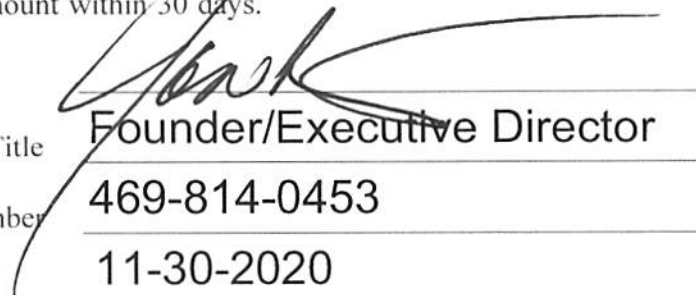
Payable To Agape Resource & Assistance Center, Inc.

Address P O Box 861664
Plano, TX 75086

EXPLANATION	
<p><u>Special COVID Sanitation Cleaning</u> for Collin County residents due to the impact of COVID-19 for the period of <u>April</u> to <u>Sept.</u>, 2020. Supporting documentation attached.</p>	\$ 825.00

I, Janet Collinsworth do hereby certify that the amount requested above is directly related to COVID-19 expenses and the expenses have not been included in any other jurisdiction or agency funding request. The supporting documentation is attached and has been reviewed for accuracy and allowability. I understand that in the event of an audit if the expenses are deemed unallowable, I am responsible to reimburse the County for the unallowable amount within 30 days.

Signature



Founder/Executive Director

Printed Name/Title

Telephone Number

Date

469-814-0453
11-30-2020

memo

Agape Resources & Assistance Center, Inc.

To: Bill Bilyeu, County Administrator
From: Janet Collinsworth, Founder/Executive Director
Date: December 1, 2020
Re: CARES Act Affidavit – Special Sanitization Cleaning - Housing

Comments: Agape utilizes a shared housing model for its transitional housing program. In an attempt to minimize the spread, Agape ceased new admissions during the majority of the Shelter in Place time. As an extra precaution, we were able to spread our families among the housing units we own so that each family in the program during Shelter in Place was in its own housing unit. In July Agape resumed our shared housing model and began to admit additional homeless single moms and their children. To properly care for our families, we engaged professional cleaners to deeply sanitize units before families moved in. Pre-COVID new unit and family move in make ready were handled by volunteers and staff. To protect our staff and volunteers, Agape hired professional cleaners to do deep cleaning as part of preparation for new family move in. These cleaning costs are not part of our 2020 budget.

FW: Transaction Receipt from Maid Brigade for \$225.00 (USD)

Linda George <Linda@hope4agape.com>

Fri 4/24/2020 6:48 PM

To: Tara Pratt <Tara@Hope4Agape.com>

My face is RED, not read. It's been a long day.

From: Linda George

Sent: Friday, April 24, 2020 6:48 PM

To: Tara Pratt <Tara@Hope4Agape.com>

Subject: FW: Transaction Receipt from Maid Brigade for \$225.00 (USD)

Well...my face is read. I found the "sent" message. I guess when I type T for Tara, it auto populated. I sent it to Total Air & Heat. ☹️

So...here is the bill for Maid Brigade for O Ave. I've already paid. You just need a voucher.

L.

From: Auto-Receipt <noreply@mail.authorize.net>

Sent: Monday, April 20, 2020 11:45 AM

To: Linda George <Linda@hope4agape.com>

Subject: Transaction Receipt from Maid Brigade for \$225.00 (USD)

Maid Brigade - Cleaning Receipt

Order Information

Description: Goods or Services

Customer ID 82372 **PO Number** 7783999

Billing Information

Linda George
Agape Resources
75086
linda@hope4agape.org

Shipping Information

Total: \$225.00 (USD)

Payment Information

Date/Time: 20-Apr-2020 11:44:56 CDT
Transaction ID: 62313271763
Payment Method: Visa xxxx3903
Transaction Type: Purchase
Auth Code: 064412

Merchant Contact Information

Maid Brigade
Plano, TX 75074
US

4/27/2020

Mail - Tara Pratt - Outlook

jeamaid@gmail.com

Attached is your copy of the receipt for the most recent cleaning at your property. Thank you for choosing Maid Brigade!






