



### Proposer Information

Name of Company: Association for the Advancement of Mexican Americans (AAMA)

Address: 6001 Gulf Frwy BLDG E

City and State: Houston, Texas 77023

Phone: 713.926.9491

Email Address: cgarza@aama.org

Signature of Person Authorized to Sign:

A handwritten signature in black ink, appearing to read "Adolfo Melara", is written over a horizontal line.

Signature

Adolfo Melara, PhD

Print Name

CEO, President, and Superintendent

Title

Indicate status as to "Partnership", "Corporation", "Land Owner", etc.

Non profit with 501C 3 Status

09/10/2024

(Date)

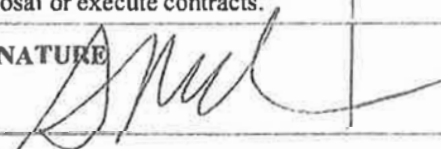
**Note:**

All submissions relative to these RFP shall become the property of Webb County and are nonreturnable.

If any further information is required, please call the Webb County Contract Administrator, Juan Guerrero, at (956)523-4125.

**Appendix I  
COVER PAGE**

**Proposal to Perform Substance Abuse Treatment Services**

|                                                                                                        |                                                                                                                                                                                               |                                                           |                                                    |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------|
| PROPOSALS DUE: Sept. 17, 2024<br>@ or before 4 pm                                                      |                                                                                                                                                                                               | WEBB COUNTY CSCD                                          | Treatment Alternatives to<br>Incarceration Program |
| Proposer's Legal Name<br>Association for the Advancement of<br>Mexican Americans (AAMA)                | Headquarters' Address<br>6001 Gulf Freeway, Bldg E<br>Houston, Texas 77023                                                                                                                    | Taxpayer ID<br>74-1696961                                 |                                                    |
| Address (for each TAIP Service<br>/ Treatment location)<br>(Use separate pages if needed)              | Submit both the billing address and the physical addresses for<br>each location where services will be delivered.<br>Physical address: 1205 E Hillside Rd. Laredo, Texas 78040 see attachment |                                                           |                                                    |
| Telephone Numbers, Fax and<br>E-mail Address                                                           | Headquarters<br>713.926.9491 Ext 3113<br>phone                                                                                                                                                | Headquarters<br>713 926 2672<br>e-mail<br>cgarza@aama.org |                                                    |
| <b>Service Description</b>                                                                             |                                                                                                                                                                                               |                                                           |                                                    |
| Outpatient Counseling:                                                                                 | <b>Rate</b>                                                                                                                                                                                   | <b>Service Type</b>                                       |                                                    |
| Individual Counseling Per Hour                                                                         | \$60.00                                                                                                                                                                                       | SUD                                                       |                                                    |
| Group Counseling Per Hour                                                                              | \$17.00                                                                                                                                                                                       | SUD                                                       |                                                    |
| Case Management Fee Per Group                                                                          | \$8.00                                                                                                                                                                                        | SUD                                                       |                                                    |
| Other                                                                                                  |                                                                                                                                                                                               |                                                           |                                                    |
| Printed Name of Authorized Agent<br>or official authorized to submit<br>proposal or execute contracts. | Adolfo Melara, PhD<br>Name                                                                                                                                                                    | CEO, President, and Superintendent<br>Title               |                                                    |
| SIGNATURE           |                                                                                                                                                                                               |                                                           |                                                    |

THIS FORM MUST BE INCLUDED WITH RFP PACKAGE; PLEASE CHECK OFF EACH ITEM INCLUDED WITH RFP PACKAGE AND SIGN BELOW TO COMPLETE SUBMITTAL OF EACH REQUIRED ITEM.

"Webb County Community Supervision and Corrections Department – Substance Abuse Treatment Services"

☒ Bid Form A Appendix I

☒ References Form

☒ Conflict of Interest Form (CIQ)

☒ Certification regarding Debarment (Form H2048)

☒ Certification regarding Federal lobbying (Form 2049)

☒ Purchasing Code of Ethics Affidavit

☒ House Bill 89 Form

☒ Senate Bill 252 Form

☒ Proof of No Delinquent Tax Owed to Webb County

Adolfo Melara, PhD, CEO, President, and Superintendent  
Authorized Offeror's Printed Name and Title

  
\_\_\_\_\_  
Authorized Offeror's Signature

09/16/2024  
Date



09/16/2024

Webb County Purchasing Department  
1110 Washington St. Ste.101  
Laredo, Texas 78040

Officers

Tellsa Shead  
Amegy Bank  
Board Chair

Alexandria H. Hernandez  
Pappas Restaurants  
Vice Chair

Directors

Dr. David F. Curtis  
Tilman J. Fertitta Family  
College of Medicine U of H

Christian Díaz  
Trafigura Trading LLC

Charles D. Ezell  
Goya Foods

Ricardo M. Mago  
Community Health Choice

Misha McClure  
Comcast

Veronica Neal  
Keystone Advisors

Dr. Martin Perez  
Houston Community College

Crystal E. Ramon-Miranda  
Chevron

Director Emeritus

Maria (Cris) Garza †  
Raul Dominguez †

CEO, President, and  
Superintendent

Adolfo Melara, PhD

RE: RFP 2024-012

Dear Webb County Contract Administrator,

Per Section 1 Signature of Respondent 1.6, Scope of Services 1.42 (g) and 1.42 (a) General requirements, and as an authorized official of the Association for the Advancement of Mexican Americans, I am submitting this transmittal and cover letter indicating that:

The legal name of the offeror is the Association for the Advancement of Mexican Americans which was incorporated in the State of Texas as a 501 (c) (3) corporation in 1970.

As an authorized official I also state that the proposal being submitted in response to RFP 2024-012 and our offer will be valid for not less than 60 calendar days after the closing date of the Request for Proposal.

Yours truly,

Adolfo Melara, PhD.  
CEO, President, and Superintendent



AAMA is a 501(c)(3) nonprofit organization, Tax ID: 74-1696961.

Please retain this letter as a receipt for your donation.

### Appendix III

## Vendor Request for Funding

Association for the Advancement of Mexican Americans (AAMA)

VENDOR NAME (Name as Incorporated)

6001 Gulf Frwy Bldg. E

STREET ADDRESS

Houston  
CITY

Texas  
STATE

77023  
ZIP

AAMA and Concilio Hispano Libre (CHL)

cgarza@aama.org

List any D.B.A. or A.K.A.'S

E-MAIL ADDRESS

S. Carol Garza, Director of Prevention and Counseling

713.926.9491

713.926.2672

CONTACT PERSON

TITLE

TELEPHONE

FAX

BUSINESS FORM of Vendor (Check applicable):

For Profit Corporation \_\_\_\_\_ Non-Profit Corporation ☒ Partnership \_\_\_\_\_ Other \_\_\_\_\_

State where incorporated or formed: Texas

Date of Incorporation or formation: 1970

TYPE OF RESIDENTIAL FACILITY:

Outpatient Treatment Facility

INDICATE ALL THAT ARE APPLICABLE: Total Number of Beds: Slots 80 Male: N/A Female: N/A

SPECIFIC NAME, PHYSICAL LOCATION, PHONE NUMBER AND NUMBER OF BEDS BY GENDER FOR EACH FACILITY OPERATED BY VENDOR:

Facility Name:

Location:

Male Beds:

Female Beds:

Association for the Advancement of Mexican Americans (AAMA)

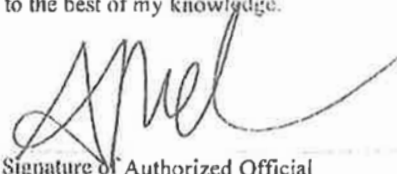
1205 E Hillside Rd Laredo, Texas 78040

80 slots total for males and females

Phone : 956. 728.0440 Fax: 956.722.7589

INSURANCE PROVIDER (S): Alliant Insurance Services

I certify that all information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.



Signature of Authorized Official

CEO, President, and Superintendent

Title

09/12/2024

Date

# Appendix IV

## Summary Budget for Purchase of Services

### FISCAL YEAR 2022-2023

Vendor: Association for the Advancement of Mexican Americans (AAMA)

City: Laredo, Texas 78040

Contract Period: 10/2024- 10/2025 (three year contract w/optional extensions)

| COST CATEGORY               | COST                 |
|-----------------------------|----------------------|
| Personnel – Salaries        | \$ \$84,618.00       |
| Personnel – Fringe Benefits | \$ 12,395.00         |
| Personnel – Training        | \$ 365.00            |
| Personnel – Travel          | \$ 918.00            |
| Equipment                   | \$ 0                 |
| Transportation              | \$ 0                 |
| Consumable Supplies         | \$ 5,730.00          |
| Other                       | \$ 20,350.00         |
| Facility                    | \$ 13,338.00         |
| <b>TOTAL</b>                | <b>\$ 137,714.00</b> |

Total Units Service per Year (example: Bed days per year):

65

Cost Per Unit:

353.11

Show Computation: Approx 65 clients per year =2118.67 per client= 353.11 per month  
per client x 6 months attendance.

