



501c3 Nonprofit Organization

" Bridging the Gap Between Municipality and Consumer. "

www. TheArkofRefuge.org

OPERATIONAL AGREEMENT

(NON PROFIT)

REVISED. 2023

PARTIES

This Operating Agreement ("Agreement"), is made and entered into, by, and between: Ark of Refuge, Inc. (Administrator) located at 500 Capitol Mall Suite 2350, Sacramento CA 95814.

And;

Burlington Coat Factory, Inc whose corporate office is located at 1830 Route 130 North , Burlington, NJ 08016 . (Signee)

TERMS AND CONDITIONS

- PURPOSE

The State of California Governor's Office of Emergency Services (CALOES) has recently awarded the Ark of Refuge \$350,000.00 from the Domestic Violence Housing First (XD) Program. These funds are to be disbursed exclusively to Victims of Domestic Violence and we would like to partner with your entity for clothing donation distribution.

- TERM

The term of this operational agreement will be perpetual and continue to operate in existence of its dissolution by its members under the visions of state and federal laws regarding dissolutions of Corporations.

Listed on the following page is a detailed description of the Contractual Requirements that regulate this operational agreement.

Corporate Info
Point of Contact

500 Capitol Mall Suite 2350, Sacramento CA 95814
Leslie West, Financial Officer +1(866)-676-0070 Ext 4

Support@TheArkofRefuge.org
Leslie@TheArkofRefuge.org



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Contractual Agreement

The performance period of the proposed operating agreement would be 1/1/2023 – 12/31/2027, with annual resource replenishment. Resources must be disbursed between January and November. For reconciliation in December.

Total Amt (\$) Allocated

Any Amount

Available Resource

Emergency Clothing

Emergency Clothing

\$13,592.00

The Ark runs a hotel voucher program that offers emergency clothing. All hotel voucher clients receive a backpack of emergency clothing items and hygiene kits. Retail value \$194.17 or a Burlington coat factory voucher @ \$194.17 per. Max 1-per

Emergency Visa Gift Card

\$10,500.00

Max 1 per client. 70 hotel voucher clients receive an emergency \$150.00 Visa gift card. Client may use hotel voucher for deposit fees during hotel check-in or Uber transportation.

Contractual Reporting Requirements:

Reconciliation Reports

Due by the 1st of the following month

On a monthly basis Burlington coat factory will submit via email to finance@thearkofrefuge.com , a list of clients who received resource items/vouchers, dates and total amounts spent. We then require an annual reconciliation or team meeting in January of each year.

Payment Terms

All invoices are paid on a net 30 for the previous month.

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ARK OF REFUGE

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Annual Banquet Attendance

Every year , The Ark of Refuge hosts a fundraising banquet at the Berkeley Country Club for partners, donors and members alike. All staff assigned to this contract are welcome to attend as well as the Board Members and Directors. A keynote speaker shall be selected to speak on behalf of your entities programs/ services for a maximum of ten minutes.

Certifications and Acknowledgement

Both parties agree to enter into This Operational Agreement with the understanding that it shall be managed and operated by its members. Members being Administrator and Signee. Both members of this agreement will have the rights, powers and Authority to cancel this agreement at any given time.

Tracey Marshall

Tracey Marshall

4/7/23

Print Name

Signature

Date

Leslie West

Leslie West

03/27/2023

Print Name

Signature

Date

Corporate Info
Point of Contact

500 Capitol Mall Suite 2350, Sacramento CA 95814
Leslie West, Financial Officer +1(866)-676-0070 Ext 4

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Leslie@TheArkofRefuge.org

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Burlington Stores, Inc.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____		
	5 Address (number, street, and apt. or suite no.) See instructions. 1830 US Route 130 N		Requester's name and address (optional)
	6 City, state, and ZIP code Burlington, NJ 08016		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
or										
Employer identification number										
2	2		-	1	9	7	0	3	0	3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 10/19/2022
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Store	Address	City	State	Zip
195	1201 South Baldwin Avenue	Arcadia	CA	91007
959	309 West 7th Street	Los Angeles	CA	90014
370	5601 Florin Road, Store 101	Sacramento	CA	95823
865	3671 North Freeway Blvd	Sacramento	CA	95834
1216	1596 Ethan Way	Sacramento	CA	95825
1349	660 West Huntington Drive	Monrovia	CA	91016
1233	8017 Atlantic Avenue, Suite B	Cudahy	CA	90201
974	150 E. Main Street	Alhambra	CA	91801
760	9175 E. Stockton Blvd	Elk Grove	CA	95624
182	418 Westlake Center	Daly City	CA	94015
448	560 North Stephanie Street	Henderson	NV	89014
213	5959 West Sahara Avenue	Las Vegas	NV	89146
239	4750 South Eastern Avenue	Las Vegas	NV	89119
1001	2189 West Craig Road	North Las Vegas	NV	89032
1070	10000 W Sahara Avenue, Suite 130 - 150	Las Vegas	NV	89117
1131	3767 S Las Vegas Blvd	Las Vegas	NV	89109
1189	2150 North Rainbow Blvd	Las Vegas	NV	89108
1234	Charleston Commons 41 N Nellis Blvd	Las Vegas	NV	89110
1293	6670 N. Durango Drive	Las Vegas	NV	89149
1392	7020 N 5th Street	North Las Vegas	NV	89084