Maid Brigade

Final Audit Report

2020-04-28

Created:	2020-04-28
By:	Debra Whitaker (whitaker.deb7@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMdV3StuBuhj1SzR1BUCo510dQRD1ZkO

"Maid Brigade" History

-  Document created by Debra Whitaker (whitaker.deb7@gmail.com)
2020-04-28 - 2:02:34 AM GMT - IP address: 68.201.132.118
-  Document emailed to Janet Collinsworth (janet@hope4agape.com) for signature
2020-04-28 - 2:03:13 AM GMT
-  Email viewed by Janet Collinsworth (janet@hope4agape.com)
2020-04-28 - 3:16:57 PM GMT - IP address: 69.231.73.213
-  Document e-signed by Janet Collinsworth (janet@hope4agape.com)
Signature Date: 2020-04-28 - 3:17:17 PM GMT - Time Source: server- IP address: 69.231.73.213
-  Signed document emailed to Janet Collinsworth (janet@hope4agape.com) and Debra Whitaker (whitaker.deb7@gmail.com)
2020-04-28 - 3:17:17 PM GMT



P. O. Box 861664
 Plano, TX 75086-1664
 Phone: 469-814-0453
 www.Hope4Agape.org
 Info@Hope4Agape.com

CHECK REQUEST REIMBURSEMENT / EXPENSE / ACCOUNT PAYABLE

PAYABLE TO:	Virginia Trevino		
Address	902 Grassy Glen		
City, State, Zip	Allen, TX 75002		
Phone			
Email			
		FUNDING SOURCE:	Agape General
DESCRIPTION / ACCOUNT NAME	CODE	Amount	CLASS:
1712 O Ave Cleaning - Move in Ready	60441	250.00	Agape General
	TOTAL	\$ 250	

NOTES

Requested By:	Deb Whitaker	Payment / Delivery method?	CK Draft Debit
Written / Drawn / Debited By:	Linda George	Check / draft / debit date	09/03/2020
Approved By:	<i>Janet Collinsworth</i>	Check Acct / Number	Opps Restricted 2427
Posted By:	<i>DW</i>	Date Posted	9/11/2020

A - COMMON ACCT NUMBERS

- 20610 Health Insurance Agape
- 21600 Payroll Taxes
- 27205 Mortgage Principal O Ave
- 27210 Mortgage Principal 11th St
- 27215 Mortgage Principal 2B/3B
- 27216 Mortgage Principal 1B
- 27217 Mortgage Principal 4B
- 27218 Mortgage Principal 4A
- 60333 Childcare
- 60434 Child Development
- 60412 Transportation
- 60426 Internet & Phone Part.
- 60448 Prgm Property Ins.
- 60461 Rent House Rent
- 60462 Willow Oak Rent
- 60463 Pioneer Rent
- 60471 Rent House Utilities
- 60472 Willow Oak Utilities
- 60473 Pioneer Utilities
- 62871 Office Prop. Ins.
- 63220 Health Ins. Employee
- 65005 Mailchimp/FB
- 65015 Computer Supply/Support
- 65020 Postage
- 65025 Background Chks
- 65030 Printing
- 65040 Supplies
- 65045 Ops Food
- 65050 Neon/Microsoft/Adobe
- 65055 Payroll Fees
- 65110 Bank Fees/Paypal

Repair/Maint/Clean

- 60441 O Ave
- 60442 11th St.
- 60443 19th-1B
- 60444 19th-2B
- 60481 Rent Housing
- 60482 Willow Oak
- 60483 Pioneer
- 62820 3B, 4B & 4A
- 6042X Direct Support Utilities**
 X: 1=O, 2=11th, 3=1B, 4=2B, 6=O Internet
- 6285X Agape Utilities**
 X: 1=4A, 2=3B, 3=4B, 4=Security, 5=Internet, 6=Gen. Water/Util, 7=Other Util.