## 1. Personnel Salaries

Vendor: Association for the Advancement of Mexican Americans (AAMA)

### Personnel--Salaries

| Position or Title     | Staff Name or A Vacant | Annual Salary | % Time for Job | Total       |
|-----------------------|------------------------|---------------|----------------|-------------|
| Director              | S. Carol Garza         | \$92,000      | 2.0%           | \$1,840     |
| Assistant Director/QA | Beverly Dotson         | \$90,000      | 8.00%          | \$7,200     |
| Office Manager        | Liz Cooner             | \$55,500      | 4.00%          | \$2,220     |
| Clinical Manager      | Fernando Lozano        | \$67,000      | 5.0%           | 3,350       |
| Program Counselor     | Guadalupe Botello      | \$57,000      | 100.00%        | \$57,000    |
| LCDC                  | Vacant                 | \$52,000      | 25.00%         | \$13,000    |
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|                       |                        |               |                |             |
| TOTAL                 |                        |               |                | \$84,610.00 |

Note: Use as many additional pages as needed

## BUDGET JUSTIFICATION

### 2. Personnel Fringe Benefits

Vendor: Association for the Advancement of Mexican Americans (AAMA)

| Fringe Benefits Based on Salaries Paid: |                     | Total        |
|-----------------------------------------|---------------------|--------------|
| FICA                                    | 7.65%               | \$           |
|                                         |                     |              |
|                                         |                     |              |
|                                         |                     |              |
| SUTA                                    | 3.06%               |              |
|                                         |                     |              |
|                                         |                     |              |
| WORKMAN'S COMP.                         | 1.50%               |              |
|                                         |                     |              |
|                                         |                     |              |
| MEDICAL BENEFITS                        | 4.79%               |              |
|                                         |                     |              |
| Total fringe equals                     | 17.00% per employee |              |
|                                         | LCDC                | \$221.00     |
|                                         | Director            | \$313        |
| OTHER: (Describe)                       | Asst Director       | \$1224       |
|                                         | Office Manager      | \$377        |
|                                         | Clinical Manager    | \$570        |
|                                         | Counselor           | \$9,690      |
| TOTAL FRINGE BENEFITS                   |                     | \$ 12,395.00 |

### 3. Personnel Training

Vendor: Association for the Advancement of Mexican Americans (AAMA)

[illegible]

## BUDGET JUSTIFICATION

### 4. Personnel Travel

|                                                                     |
|---------------------------------------------------------------------|
| Vendor: Association for the Advancement of Mexican Americans (AAMA) |
|---------------------------------------------------------------------|

| Purpose (List Staff Mileage and rate used, Per Diem and rate, Public Transport) | Total     |
|---------------------------------------------------------------------------------|-----------|
| Local mileage \$0.625 per mile x 1 FTE for 250 miles                            | \$ 156.00 |
| Travel using personal vehicle to attend coalition and other meeting             |           |
|                                                                                 |           |
| Austin Conference \$170 a night x 2 nights                                      | \$340.00  |
| Per diem for conference \$64 a day x 2 days                                     | \$128.00  |
| Travel to Austin mileage \$0.625 x 470 miles                                    | \$294.00  |
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| TOTAL PERSONNEL TRAVEL                                                          | \$918.00  |

### BUDGET JUSTIFICATION

## 5. Equipment

Vendor: Association for the Advancement of Mexican Americans (AAMA)

[illegible]

## 6. Transportation

| Purpose (List All Project Transportation Costs for Transport of Residents) | Total |
|----------------------------------------------------------------------------|-------|
| N/A                                                                        | \$ 0  |
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| TOTAL TRANSPORTATION COSTS                                                 | \$0   |

## BUDGET JUSTIFICATION

### 7. Consumable Supplies

Vendor: Association for the Advancement of Mexican Americans (AAMA)

| Purpose (List All Consumable Supplies with Brief Description)                                                               | Total             |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------|
| Office supplies- Copy paper, toner, file folders, charts, tape, pens, highlighter, staples, desk organizers, staple pullers | \$ 1,500          |
| Brochures/literature                                                                                                        | \$1,750           |
| Replace outdated computer, monitor, keyboard and software 1 FTE                                                             | \$2,000           |
| Narrow folding tables for education groups 6 x 80.00                                                                        | \$480             |
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| <b>TOTAL CONSUMABLE SUPPLIES</b>                                                                                            | <b>\$5,730.00</b> |

## 8. Other

| Purpose (List All Other Costs with Brief Description)                                                                                                                                                  | Total        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Fed Ex \$10 a month x 12 months      Deliver billing to Houston                                                                                                                                        | \$ 120.00    |
| Security guard cost allocated per program and hours \$210 month x12                                                                                                                                    | \$2,520      |
| Lab fees for UA's based on 80 clients x 6 months x \$8.00 per UA                                                                                                                                       | \$3,840      |
|                                                                                                                                                                                                        |              |
| Indirect Cost- 11.2% (AAMA operates a charter school with two campuses<br>in Houston. AAMA has an approved IDC through the TEA).                                                                       | \$13,870.00  |
| If allowed AAMA will use that to cover indirect costs such as accounting,<br>human resources, legal, facility maintenance and rent CEO/CFO, etc. If not allowed,<br>AAMA wil use the di minimus of 10% |              |
|                                                                                                                                                                                                        |              |
| Direct costs total: \$123,844.00 x IDC of 11.2% = 13,870.00                                                                                                                                            |              |
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| TOTAL OTHER COSTS                                                                                                                                                                                      | \$ 20,350.00 |

# BUDGET JUSTIFICATION

## 9. FACILITY COSTS

Vendor: Association for the Advancement of Mexican Americans (AAMA)

| Purpose (List All Facility Costs with Brief Description)                      | Total      |
|-------------------------------------------------------------------------------|------------|
| Utilities Gas, water, Electricity based on space allocation \$463 x 12 months | \$ \$5,556 |
| Facility Rent based on space allocation \$694.31 x 12 months                  | \$8,332.00 |
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| TOTAL FACILITY COSTS                                                          | \$ 13,338  |

**Title: CAPITALIZATION & DEPRECIATION OF FIXED ASSETS**

**Policy:** Asset acquisitions with a useful life expectancy of more than one year and with a \$5,000 cost per unit or more will be capitalized by the organization and depreciated.

**Purpose:** The purpose of this procedure is to delineate the capitalization and depreciation methods for various asset groups; as well as to comply with published federal (2 CFR Part 225, OMB A-87) and state (TEA Resource Guide Section 1.2.4.1 and 1.2.4.2) guidelines for capitalization of equipment purchases of \$5,000 per unit or more and a useful life of more than one year.

**Scope:** All acquisitions of capital assets for the organization.

**Definitions:** Capitalization - Capitalization is the process of recording the purchase of a fixed asset that is generally recorded individually on an asset schedule. Examples of capital expenditures are purchases of land, buildings, machinery, office equipment, leasehold improvements and vehicles.

Depreciation - Depreciation represents the write-down or write-off of the cost of the asset over its estimated useful life.

**Procedure:**

**1.0 CAPITALIZATION**

1.1 All assets with a useful life of more than one year and costing \$5,000 per unit or more will be capitalized and will be recorded in the depreciation records. Any asset that does not meet the above criteria will be expensed such as small tools and equipment or repairs and maintenance.

1.2 The cost basis of furniture and equipment assets will include all charges relating to the purchase of the asset including the purchase price, freight charges and installation, if applicable.

1.3 Leasehold improvements including painting are to be capitalized if they relate to the occupancy of a new office or a major renovation of an existing office. Expenditures incurred in connection with maintaining an existing facility in good working order should be expensed as a repair.

1.4 The cost of buildings should include all expenditures related directly to their acquisition or construction. These costs include materials, labor and overhead incurred during construction and fees, such as attorney's and architect's and building permits.

**2.0 DEPRECIATION**

2.1 In general, the depreciation method/life for assets should be selected for consistent financial reporting and tax purposes.

The following depreciation method and useful life should be used for the following asset classifications for financial reporting purposes:

| <u>Asset Class</u>                           | <u>Useful Life</u>                                        | <u>Method</u> |
|----------------------------------------------|-----------------------------------------------------------|---------------|
| Vehicles                                     | 3 years                                                   | Straight Line |
| Office Equipment and<br>Computers / Software | 3 years                                                   | Straight Line |
| Furniture and Machinery                      | 7 years                                                   | Straight Line |
| Leasehold Improvements                       | Remaining life of Lease term<br>including option renewals | Straight Line |
| Buildings                                    | 30 years                                                  | Straight Line |

- 2.2 The lowest life permitted by tax regulations for asset classes should be selected to optimize depreciation deductions.

## References Form

Please list at minimum five (5) local governmental entities where similar scope of services were provided.

**THIS FORM MUST BE RETURNED WITH YOUR OFFER.**

### REFERENCE ONE

Government/Company Name: Harris County Juvenile Probation Dept.

Address: 1200 Congress St. Houston, Texas 77002

Contact Person and Title: Sylvia Latapie, Administrator Legal Services and Public Affairs

Phone: 713.222.4338

Fax: \_\_\_\_\_

Email Address: sylvia.latapie@hcjpd.hctx.net Contract Period: 4/26/2023 with 4 one year renewals

Description of Goods / Services Provided: AAMA provides substance use disorder treatment

to youth involved in the criminal justice system. Staff screens, assesses, provides individual sessions and group counseling along with treatment and discharge planning

### REFERENCE TWO

Government/Company Name: City of Houston HCDD HOPWA Program

Address: 2100 Travis St Houston, 9th floor Houston, texas 77002

Contact Person and Title: Melody N. Barr, Deputy Assistant Director

Phone: 832.394.6124

Fax: \_\_\_\_\_

Email Address: melody.barr@houstontx.gov Contract Period: 2013-2023

Description of Goods / Services Provided: This contract with the City of Houston was to provide services for the Housing Opportunities for Persons with AIDS (HOPWA) program.

### REFERENCE THREE

Government/Company Name: Be Well Texas- UTHSC-SA

Address: UT Health SAn Antoino 5109 Medical Drive San Antonio Texas 78229

Contact Person and Title: Ruben Gonzalez, Program Manager

Phone: 210.455.7106

Fax: \_\_\_\_\_

Email Address: gonzalezr31@uthscsa-edu

Contract Period: 9/2021-8/31/2025

Description of Goods / Services Provided: MAT Services in Laredo, Texas Webb County

AAMA has been providing Medication Assisted Treatment services in Laredo for over 20 years. We were originally funded by HHSC and now we are funded by Be Well Texas.