Restricted/Grants

- xxxxx Regular expense \$\$\$
- 48705 Release \$\$\$
- 47765 Released (-\$\$\$)
- 31590 Temp Restricted \$\$\$
- 32000 Retained Earning (-\$\$\$)






X Virginia Cleaning

Final Audit Report

2020-09-11

Created:	2020-09-09
By:	Debra Whitaker (whitaker.deb7@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI1zo76aAkM4Wb4I-bAG7XRy1DSdQ0Imf

"X Virginia Cleaning" History

-  Document created by Debra Whitaker (whitaker.deb7@gmail.com)
2020-09-09 - 7:53:22 PM GMT - IP address: 47.234.226.216
-  Document emailed to janet collinsworth (janetcollinsworth@me.com) for signature
2020-09-09 - 7:53:42 PM GMT
-  Email viewed by janet collinsworth (janetcollinsworth@me.com)
2020-09-11 - 3:11:27 AM GMT - IP address: 69.231.73.213
-  Document e-signed by janet collinsworth (janetcollinsworth@me.com)
Signature Date: 2020-09-11 - 3:11:45 AM GMT - Time Source: server- IP address: 69.231.73.213
-  Signed document emailed to Debra Whitaker (whitaker.deb7@gmail.com) and janet collinsworth (janetcollinsworth@me.com)
2020-09-11 - 3:11:45 AM GMT

40

INVOICE

DATE OF SERVICE: Thursday, Sept. 3

RESIDENCE: 1712 O AVENUE, PLANO, TX 75074

SERVICE: CLEANED AND SANITIZED HOUSE PRIOR TO MOVE-IN SCHEDULED FOR SEPTEMBER 5-6—included fans, windows, blinds, dusting, mopping, cleaning fridge/freezer and oven.

COST OF SERVICE: \$250.00

CHECK PAYABLE TO: Virginia Trevino

MAILING ADDRESS: 902 Grassy Glen Allen 75002

e-MAIL: ginaq859@gmail.com

PHONE: 214-791-7261 Dina
469-665-0657 Theresa

AGAPE RESOURCE & ASSISTANCE CENTER, INC.		32-61/1110	2427
1325 - 19TH ST., STE. 3B PLANO, TX 75074-5950		DATE <u>09-03-2020</u>	
PAY TO THE ORDER OF	<u>Virginia Trevino</u>	\$	<u>250.00</u>
	<u>Two hundred fifty and</u>	<u>no</u>	<u>100</u> DOLLARS
MEMO <u>1712 O Ave - move-in clean</u>		<u>Dina P. George</u>	
⑆⑆⑆⑆0006⑆⑆⑆⑆		5⑆0533875⑆2427	

Unser



P. O. Box 861664
 Plano, TX 75086-1664
 Phone: 469-814-0453
 www.Hope4Agape.org
 Info@Hope4Agape.com

CHECK REQUEST / REIMBURSEMENT / EXPENSE / ACCOUNT PAYABLE

PAYABLE TO:	Virginia Treviño		
Address	902 Grassy Glen		
City, State, Zip	Allen, TX 75002		
Phone			
Email			
		FUNDING SOURCE:	Agape General
DESCRIPTION / ACCOUNT NAME	CODE	Amount	CLASS:
Cleaned and Sanitized 1B All	60443	225.00	Agape General
Cleaned and Sanitized 4B Downstairs	62820	125.00	Agape General
	TOTAL	\$ 350	

NOTES			
Requested By:	Deb Whitaker	Payment / Delivery method?	<input checked="" type="radio"/> Draft Debit
Written / Drawn / Debited By:	Linda George	Check / draft / debit date	09/07/2020
Approved By:	<i>Janet Collinsworth</i>	Check Acct / Number	<input checked="" type="radio"/> Restricted 2429
Posted By:	<i>DW</i>	Date Posted	9/11/2020

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- 27216 Mortgage Principal 1B
- 27217 Mortgage Principal 4B
- 27218 Mortgage Principal 4A
- 60333 Childcare
- 60434 Child Development
- 60412 Transportation
- 60426 Internet & Phone Part.
- 60448 Prgm Property Ins.
- 60461 Rent House Rent
- 60462 Willow Oak Rent
- 60463 Pioneer Rent
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- 60472 Willow Oak Utilities
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- 62871 Office Prop. Ins.
- 63220 Health Ins. Employee
- 65005 Mailchimp/FB
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- 65040 Supplies
- 65045 Ops Food
- 65050 Neon/Microsoft/Adobe
- 65055 Payroll Fees
- 65110 Bank Fees/Paypal

Repair/Maint/Clean

- 60441 O Ave
- 60442 11th St.
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- 60444 19th-2B
- 60481 Rent Housing
- 60482 Willow Oak
- 60483 Pioneer
- 62820 3B, 4B & 4A

- 6042X **Direct Support Utilities**
 X: 1=O, 2=11th, 3=1B, 4=2B, 6=O Internet
- 6285X **Agape Utilities**
 X: 1=4A, 2=3B, 3=4B, 4=Security, 5=Internet, 6=Gen. Water/Util, 7=Other Util.

Restricted/Grants

- xxxxx Regular expense \$\$\$
- 48705 Release \$\$\$
- 47765 Released (-\$\$\$)
- 31590 Temp Restricted \$\$\$
- 32000 Retained Earning (-\$\$\$)








X Trevino CLEAN 1B AND 4B

Final Audit Report

2020-09-11

Created:	2020-09-09
By:	Debra Whitaker (whitaker.deb7@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAB_n8FofxZR_qFJUHNjh_cHLWmJHoXPa

"X Trevino CLEAN 1B AND 4B" History

-  Document created by Debra Whitaker (whitaker.deb7@gmail.com)
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-  Document emailed to janet collinsworth (janetcollinsworth@me.com) for signature
2020-09-09 - 7:56:08 PM GMT
-  Email viewed by janet collinsworth (janetcollinsworth@me.com)
2020-09-11 - 3:10:59 AM GMT - IP address: 69.231.73.213
-  Document e-signed by janet collinsworth (janetcollinsworth@me.com)
Signature Date: 2020-09-11 - 3:11:17 AM GMT - Time Source: server- IP address: 69.231.73.213
-  Signed document emailed to janet collinsworth (janetcollinsworth@me.com) and Debra Whitaker (whitaker.deb7@gmail.com)
2020-09-11 - 3:11:17 AM GMT

Scanned to Deb
9-7-2020

INVOICE

DATE OF SERVICE: September 7, 2020

RESIDENCE: 1325 19th St., Ste. 1B ; office-downstairs 4B

SERVICE: CLEANED AND SANITIZED properties--included fans, windows, blinds, dusting, mopping, cleaning fridge/freezer and oven.




COST OF SERVICE: \$350.00 (\$225 1B & \$125 4B)

CHECK PAYABLE TO: Virginia Trevino

MAILING ADDRESS: 902 Grassy Glen, Allen 75002

e-MAIL: ginag859 gmail.com

PHONE: 214-791-7261

AGAPE RESOURCE & ASSISTANCE CENTER, INC.		32-61/1110	2429
1325 - 19TH ST., STE. 3B PLANO, TX 75074-5950		DATE	09-07-2020
PAY TO THE ORDER OF	<u>Virginia Trevino</u>	\$	<u>350.00</u>
	<u>Three hundred fifty and ^{no}/₁₀₀</u>	DOLLARS	 Security Features Included. Details on Back.
CHASE 			
JPMorgan Chase Bank, N.A. www.Chase.com			
MEMO	<u>Clean - 1B all & 4B down</u>	<u>\$225</u>	<u>\$125</u>
		<u>London B. George</u> 	
⑆ 111000614⑆		510533875⑈2429	

London B. George