### REFERENCE Four

Government/Company Name: UT Health McGovern Medical School

Address: 1941 East Road Ste 1316, Houston, Texas 77054

Contact Person and Title: Angela Heads, Ph.D. Co-Director, Center for Behavioral Health Equity

Phone: 713.486.2830

Fax: \_\_\_\_\_

Email Address: angela.m.heads@uth.tmc.edu

Contract Period: 9/22-9/2027

Description of Goods / Services Provided: Provide substance use referrals and placement to minorities who are living with AIDS

REFERENCE Five

Government/Company Name: SAMHSA/CSAT

Address: 5600 Fishers Lane, 13E81-D Rockville, Maryland 20857

Contact Person and Title: Nathalie Tirado Gonzalez, GPO

Phone: 240.276.2870

Fax: \_\_\_\_\_

Email Address: nathalie.tiradogonzalez@samhsa.hhs.gov Contract Period: 10/2019 -12/31/2024

Description of Goods / Services Provided: We provide Substance use disorder treatment for adults 18-64

Services consist of screening, assessment, individual and group counseling

• \*\*Additional pages are permitted if more space is required\*\*

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REFERENCE Five SIX

Government/Company Name: Texas Juvenile Justice Division

Address: 116 Burleson Rd Mart, Texas 76664

Contact Person and Title: Marqus Butler, Manager-V of Reentry and Parole Operations

Phone: 1 512 940.6239

Fax: \_\_\_\_\_

Email Address: marqus.butler@tjjd.texas.gov

Contract Period: 6/1/2024-5/31/2027

Description of Goods / Services Provided: Aftercare and Treatment services for youth and  
young adults that are being released from detention centers. Services being provided by Houston  
staff

- **\*\*Additional pages are permitted if more space is required\*\***

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Adolfo Melara  
Association for the Advancement of Mexican Americans, Inc.  
6001 Gulf Freeway, Building E  
Houston, Texas 77023

September 10, 2024

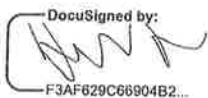
Dear Adolfo Melara,

On behalf of the Be Well Texas Provider Network at The University of Texas Health Science Center at San Antonio (also known as UT Health San Antonio), I'm pleased to notify you that **Medications for Opioid Use Disorder (MOUD) Program for Association for the Advancement of Mexican Americans, Inc.** has been approved in the amount of **\$2,371,090.76** for the period of September 1, 2024, through August 31, 2025.

Thank you for your continued dedication to increasing access to low-barrier, evidence-based substance use disorder treatment and sustainable recovery services. Be Well Texas is proud to support your mission and looks forward to continuing our collaboration.

If you have any questions, reach out to Vanessa Reitmeyer, Lead Grants and Contracts Specialist, at: [bewelltxcontracts@uthscsa.edu](mailto:bewelltxcontracts@uthscsa.edu).

Sincerely,

DocuSigned by:  
  
F3AF629C66904B2...

Jennifer Sharpe Potter, PhD, MPH  
Director, Be Well Institute on Substance Use and Related Disorders  
UT Health San Antonio

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

Association for the Advancement of Mexican Americans (AAMA)

**2** ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

**6** ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

  
Signature of vendor doing business with the governmental entity

09/10/2024

Date

## CONFLICT OF INTEREST QUESTIONNAIRE

### For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1):

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

**CERTIFICATION**  
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY  
EXCLUSION FOR COVERED CONTRACTS

**PART A.**

Federal Executive Orders 12549 and 12689 require the Texas Department of Agriculture (TDA) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the TDA may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the TDA, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

☐ Yes

☒ No

5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the TDA may pursue available remedies, including suspension and/or debarment.

**PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS**

Indicate in the appropriate box which statement applies to the covered potential contractor:

- ☒ The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- ☐ The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

|                            |                                                    |             |
|----------------------------|----------------------------------------------------|-------------|
| Name of Contractor<br>AAMA | Vendor ID No. or Social Security No.<br>74-1696961 | Program No. |
|----------------------------|----------------------------------------------------|-------------|

  
Signature of Authorized Representative

09/10/2024  
Date

Adolfo Melara, PhD.  
Printed/Typed Name and Title of  
Authorized Representative

**CERTIFICATION REGARDING FEDERAL LOBBYING**  
**(Certification for Contracts, Grants, Loans, and Cooperative Agreements)**

**PART A. PREAMBLE**

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

**PART B. CERTIFICATION**

This certification applies only to the instant federal action for which the certification is being obtained and 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 \$100,000 for each such failure.

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

1. No federally 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 any 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, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally 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 these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact the Texas Department of Agriculture to obtain a copy of Standard Form-LLL.)

3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?

☐ Yes

☒ No

|                                                                                                                            |                                                           |                    |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|--------------------|
| <b>Name of Contractor/Potential Contractor</b><br>AAMA                                                                     | <b>Vendor ID No. or Social Security No.</b><br>74-1696961 | <b>Program No.</b> |
| <b>Name of Authorized Representative</b><br>Adolfo Melara, PhD.                                                            | <b>Title</b><br>CEO, President, and Superintendent        |                    |
| <br>Signature - Authorized Representative | 09/10/2024<br>Date                                        |                    |

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name The Association for the Advancement of Mexican-Americans owes no delinquent property taxes to Webb County.

The Association for the Advancement of Mexican-Americans owes no property taxes as a business in Webb County.  
(Business Name)

The Association for the Advancement of Mexican-Americans owes no property taxes as a resident of Webb County.  
(Business Owner)

Adolfo Melara, PhD.

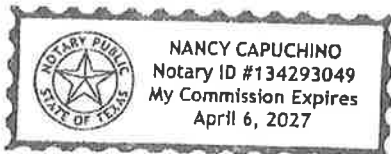
Person who can attest to the above information

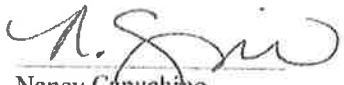
**\* SIGNED NOTORIZED DOCUMENT AND PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**

The State of Texas  
County of Webb In the County of Harris  
Before me, a Notary Public, on this day personally appeared Adolfo Melara, PhD. know to me (or proved to me on the oath of acknowledgment to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this 10th day of September 20 24.

Notary Public, State of Texas



  
Nancy Capuchino  
(Print name of Notary Public here)

My commission expires the 6th day of April 2027

WEBB COUNTY PURCHASING DEPT.  
QUALIFIED PARTICIPATING VENDOR CODE OF ETHICS  
AFFIDAVIT FORM

STATE OF TEXAS \*

KNOW ALL MEN BY THESE PRESENTS:

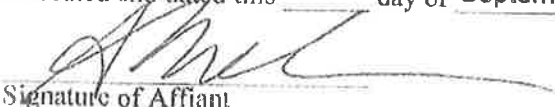
COUNTY OF WEBB \*

BEFORE ME the undersigned Notary Public, appeared Adolfo Melara, PhD  
the herein-named "Affiant", who is a resident of Harris County, State  
of Texas, and upon his/her respective oath, either individually and/or behalf of their  
respective company/entity, do hereby state that I have personal knowledge of the following facts,  
statements, matters, and/or other matters set forth herein are true and correct to the best of my  
knowledge.

*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby  
confirm that I have reviewed and agree to fully comply with all the terms, duties, ethical policy  
obligations and/or conditions as required to be a qualified participating vendor with Webb  
County, Texas as set forth in the Webb County Purchasing Code of Ethics Policy posted at the  
following address: <http://www.webbcountytexas.gov/PurchasingAgent/PurchasingEthicsPolicy.pdf>*

*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby  
further acknowledge, agree and understand that as a participating vendor with Webb County,  
Texas on any active solicitation/proposal/qualification that I and/or my company/entity failure to  
comply with the Code of Ethics policy may result in my and/or my company/entity disqualification,  
debarment or make void my contract awarded to me, my company/entity by Webb County. I agree  
to communicate with the Purchasing Agent or his designees should I have questions or concerns  
regarding this policy to ensure full compliance by contacting the Webb County Purchasing Dept.  
via telephone at (956) 523-4125 or e-mail to the Webb County Purchasing Agent to  
[joel@webbcountytexas.gov](mailto:joel@webbcountytexas.gov).*

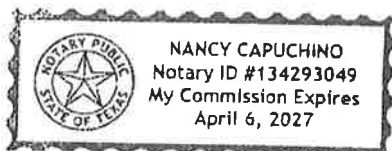
Executed and dated this 10th day of September, 2024.

  
Signature of Affiant

Adolfo Melara, PhD.CEO, President & Superintendant -AAMA  
Printed Name of Affiant/Company/Entity

SWORN to and subscribed before me, this 10th day September, 2024

  
NOTARY PUBLIC, STATE OF TEXAS



**Offeror:** Complete & Return this Form with Response Submission.

### House Bill 89 Verification

I, Adolfo Melara, PhD., the undersigned representative of (company or business name) Association for the Advancement of Mexican Americans (AAMA) (heretofore referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or an limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business association that exist to make a profit.

[Signature]  
Signature of Company Representative

09/10/2024

Date

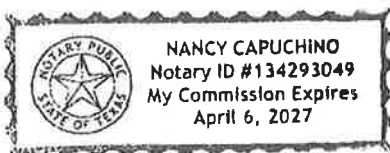
On this 10 day of September, 2024, personally appeared

Adolfo Melara, PhD., the above named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

Notary Seal

[Signature]  
Notary Signature

9/10/2024  
Date

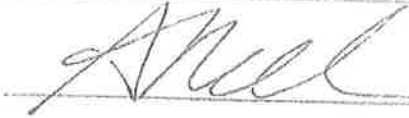


**Offeror: Complete & Return this Form with Response Submission.**  
**Senate Bill 252 Certification**

SB 252 CHAPTER 2252 CERTIFICATION I, Adolfo Melara, PhD. the undersigned representative of Association for the Advancement of Mexican Americans (AAMA) (Company or business name) being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify Mr. Jose Angel Lopez III, Webb County Purchasing Agent at (956) 523-4125 or via email at [joel@webbcountytx.gov](mailto:joel@webbcountytx.gov)

Adolfo Melara, PhD.

\_\_\_\_\_  
Name of Company Representative (Print)



\_\_\_\_\_  
Signature of Company Representative

09/10/2024

\_\_\_\_\_  
Date



Commissioner Mike Morath

1701 North Congress Avenue • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • [tea.texas.gov](http://tea.texas.gov)

June 3, 2024

101804

GEORGE I SANCHEZ CHARTER

Subject: School Year 2024–2025 (Fiscal Year 2025) Local Educational Agency Approved Indirect Cost Rates

To the Administrator:

TEA's Federal Fiscal Compliance and Reporting (FFCR) Division reviews, approves, and negotiates indirect cost rates for local educational agencies (LEAs). The approved indirect cost rate allows the LEA to recover indirect costs incurred in the administration of federal grants.

As the cognizant agency for your LEA, TEA has approved your restricted and unrestricted indirect cost rates for school year 2024–2025. The restricted rate is used for grant programs covered by a supplement, not supplant provision. The unrestricted rate is used for grant programs without such a provision. (You can find detailed information on the supplement, not supplant provision in the [Supplement, Not Supplant Handbook](#), posted in the "Related Content" section of the [ESSA Program Compliance](#) page of our website.)

The following rates for school year 2024–2025 are effective July 1, 2024, through June 30, 2025:

| Rate Type                              | Rate    |
|----------------------------------------|---------|
| <b>Restricted Indirect Cost Rate</b>   | 4.039%  |
| <b>Unrestricted Indirect Cost Rate</b> | 11.206% |

Please forward a copy of this indirect cost rate notification to your business office/manager, federal fund coordinators, and administrators.

If you have any questions related to the indirect cost rates, please contact the FFCR Division at [Compliance@tea.texas.gov](mailto:Compliance@tea.texas.gov).

Sincerely,

James Connolly, Senior Director  
Federal Fiscal Compliance and Reporting Division

## Appendix V (Substance Abuse Treatment Services Operations Agreement)

### EXHIBIT A

#### Vendor Operational Plan

(Required for Contracts with Each Vendor Over \$100,000)

#### VENDOR OPERATIONAL PLAN

Upon receiving a referral from Web County CSCD the TAIP counselor will contact the client to schedule an **intake appointment**. At intake the counselor will obtain demographic information from the client including current contact information and alternative forms of contact. A **screening** will be completed and based upon the results of that screening a **comprehensive assessment** will be done using a modified version of the Addiction Severity Index. The screening and assessment are done to determine whether the client is eligible and appropriate for the level of outpatient treatment services.

Once the assessment is complete and the client is deemed appropriate for the level of care being provided the counselor will review all the forms in the intake packet with the client. The forms consist of Consent to Treatment, Consent to release Information, HIPAA forms, the Client Bill of Rights, Grievance procedure, program and group rules, treatment hours and times, the proposed length of stay and other forms related to treatment. The discharge and successful completion of the treatment phases are explained and discussed. The client will be given a client handbook which contains copies of all pertinent forms, AAMA program expectations, and requirements for successful completion of the program. The client and the counselor will then agree upon a schedule for services that provides consistency.

After completion of the intake an appointment is scheduled to complete the **treatment plan** within five (5) calendar days from the intake. The treatment plan is individualized for each client and identifies the problem(s) from the assessment and indicates whether the problem will be treated, deferred, or referred. Working with the client the counselor will identify strengths and assets and goals and objectives. The type of interventions provided will also be listed in each treatment plan. On average, the client's individualized treatment plan will be reviewed every 60 days or whenever there is a significant change. During the treatment review the client's progress regarding attendance, client's insight, objectives, motivation to change and acknowledgement of problem is discussed. New goals are identified if applicable.

**Groups** are open and will be provided according to the phase system. Clients will be required to sign in for each group and the counselor will maintain a log of attendance that includes time of arrival and departure and length of service.

**Evidence based curricula** such as Living in Balance, Seeking Safety, and the Matrix Model, is used for group counseling. Group topics vary depending on the group dynamics. However, the following are covered: Stages of Change, the Addiction Cycle, Disease Concept, Triggers, and Cravings, Feelings, Thoughts and Behaviors, Stress, Defense Mechanisms, Communication, Relationships, 12 Step Meetings, Anger, Forgiveness, Goal Setting, Smoking Cessation, HIV/STI's, Post-Acute Withdrawal Syndrome, Cross Addiction, Errors in Thinking, and Relapse Prevention.

**Individual Counseling** is provided, and the different approaches utilized are: Cognitive Behavioral Therapy, Motivational Interviewing and Life Skills. If it is determined that a client has special needs the counselor will make an appropriate referral for the client. The counselor will document the length of time of each session and will have the client sign in for each individual session on a log.

AAMA's TAIP Outpatient program client's **length of stay** is expected to be six months. Clients will move through a phase process throughout the duration of their treatment. Clients will only move through the phases after being staffed with the probation officer and counselor. The probation officer and program counselor will meet monthly to discuss each case. Criteria for moving through phases are attendance in group and individual sessions, attendance and communication with PO and, and negative urinalysis screens.

Client **progress** will be measured monthly through urinalysis, attendance, and progress in goals and objectives set forth in treatment plan. If a client is noncompliant with their treatment, they will be staffed at monthly meetings between Program Counselor and CSCD PO. If a client no shows or no calls it will be considered an unexcused absence. If a client has 3 unexcused absences, they may be discharged after a staffing with their probation officer. If a client's absence is excused, make-up sessions will be offered, or their length of stay may be extended.

Successful **discharge** usually occurs for clients once they have completed all three phases. The program counselor will meet with client to review the treatment plan and set up discharge plan, usually including attendance of 1 self-help group meeting a month and continuing to gain awareness of their substance abuse. The discharge plan will also include any needed referrals. Unsuccessful discharges occur for a myriad of reasons and is only determined at monthly CSCD PO and Program Counselor meetings. If it is determined that client is unmotivated for change and all treatment options have been exercised, counselor will recommend for unsuccessful discharge of the program. In addition, if a client has been rearrested or has continuously failed drug testing by the CSCD

probation officer, they may be discharged from the program. A successful discharge summary is provided to CSCD PO and client. An unsuccessful discharge summary is provided to only the CSCD PO.

- a) One hundred percent (100%) of offenders served will have weekly chronological recording in their case files documenting the QA, program manager, director or the clinical manager.
- b) One hundred percent (100%) of offenders exiting treatment shall have a discharge plan prepared and forwarded to the department within three days of the discharge.

Certificates of completion will be provided to clients who have been successfully discharged. All confidential documentation is kept behind locked doors and within in a secured, locked filing cabinet. Records are kept for 6 years after discharged and then discarded in accordance to CFR 42 regulations.

#### **Data collection/billing/recordkeeping**

Attendance records, sign in sheets and logs and billing information is compiled by the counselor, reviewed by the program manger and submitted to the office manager in Houston to review for accuracy and for billing purposes prior to submission. All sessions will be verified via the electronic health record system and sessions and all documentation will be audited on a quarterly basis. Group may be monitored and attended by the clinical manager, QA manager, or directors. As requested by CSCS staff will provide quarterly, or annual reporting. Program admission log will provide evidence of number of hours served. In addition, an excel spreadsheet with dates of admission and dates of treatment plans, treatment plan reviews and discharge dates will also be kept.

#### **Program Evaluation Methods**

AAMA will monitor and track successful and unsuccessful discharges, number of clients abstinence upon discharge and number of clients employed or engaged in educational or vocational pursuits. Client files will be audited to ensure compliance with all rules and regulations and to ensure quality of services.

### Client Satisfaction Survey

Each client will be provided with a post survey to determine the degree to which several output and outcome objectives are met, and methods are followed. The survey includes but is not limited to questions and answers on a Likert scale on satisfaction of the program, i.e., Program met my needs; what you liked the most; least; what should be changed. Survey also includes evaluation of the counselor.

## Association for the Advancement of Mexican Americans

RFP 2024-012

### 1.45 Firm's Experience

In 1969, Houston's East End was plagued with problems of drug abuse, school dropouts, teen pregnancy, and juvenile crime. A small group of students, businesspeople and teachers banded together to discuss how they could reduce drug abuse, keep teens in school, provide wholesome recreational opportunities and prepare students to become leaders.

As a result of their discussions, the Association for the Advancement of Mexican Americans (AAMA) was formed and incorporated in Texas as a nonprofit corporation in 1970. Offering recreation and other programs out of an old house on Sampson Street, AAMA received its first grant of \$40,000 to provide youth services in 1971. Today, AAMA's budget exceeds \$16 million, and the organization helps more than 10,000 people annually.

AAMA operates the George I Sanchez charter schools with two campuses, a Work and Learn Center, Adelante, which provides adult education, and the Prevention and Counseling Department which provides services in multiple locations in Houston and has been providing treatment for substance use disorders in Laredo, Texas since 1994.

AAMA's (aka Concilio Hispano Libre) services in Laredo consist of outpatient Medication Assisted Treatment (MAT) specifically for clients who have an opioid use disorder, and outpatient substance abuse treatment services. The MAT program was funded by HHSC and is currently funded by Be Well Texas (UTHSC-SA) and we are pleased to say that we just received an award totaling over two million dollars to continue to provide those services in Laredo. AAMA is in Laredo to stay.

We value our relationship with the Webb Community Supervision and Corrections Department as it has always been part of our objective to help reduce crime and recidivism by providing substance use disorder treatment. AAMA has had a contract with Webb County CSCS to provide TAIP services for over 12 years and we hope that this relationship can continue to develop and flourish. AAMA's TAIP program is committed to enhancing services and to assisting our TAIP clients to regain or become productive members of society. We do this by providing evidence-based treatment services and being dedicated to their ongoing recovery.

AAMA has extensive expertise providing services to the criminal justice population. Currently, in Houston we have contracts with Harris County Juvenile Probation Department, and the Texas Juvenile Justice Division. We also have several contracts funded by SAMHSA CSAT division that allows us to provide adult treatment services, adolescent, and young adult treatment services and SBIRT services (Screening, Brief Intervention and Referral to Treatment). In addition, Harris County Adult Probation.

department relies upon AAMA to provide services to their probationers and parolees and AAMA has received countless referrals from Harris County CSCD.

The Association for the Advancement of Mexican Americans (AAMA, Concilio Hispano Libre) if awarded another TAIP contract will be providing services at:

AAMA – Concilio Hispano Libre  
1205 E. Hillside Rd  
Laredo, Texas 78040  
Phone: 956.728.0440  
Fax: 956.722.7589

TAIP Billing will be sent to one of our Houston locations to finalize preparation at:

AAMA  
Attn: Liz Cooner  
204 Clifton St  
Houston, Texas 77011  
Phone: 713.926.9491  
Fax: 281.926.2672

If awarded funds the offeror's primary contact for contractual matters will be:

S. Carol Garza, MPA, LCDC, AADC  
Prevention and Counseling Director  
AAMA  
204 Clifton St  
Houston Texas 77011  
713.926.9491 Ext 3113  
[cgarza@aama.org](mailto:cgarza@aama.org)

Or

Adolfo Melara, PhD  
CEO, President, Superintendent  
AAMA 6001 Gulf Freeway  
Houston, Texas 77023  
713.929.2318  
[amelara@aama.org](mailto:amelara@aama.org)

Houston staff who all office at the **204 Clifton location in Houston** and who will be billing, monitoring, reviewing, training, and providing QA for this TAIP program are:

**Liz Cooner**, Office Manager

**Beverly Dotson, LCDC**, Assistant Director and QA  
**S. Carol Garza, MPA, LCDC, AADC** Director of Prevention and Counseling.

These above individuals have extensive expertise in their respective areas and will ensure accuracy and compliance with all rules, regulations, and adherence to policies and procedures and in the case of Ms. Dotson and Ms. Garza will be on site monthly in Laredo. (see resumes)

Staff located at **1205 E, Hillside Rd, Laredo, Texas 78040** will be:

**Fernando Lozano, LCDC**, Clinical Manager  
**Guadalupe Botello, LCDC**, Senior Lead Counselor

AAMA assures Webb CSCD that it is able to perform the functions required by this RFP, are able to provide all indicated services and are financially stable. A copy of AAMA's yearly financial audit can be found on AAMA's website.

#### **b. Personnel Qualifications**

The direct service staff located in Laredo who will be providing services for this TAIP contract, if awarded, as mentioned above will be Fernando Lozano, and Guadalupe Botello both of whom are LCDC's. AAMA plans to utilize another LCDC on a part time basis, and while they are identified, they are not yet named but will be pending contract award.

**Fernando Lozano, Clinical Manager** has over 23 years of experience in the field of substance use and in fact, started his career at AAMA in our residential treatment facility Buena Salud. Later, he held multiple positions with S.T.C.A.D.A. in Laredo as a Senior Lead Counselor or as a supervisor. Later, in the Beaumont/Orange area of Texas he worked in a Therapeutic Community providing service to offenders and at several TDCJ facilities. In 2022 he moved back home to Laredo where he was hired to be manager of our Paso Libre MAT program (another MAT program funded by SAMHSA CSAT) and is now Clinical Manager for Paso Libre, Concilio Hispano Libre, and the Webb County TAIP program. Please see his resume.

**Guadalupe Botello, also a native to Laredo**, has an extensive history working in the social services field. He is a licensed LCDC and has a Bachelor of Arts in Psychology and Political Science. From 2012 to 2019 he worked as a juvenile probation officer, and he too worked for South Texas Council on Alcohol and Drug Abuse. He began working for AAMA Concilio Hispano Libre in 2019 and was promoted to QCC and then Senior Lead Counselor. He currently is the counselor for the Webb County CSCD Taip Program and hopes to be able to continue in this role.

The Houston clinical staff who will be assisting with the TAIP program will be:

**Beverly Dotson, LCDC.** Ms. Dotson has been licensed since 2005. She spent 25 years at The Turning Point, Inc. in a licensed substance abuse treatment facility in Houston, Texas. During that time, she worked at seven (7) TDCJ State Jail Facilities, managed six (6) Harris County Juvenile Probation Facilities, and managed two (2) Drug Court programs, among other things. She began working for AAMA in 2022 as QA Manager and in 2023 was promoted to Assistant Director. Please see her resume.

**S. Carol Garza,** is also an LCDC, and is an Advanced Alcohol and Drug Counselor, who has a master's in public administration. She has been licensed for 32 years and has extensive experience managing and providing services, in outpatient treatment programs, residential treatment programs and for the criminal justice population. She will be guiding, directing, and monitoring the TAIP program services. Please see her resume.

**Liz Cooner, Office Manager** assists all programs no matter their location. She has worked for AAMA since 1992 with the exception of a short break to care for an ailing family member. She provides invaluable services to AAMA and assists with all program billing, Medicaid/Medicare billing, HR matter, and general office duties. Please see resume.

AAMA believes our proposal best meets the County's needs for several reasons. Having had this contract for over a decade we know what it takes to get the job done. But more than that, with the team we have on board now, AAMA is not content with the status quo. We will strive for excellence and work daily to improve our service delivery. We are monitoring and auditing like never before to ensure quality services are being provided. This team has a passion for our work, and we are devoted to our clients' recovery. We are aware that HHSC has adopted new fees for client services and while the increase in rates is much appreciated AAMA has been able to keep our costs to provide TAIP services low with only a slight increase. Instead of adopting the state rate for substance use services we opted to keep the cost down. We have multiple sources of funding, and we have unrestricted funds that we can utilize to subsidize treatment costs. This enables us to do what we are passionate about doing, while keeping costs down for Webb County.

AAMA has a no excuses frame of mind, we'll get the job done, and done well, and Webb County CSCD can be assured that our services will be AAMAZing.

### **c. Price Proposal**

As mentioned, AAMA chose not to adopt the state rates for this contract which would have been a substantial increase in costs for Webb County. AAMA is committed to providing these services to this population and knows the impact treatment can make in clients lives and the cost savings it can provide to the county by reducing recidivism, reducing crime, reducing associated health issues, and reducing negative impact on the family, and the overall economy of the county.

The proposed rates for TAIP services are:

\$60 per hour for individual sessions  
\$17 per hour per client for group services  
\$8 per hour for case management services

Monday, Tuesday, Wednesday Groups

#### **Phase One: Supportive 60 Days**

One (1) hour individual session per week

Three groups per week at 1.5 hours per group for 4.5 hours of group

Case Management at one (1) hour per client per group

#### **Phase Two: Supportive for 60 days**

One (1) hour individual session every other week

Two groups per week at 1.5 hours per group for 3 hours of group

Case Management of 1 hour per client per group

#### **Phase Three: Supportive for 60 days**

One (1) hour individual session per month

One group per week at 1.5 hours for 1.5 hours of group

Case Management of one (1) hour per client per group

**See Form A Price Proposal**

## FERNANDO LOZANO

### OBJECTIVE

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*Licensed Chemical Dependency Counselor*

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### EXPERIENCE

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Feb 2023 – Present      AAMA Concilio Hispano Libre & Paso Libre

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#### *Clinical Manager*

- Manage UT Health contract, Medicaid and Medicare clients
- UT Health Program Manager and Team consultation & meeting
- Respond to billing concerns and pending GPRAs
- Weekly client services overview
- Weekly Managers' Meetings with clinic managers
- Monthly Medicaid Eligibility Verifications for each client
- Continue managing SAMHSA Project Paso Libre MAT
- Clinical Supervision for all Licensed Staff and Interns
- Monthly trainings for all new hires and clinical staff
- Monthly Staff meetings with all programmatic staff
- Monthly MAT Meetings with all state providers
- Monthly Community Coalition meetings
- Peer Specialist Supervisor – supervise RSPS
- Participate in bi-weekly META evaluator meetings
- Participate in bimonthly SAMHSA GPO meetings
- Conduct 5 major social media events per year
- Educate 20 community healthcare professionals per year
- Formulate and maintain community agency MOUs
- Inform the public about AAMA MAT services

Feb 2022 – Feb 2023

AAMA Paso Libre

Laredo, TX

#### *Program Manager*

- Manage SAMHSA Project Paso Libre MAT
- Clinical Supervision of 2 LCDC Interns
- Peer Specialist Supervisor – supervise 2 RSPS
- Conduct weekly staff meetings to maintain project goals
- Participate in weekly bi-weekly META evaluator meetings
- Participate in bimonthly SAMHSA GPO meetings
- Conduct 5 major social media events per year
- Educate 20 community healthcare professionals per year
- Formulate and maintain community agency MOUs
- Inform the public about Project Paso Libre MAT services

June 2020 – Feb 2022

Spindletop Center  
ATAR

Orange, TX

*Substance Abuse Counselor*

- Manage 25-35 TDCJ outpatient client caseload
- Conduct 3 group sessions per week
- Perform Treatment Team Meetings
- Direct consultation with probation and parole officers.
- Participate in weekly staff meetings
- Self-audit charts

Oct. 2017 – May 2020

Land Manor Inc -  
Melton Center

Beaumont, TX

*Program Director*

- Manage and direct a 62 bed TDCJ female facility
- Manage and direct 55 slot OP Program
- Supervised 17 House Managers and 7 LCDC/CIs/LPCIs
- Direct consultation with TDCJ contract monitor
- Formulated Corrective Action Plans for post audits
- Treatment Team Meetings/Directors' Meetings
- TC Methodology and Approach Trainer/Fire Safety Trainer

July 2017 – Oct. 2017

Land Manor Inc -  
Franklin House South

Beaumont, TX

*Therapeutic Community Coordinator/QCC*

- TC Supportive Residential caseload and groups
- Supervised between 2-4 Counselor Interns
- Assisted Interim Program Director in daily program functions
- Probation and Parole consultation
- Morning and Evening Supervisor duties
- Treatment Team meetings,
- Understood TC Methodology and Approach

April 2013 – May 2017

The Recovery Center of  
Cameron County (RCCC Inc.

Brownsville, TX

*Back-up DSHS Lead Counselor/CPS Contract Supervisor/QCC*

- IOP/OP caseload and groups
- Supervise and train between 2-5 Counselor Interns

- Lead Counselor from July-November 2013
- CPS, Probation Dept. and TTBH consultation
- Morning and Evening Supervisor duties
- Supervise and monitor CPS contract cases, 2054s, 2040s

Dec. 2008 – January 2013

S.T.C.A.D.A.

Laredo, TX

*Senior/Lead DSHS and CPS Treatment Counselor*

- Monitor regular TRA OP program financial status
- Supervise CPS contract, caseload, consultation
- Supervise and train 2 Counselor Interns
- Regular counselor caseload: 20-30 clients
- TRA Specialized Females caseload, Parenting Group
- Ongoing family sessions, continued evening group
- Guided COPSD Specialists on case management services
- 2 Parenting Instructor Certifications

Mar. 2008 – Nov. 2008

S.T.C.A.D.A.

Laredo, TX

*DSHS Treatment Supervisor, C.T.I. Coordinator*

- Supervise daily DSHS treatment activities
- Enhance group structure and curriculums
- Enhance treatment staff meetings
- Reconfigure QCC/CI allotments/assignments
- Supervise and train 2 Counselor interns
- Continued with 10 client caseload and 3 groups
- Diplomacy between treatment and administrative staff
- Participate in Directors' and Quality Assurance meetings
- Pending to formulate C.T.I. curriculum for Counselor Interns

Nov. 2006-Feb. 2008

S.T.C.A.D.A.

Laredo, TX

*DSHS/AOPD/COPSD Treatment Counselor*

- Specialized Female Program cases
- Morning Specialized Female Program groups
- Regular Outpatient cases
- Evening outpatient groups
- COPSD caseload
- Provide mental health DO impressions
- US Federal Probation cases
- US Federal Probation groups

2005-July 2012

The Character Connection

Laredo, TX

*The Character Connection Regional Director*

*The Peaceful Solution Character Education Instructor*

- Teach The Peaceful Solution Character Education Program
- Teach children the 5 basic moral principles of Ownership, Respect, Importance of Asking, Self-Control, and Do Not Steal
- Teach adolescents and adults the difference between character and personality. Teach that character helps us determine between right and wrong. Help adolescents/adults identify negative influences and how they feed into negative choices.
- Help adolescents and adults understand that positive character traits brings rewards and negative traits bring consequences.
- Teach parents how to analyze themselves and make the necessary changes to their character to be better parents in their role as teachers, providers and disciplinarians.
- Teach PSCEP Building Moral Excellence to male and female inmates at Webb County Jail to help them understand that any type of crime is based off immorality (a lack of moral principles).
- Community presentations, fund raising, community guidance, permeating/disseminating information and understanding.
- Taught PSCEP Parenting Program to CPS referrals.
- Taught anger management and character building education to probation and other community agency referrals

2005-2006

AAMA Concilio Hispano

Laredo, TX

*Senior Counselor/SAMHSA Counselor/Specialized Female OP Services*

- Training in SAMHSA project
- GPRA assessing and inputting
- COSIG assessment and configurations
- QCC over Counselor Interns in SAMHSA
- Counseling females with special needs
- Profound training in Case Management and Outreach
- Continuation with Methadone caseload
- Webb County CSCD Group Counseling sessions

2004-2005

AAMA Concilio Hispano

Laredo, TX

*Senior Counselor & OP Methadone Counselor*

- Reorganize and stabilize outpatient environment
- Stabilize Administrative approach toward clients
- Stabilize Clinical/Therapeutic approach & rapport

- Organize BHIPS-DSHS assigned cases
- Establish strong working Treatment Team
- Continuous Self-Analysis and Consultation
- Administer Scientific Education on Medication
- Admit clients into and implement COSIG Program

2001-2004

AAMA Buena Salud

Laredo, TX

*Senior Counselor*

- Evening Supervisor over residential facility
- Origination and Implementation of guiding curriculum
- Assist, oversee, and train counselor interns
- Billing accountability and training
- Teach family members the Disease Concept and guide them through healing process of recovery. Oversee visitations.
- Organize BHIPS-DSHS cases
- Webb County, US Federal and Pre-Trial caseloads
- Overall 12 Core Function dynamics and entitlement

2000-2001

H&R Block

Laredo, TX

*Tax Preparer*

- Income Tax Preparation
- Time Management and Accountability Training
- Customer Service/Communication skills and implementation
- Receptionist and Office Clerk skills applied
- \$2400 bonus within 2 month span

1991-2000

Lozano Insurance Agency

Laredo, TX

*Processing Manager*

- Business Management and Administration
- Financial Accountability
- Application and Payment processing
- Office Clerk skills and implementation
- Customer Service/Communication skills and implementation
- Assisted in establishing business

## EDUCATION

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2001                                      The Peaceful Solution                                      Abilene, TX  
Character Education Incorporated

*Character Education Instructor Internship*

- Instructor/Representative and Leadership skills
- Information dissemination, presentation organization
- Lesson plan construction and implementation
- Training skills and effective communication

2000                                      ICDS LCDC Training School                                      Laredo, TX

*LCDC Internship*

- Counselor Intern certification
- 12 Core Functions Training, Assessment Skills, and Tools
- Family Dynamics Training, Ethics, Multicultural Issues

1990-1994                                      Laredo Community College                                      Laredo, TX

*College Student*

- Approximately 50 hours in diverse education
- CIS-Networks Administration, Business Applications
- Business and Accounting education endeavors
- Have attained majority of basic education

1986-1990                                      Martin High School                                      Laredo, TX

*High School Student*

- Graduated 1990
- Advanced High School program
- Advertising Design president
- Specialized in Computer Business courses

## INTERESTS

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- The Peaceful Solution Character Education Program Representative and Instructor.
- Full-time instruction by Priests specializing in law, science, alternative medicine, and agricultural/environmental betterment.
- Teach and train people in stability.

- Observe the change of the heart and mind in a person.
- Sun-bathing and gazing.
- Walking, being productive.

#### TIPS

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***“Plans fail where there is no consultation, but with the advice of many counselors; plans succeed.”***

***“Bad company corrupts positive character.”***

# Resume

## Guadalupe Botello

807 Sesame Lane  
Laredo, Texas 78045  
(956) 285-4966 (Mobile Phone)  
(956) 704-9922 (Office)

botellog@yahoo.com

### ***PROFESSIONAL Goal***

To collaboratively work with AAMA Concilio Hispano by growing in a position of an administrative nature. I will offer quality experience to incoming counselor interns to make sure they put into practice the competency necessary that will serve our methadone population. I will also work diligently with our nurses, counselors and coworkers to help improve the quality of individuals that have opioid addictions and with any other substances that they may be using.

### ***PROFESSIONAL OBJECTIVE***

A unified team effort within the organization and the community will be solicited to develop creative alternatives to provide specialized services such as prevention, intervention, education, case-management services, supportive guidance, and counseling to individuals in need of treatment in the area of addiction.

### ***EDUCATIONAL BACKGROUND***

High School Diploma  
United High School, Laredo, Texas

Major: General Subjects

Laredo State University  
Laredo, Texas

Major: Bachelor of Arts in  
Psychology and political Science

### ***LICENSURE AND CERTIFICATION***

- *Licensed Chemical Dependency Counselor (L.C.D.C.) # 11212*
- *Pastoral and Family Counseling Certification*
- *Certified Juvenile Probation Officer*
- *Received national recognition as an Addiction Counselors Trainer and Clinical Supervisor through the Project for Addiction Counselor Training (P.A.C.T.)*
- *Continuing Education for Certification and Recertification Coordinator of Alcoholism Counselors for STCADA*
- *Registered with TCADA as our Agency's Practicum Coordinator*
- *Approved by TCADA as Accredited Clinical Training Institute (ACTI) Coordinator*
- *Trained with program Calm Every Storm intervention and prevention training to offer employee's de escalation with clients in AAMA*
- *Qualified Credentialed Counselor 2022 till present*
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### **Presentations and Trainings**

- *City of Laredo Municipal Court "Positive Action in the Right Choice", November 2015.*
- *Memorial Middle School Teacher and Student training "Dangers of Substance of Abuse", February 2016.*
- *Salinas Elementary Career Day "Avoiding the Juvenile Justice System", April 2016.*
- *Juvenile Justice Alternative Education Program "Moving Students in the New School Year", August 2016.*
- *Cigarro High School presentation on the danger of heroin addiction and methadone treatment. Oct. 2021*
- *Presentation to Gateway Community Health Center to Medical Interns on Opioid Addiction Nov. 2021*
- *Presentation with United High School 9<sup>th</sup> grade campus on Opioid use and treatment. Nov. 2022*

- Involved with Webb County Head Start Program presenting Methadone Treatment. Oct. 2022
- Webb County Head Star Program community participant since 2022 till present
- Participant in Health Coalition with Laredo Specialty 2023

#### Research

- Study of Pastoral Counseling Effects on Accident Fatalities and Grief.
- Ongoing search for scientific methods that have been proven to be effective in the areas of counseling.
- Read books related to help in how to be effective as a leader: 7 Habits of Highly Effective People, Four Agreements, Tough Life Never Last, but Tough People Do, and a Purpose Driven Life.
- Watch YouTube videos related to motivation, inspiration and empowerment.

### ***PROFESSIONAL EMPLOYMENT***

Feb. 2019 -Present  
AAMA Concilio Hispano

Lead Counselor/ QCC  
Yearly salary: 45,000

- Responsible for providing individual counseling to clients in the methadone program and supervising CI counselors within the organization.
- Random drug testing
- Attending to the front entrance of the clinic and checking in client's that come for their daily dose of methadone.
- Staffing of clients who need motivation to maintain compliance with their treatment.
- Proper documentation on clients and monitoring progress.
- Screening, assessments, individualized treatment planning making sure updates are done.
- Referrals to other agencies that will help client with medical/mental, employment and housing needs. Also follow up with compliance with referrals given to client.
- Offer support guidance during office visits and or telephone calls.
- Scheduling clients for their counseling sessions.
- Staffing cases on a need basis to measure progress with counselor interns.
- Taking care of Medicaid/Medicare clients and making sure that guidelines are followed with this population.
- Nursing and doctor consultations regarding client's treatment.
- Filling in for counselors that may be busy or absent and that clients were scheduled for counseling.
- Taking care of situations of clients that may get irritated when at the clinic. (Crisis situations)
- Requesting take-outs for clients that are doing well in the program.
- Audit files to make sure that state and federal required documentation is in place.
- Presentations in the community letting them know about methadone treatment.
- Group Counseling
- Setting up doctor's appointments for clients.
- Phone calls in the front/ lunch duty.
- Ongoing trainings to make sure that we are putting into practice ethical and better practices.
- Intake process consisting of thorough explanation of the methadone program.
- Filing and making sure that chart has all proper documentation needed for compliance.
- QCC work with counselor interns. Make sure they are learning competencies to be used with clients.

January 2007 to May 2012  
South Texas Council on Alcohol and Drug  
Abuse - STCADA

Substance Abuse Counseling/Coordinator for  
State and Federal Probation Outpatient  
Treatment Program  
Yearly salary: 39,000.

## Botello, Guadalupe

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- Responsible for providing individualized and group counseling.
- Document progress
- Treatment planning
- Case management linking clients to needed services in the community.
- Report progress to State and Federal probation staff
- Random drug testing
- Office visits
- Support with guidance, prevention, and intervention strategies
- Weekly counseling and phone calls to monitor progress

February 2000 to January 2007  
Institute for Mind for and Body Wellness  
(IMBW)

Psycho-physiological Counselor Yearly salary:  
Yearly salary: \$35.00 per hour

- Responsible for providing individualized and group counseling.
- Give motivating and inspiring presentations to people in physical and mental pain.
- Helping in formulating assessments and treatment plans
- Offering support to help clients who suffer with chronic pain.
- Responsible for doing breathing exercises with clients in need of relaxation
- Ongoing support via email and mobile phone access
- Proper documentation to follow up with progress.
- Art therapy with client's that feel lost and bored w life.
- Provide Life Skills Training
- Grief and PTSD counseling
- Parenting sessions to support parents with issues related to behavioral issues with their children.

August 1996 to January 2000  
Lutheran Social Services

Parenting Coordinator  
Yearly salary: 35,000.

### ***PROFESSIONAL EMPLOYMENT***

May 2012 to Feb. 2019  
Webb County Youth Village

Juvenile Probation Officer for The Drug Court  
Yearly salary: 45,000.

- Responsible for providing supervision to juveniles that are recommended to the drug court program
- Random drug testing
- Court every other week
- Proper documentation on each case monitoring progress
- Treatment planning
- Offer support guidance
- Consult with counselor's giving counseling to juvenile's
- Setting up home and/or small office networks
- Weekly office and school visits to monitor behavior of juveniles on probation.
- Staffing cases every other week to measure progress.

January 2007 to May 2012  
South Texas Council on Alcohol and Drug  
Abuse - STCADA

Substance Abuse Counseling/Coordinator for  
State and Federal Probation Outpatient  
Treatment Program  
Yearly salary: 39,000.

- Responsible for providing individualized and group counseling
- Document progress
- Treatment planning
- Case management linking clients to needed services in the community
- Report progress to State and Federal probation staff
- Random drug testing
- Office visits
- Support with guidance, prevention, and intervention strategies
- Weekly counseling and phone calls to monitor progress

February 2000 to January 2007  
Institute for Mind for and Body Wellness  
(IMBW)

Psycho-physiological Counselor Yearly salary:  
Yearly salary: \$35.00 per hour

- Responsible for providing individualized and group counseling
- Give motivating and inspiring presentations to people in physical and mental pain
- Helping in formulating assessments and treatment plans
- Offering support to help clients who suffer with chronic pain
- Responsible for doing breathing exercises with clients in need of relaxation
- Ongoing support via email and mobile phone access
- Proper documentation to follow up with progress
- Art therapy with client's that feel lost and bored w life
- Provide Life Skills Training
- Grief and PTSD counseling
- Parenting sessions to support parents with issues related to behavioral issues with their children

August 1996 to January 2000  
Lutheran Social Services

Parenting Coordinator  
Yearly salary: 35,000.

- Responsible for providing parenting skills to potential foster or adoptive parents
- Parenting presentations from different agencies in the community
- Home Studies
- Home visits
- Monitoring families by making home visits to see if all is going good with foster kids
- Interviewing kids in foster care to make sure they are being cared for properly
- Proper documentation for all families and kids involved in foster services
- Support and guidance for an optimistic family life

August 1993 to January 1996  
United Independent School District (UISD)

Special Education Teacher  
Yearly salary: 39,000.

- Responsible for providing educational teachings that are state mandated
- ARD meetings to monitor educational goals
- Power point presentations
- Community presenters on different topics to inspire students
- Reprogramming computers from scratch and installing the newest operating systems at the time being
- Offering support and self-esteem to keep students motivated
- Grade paperwork
- Phone calls to parents to make sure that they are involved in students' education
- Consult with administrators to go over curriculum

August 1991 to May 1993  
Communities and Schools

Project Manager  
Yearly salary: 34,000.

- Responsible for providing intervention, prevention and education to at-risk students
- Link students to community agencies
- Career days
- Community guest speakers to motivate students
- Homework support
- Monitor school attendance and grades
- Motivated students to build self esteem
- Call parents to make sure that they are supervising their children with their education
- Make sure that students are staying out of trouble and drug use
- Document students' progress and continue monitoring

May 1990 to May 1992  
City of Laredo Health Dept.

Maternity Social Worker  
Yearly salary: 32,000.

- Responsible for providing maternity information to pregnant women
- Help work on Medicaid application
- Link woman to community services
- Make sure that woman are getting medically evaluated
- Evaluate family life
- Do social assessments
- Documentation
- Provide monthly administrative reports
- Consult with nursing staff and treating physicians
- Monitor progress of woman's health

July 1987 to May 1990  
Laredo State Center (MHMR)

Clinical Social Worker II  
Yearly salary: 24,000.

- Responsible for providing mental health services
- Home visits
- Office visits
- Monitor medication intake
- Follow up with rehabilitative services
- Offer support and guidance
- When in crisis work for in-patient rehab
- Consult with nursing staff and psychiatrist
- Treatment planning with goals, and strategies
- Discharge planning and after care

June 1985 to July 1987  
Charter Hospital of Laredo

Program Administrator for Adolescent  
Substance Abuse Unit  
Yearly salary: 35,000.

- Administrative services
- Provide individualized and group counseling
- Treatment planning
- Documentation

## Botello, Guadalupe

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- Staffing
- Offering support to family
- Alcoholic and Narcotic Anonymous
- Consulting with mental health staff for progress
- Discharge planning
- After care recommendations and follow up

### *MEMBERSHIPS*

Full Gospel Business International Organization  
Positive Action Curriculum  
Gateway City Fellowship Church  
Dancing with The Stars Laredo Texas 2016 – Women's City Club

### *SPECIAL COMMITTEES*

Red Ribbon Coalition  
Center for the Arts – Art Show  
Border Region Volunteer Services  
Webb County Head Start Program

### *REFERENCES*

|                                                     |                |
|-----------------------------------------------------|----------------|
| Jose A. Gonzalez, MA, LPC, LCDC, CRS                | (956) 693-7710 |
| Amber Alanis MA Social work                         | (956) 606-8024 |
| Frank Castillo Retired Parole/Probation officer     | (956) 251-7109 |
| Linda Marie Martinez Webb County Parent coordinator | 949) 423-8981  |
| Ignacio Vallone Retired Teacher                     | (956) 763-0059 |

S. Carol Garza, MPA, LCDC, AADC  
4010 Laurel Grove Dr.  
Seabrook, Texas 77586  
Home (281) 326-2313 (713) 289-4716 Cell  
s.carolgarza@comcast.net

## PROFESSIONAL EXPERIENCE

11/2019- Current      **Association for the Advancement of Mexican Americans**  
Houston, Texas

**Director of Prevention and Counseling:** Promoted from Assistant Director. Strategically directs the overall operations of AAMA's treatment/prevention programs including, but not limited to, establishing sound policies and procedures and programs, assigning, and supervising personnel, managing budgets, and ensuring compliance with regulatory and governing bodies. Ensures the creation, implementation, quality, and integration of programs in alignment with AAMA's mission and strategic direction. Is a member of and closely collaborates with the AAMA leadership team and may act as a liaison to a Board Committee.

**Assistant Director of Treatment:** Promoted from Quality Assurance Manager. Oversees the efforts of others in the delivery of specific program services to clients. Directly supervises program staff and is responsible for appropriate record-keeping, reports and ensuring programs meet desired outcomes and stay within budget.

**Quality Assurance Manager:** Provides program quality assurance and compliance oversight of chemical dependency and related social serve programs under the direction of Program Director. Provides consultation and direction to ensure targets/goals are met.

11/18-11/19      **Sacred Oak Medical Center**  
Pearland, Texas

**Program Manager:** Duties include the start up of a PHP/IOP Substance Use Disorder Program. Design the program, obtain state license, work with owners on construction, build-out, and ADA compliance issues. Interview and hire staff. Develop P&P's, purchase materials, assist HR with program job descriptions, aid with modifying EHR system to suit program needs. Work with marketing on promotion of program, designed program brochure. Conduct assessments ensuring level of care criteria is met. Ensure compliance with all state regulations and all other standards. Initiated and obtained Non-Contractual Provider Agreement with Harris County Supervision & Corrections Department. Provide ongoing QA.

02/18- 11/18      **Westbridge Recovery Center**  
Porter, Texas

**Executive Program Director:** Responsible for all clinical operations as well as all administrative functions including UR for a Residential, PHP, and IOP treatment

program. Review insurance verifications. Interview and process all new hires, supervise all employees, submit, and approve timesheets. Coordinate maintenance and house repairs with house manager. Complete assessments on new admits adhering to DSM 5 criteria, review and provide feedback on all clinical documentation. Prepare the facility and all operations for JCOAH accreditation which was obtained.

10/17-01/18

**All About Recovery**  
Houston, Texas

**Contract Program Manager:** Responsibilities included development, implementation, and compliance for new narcotic treatment program. Additionally, facilitated process and CD educational groups to a primarily criminal justice adult population in IOP program.

05/16- 01/17

**Community Healthcare Foundation, Inc.**  
Houston, Texas

**Executive Director:** Had overall strategic and operational responsibility for CHF Hepatitis C programs, expansion, grant writing, and execution of mission. Ensure programmatic excellence, program evaluation and effective systems to track progress. Energize and engage volunteers, board members, event committees, partnering organizations and funders. Refine all aspects of communication from web presence to external relations to create a stronger brand.

10/13 – 03/16

**Council on Recovery (formerly Council on Alcohol and Drugs Houston)**  
Houston, Texas

**DSRIP Program Manager:** Implemented, coordinated, developed, and oversaw the Delivery System Reform Incentive Payment (DSRIP) program utilizing 29 fully credentialed counselors. Target population included individuals with co-occurring mental health disorders that were referred through the MHMRA system. Responsible for maintaining total compliance with contract and regulatory standards of the program, revising and meeting metrics, and responsible for the implementation of effective, quality program services. Attended weekly MHMRA Team Meetings periodically to ensure Council staff maintained consistent and effective communication between team members and to ensure appropriate participation in the team approach. Held monthly in-service/staff meetings; provided training for staff, as necessary.

09/2009- Current

**Fathom Realty, LLC**  
Houston, Texas

**Independent Contractor (Realtor):** Assist clients in locating, purchasing, or selling real estate. Duties include acting as fiscal agent, negotiating on client's behalf, preparing contractual documents, communicating with lenders, title companies, inspectors, and appraisers. Stay on top of trends, provide comparative analysis. Stay current on all applicable laws, rules, and regulations.

2012- 10/13

**Toxicology Associates, Inc.**  
Houston, Texas

**Program Counselor:** Provide assessments, individual sessions, treatment planning, and referrals to patients in an Opioid Treatment Program. Monitor medication assuring adherence to programs rules and regulations. Maintain compliance with DSHS, HIPAA, DEA requirements for state funded clients.

2009- 2011

**Gulf Coast Center MHMR**

Galveston, Texas  
Texas City, Texas

**AIR Program Coordinator/Director-** Responsible for developing new adolescent substance abuse treatment program. Initiate and develop relations with referral sources, including courts, probation departments, judges, and other person and entities. Supervise and train staff. Ensure fidelity to curriculum and all DSHS regulations and contractual obligations. Manage budget and all day-to-day activities of program. Review billing for DSHS, Medicaid, and private insurers.

**HEI Treatment Liaison:** Job responsibilities include developing relationships with all community providers and agencies to enhance access to services for clients. Conduct assessments and refer clients to appropriate level of care and connect them to HIV case manager. Provide limited case management services and provided individual sessions to motivate clients to enter treatment. Prepare quarterly reports, review, and maintain documentation and provide quality assurance services.

2003- 2008

**The Council on Alcohol and Drugs Houston**

Houston, Texas

**Manager, SBIRT Program:** Responsible for development, coordination, and management of SAMHSA CSAT funded SBIRT program that provided screening, assessment, brief intervention / brief treatment, and referral services for substance abuse clients in collaboration with the Harris County Hospital District, Baylor College of Medicine, UT Health Science Service Center, and UT-ATTC. Interviewed, hired, and supervised staff in off- site suite of offices. Procured contracts with treatment providers, authorized treatment services, level of care, and length of stay, continuing stay and care coordination. Managed the funds for those services. Audited treatment programs per state regulations to assure clinical compliance and fiscal responsibility per contract. Developed and administered budget for the entire program. Reported to Chief Operating Officer. Served as Co-chair of Care Coordination Committee and served as member on several committees. Served as liaison to professional community. Gave presentations as requested to public and boards and provided quarterly workshops/in-services to HCHD staff. For an interlude also managed the OSAR and ATR programs along with SBIRT. Implemented DOT SAP Program.

1997 - 2003

**Bay Area Council on Drugs and Alcohol**

Houston, Texas

**Director of Core Services:** Responsibilities included coordination, oversight, and direction of OSAR (Outreach, Screening, Assessment, and Referral) services, ensuring adherence to contract stipulations and that all clients met Level of Care and Length of Stay Criteria. Managed the Galveston County Supervision and Corrections Dept. contract and Community Education Programs. Improved existing education programs and started

new Offender Services programs. Instructed classes periodically including DWI Intervention Program, MIP Program, No Puffing Program, and the Drug Offenders Education Program. Implemented the Drug Free Business Bay Area Program. Participated in all marketing efforts. Gave workshops and presentations to staff and community.

**Program Director:** Promoted from Clinical Supervisor. Administered all aspects of adolescent outpatient treatment program with four locations. Market the program via meetings, presentations, and written literature/correspondence. Represented the agency by attending and participating in coalitions, partnerships, and community meetings. Interviewed, hired, evaluated, and provided direction and supervision to counseling and support staff. Explored funding opportunities; conducted research, wrote grants and/or proposals, and obtained/renewed contracts. Responsible for program design, curriculum, and outcomes. Wrote program policy and procedure manual. Assist with special projects as assigned by Executive Director. *Wrote proposals that secured substantial funding for agency.*

**Clinical Supervisor:** Responsible for supervision of all clinical staff. Trained every employee in job responsibilities, intake and assessment procedures, and correct documentation. Assisted director in interviewing, hiring, and evaluating every employee. Wrote policy and procedure manual, assisted in writing treatment manual, and assisted in initial program design. Assisted in locating sites, obtaining licensure, and developing every form used. Conducted program audits and responsible for compliance and responding to audits. Appointed to the agency's Clinical Quality Assurance Team by Executive Director. As a member assisted with standardizing agency forms, developing handbook, and conducted staff training.

1995-1996

**Toxicology Associates, Inc.**  
Houston, Texas

**Administrative Asst./Counselor:** Assisted administrator in all facets of operating six MAT clinics. Duties included assisting in fiscal area, preparing annual reports for various state and federal agencies, implementing policy changes, and assisting with human resources. Counseling duties include screening, intakes/assessments, referrals, and individual counseling to a caseload of 25 patients. Initiated federal case management service for Medicaid recipients which brought in additional income and contracted with new urinalysis lab which resulted in cost savings.

1992-1995

**Advance Treatment Center, Inc.**  
Houston, Texas

**Interim Executive Director:** Promoted from Clinical Director. Responsible for total agency operations. Duties included responding to audits, program evaluations, interacting with officials from TDH, DEA, FDA, TCADA and board members.

**Clinical Director-** Promoted from Program Director. Duties included all clinical aspects of treatment programs, which consisted of the Treatment Alternatives to Incarceration Program (TAIP), Transitional Treatment Center (TTC), WINN, DATAR (methadone maintenance), and HIV/TB programs. Insured compliance to all federal, state, and oversight entity requirements. Provided supervision of counselors and interns. Provided coordination, reporting and documentation of cont. education and in-service training.

Along with medical director provided supervision of nursing staff, inventory, dispensing logs, and all record keeping facets. Supervised urinalysis lab personnel; assuring production, products, and components of lab. Assisted with coordinating volunteers for Houston Crackdown hotline. Served as liaison to community resources when requested and as a representative on committees.

## **EDUCATION**

MPA: University of Texas Rio Grande Valley  
BS Interdisciplinary Studies: LeTourneau University

## **CERTIFICATIONS**

Licensed Chemical Dependency Counselor # 1992  
Advanced Alcohol and Drug Counselor # 9188-0391  
Acudetox Specialist #AD00059

## Resume

Beverly Dotson

Rosharon, Texas 77583 281-235-7297, [bdotson@aama.org](mailto:bdotson@aama.org)

### PROFILE

Previous and Present history of experience in the Field of Behavior Health for (27) years. To include working directly with Substance Use Disorder/Mental Health Disorder population. Specialized female caseloads, Adolescents and DWI offenders. Assessing the programs needs, operation and development. Evaluating programs effectiveness, identifying issues and creating, teaching, training, assisting clients in re-establishing their careers. Applying change, risk and resource management principles. Worked with leadership to set strategic goals and objectives for programs.

### EMPLOYMENT HISTORY

**May- 1999- September 2022      Program Director, The Turning Point Inc.      Houston, Tx 77036**

- Performed general administrative task, set up and ran organized programs.
- Provided ongoing support to maintain and hold the compliancy.
- Coordinates and manages all staff schedules to include trainings.
- Worked at (7) TDCJ State Jail Facilities, overseen the day to day operations at Dominguez State Jail. Providing Substance use disorder treatment, recovery support services, and case management to the offenders at the facility while preparing them for readiness back into their communities.
- **Managed and Directed (6) Harris County Juvenile Probation Facilities. (3) Detention centers for youth under the jurisdiction of Harris County Juvenile probation. Overseen and provided Substance use disorder treatment, family therapy and relapse prevention planning. Case management and coordination of services to the youth and their families.**
- Managed (2) Drug Court Programs in Fort Bend County. One was a Misdemeanor docket and one was a Felony Drug Court Docket (CARD) Closing Addiction Recovery Doors. These programs were surrounding around teaching offenders' social skills, life skills and treating SUD disorders. The karat was expungements on their sentence after a two-year commitment with an after-care component.
- Develop and conduct operational plans, policies and procedures for programs.
- **Open and implemented a Recovery High school Fortis Academy under the jurisdiction of Harris County Department of Education. Set up (3) track programs at school location to meet the needs of the students, including but not limited to APG programs.**
- **Provided leadership, guidance, and knowledge for the youth programs of our organization. Developed and implemented initiatives, activities, and events that were designed to improve the quality of life for young people.**
- Meets continuing education and other requirements to maintain professional licenses related to the position, including training requirements for the certification and licensure as may apply.
- Responsible for developing staff, provider networks and additional therapy/counseling/etc.

- services as appropriate to improve the quality of the program.
- Participated in community outreach meetings and activities to include public speaking to raise awareness of program and ensure steady flow of referrals. Cultivated strong community partners.

**October-2022- until September 2023    Quality Assurance Manager, AAMA    77023**

**Houston, Tx,**

**September 2023- until Present    Assistant Director of Prevention and Counseling Houston Tx**

- At all times review and follow policies and procedures related to application methods and quality standards.
- Perform thorough mid-process inspections to ensure quality assurance.
- Participate in Quality Management and Quality Performance enhancing activities.
- Implement and make suggestions for best practices of client services.
- Ensure agency mission and contractual guidelines are adhered to.
- Process daily checklist, standards and document for audit and improvements.
- Write Operation Plans for suggestions to implement change.

## **EDUCATION**

|               |                              |                                                   |                      |
|---------------|------------------------------|---------------------------------------------------|----------------------|
| March- 1976   | Jack Yates Sr. High School   | Graduated                                         | Houston, Tx          |
| July – 2003   | Houston Community College    | Graduated                                         | Houston Tx.          |
| January 2005  | Louisiana Baptist University | Graduated (AA-Psychology)                         | Shreveport Louisiana |
| February-2012 | Grand Canyon University      | Studied Criminal Justice and Business Management. |                      |

## **SKILLS/CREDENTIALS**

**(LCDC)License Chemical Dependency Counselor**

**Licensed 9725- since 2005**

**Train the trainer for Health and Human Service Commission**

**Trauma Informed Specialist**

**Train the trainer for Health and Human Service Commission (CYT) Cannabis Youth Treatment Specialist.**

**DWI- Instructor**

**Recovery Coach Trainer**

**Auditor for peer review- Health and Human Service Commission**

**Public Speaker**

**Chair for the Adolescent AROSC committee with the Houston Recovery Initiative**

## ELIZABETH COONER

5106 Sycamore Ave  
Pasadena, Texas 77503

Phone: (713) 562-7829  
lizcooner@hotmail.com

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**EDUCATION:** South Houston High School - Diploma

**EMPLOYMENT EXPERIENCE:**

Association for the Advancement of Mexican Americans, Inc. (AAMA, Inc.)  
204 Clifton St. Houston, Texas 77011 (713) 926-9491

- 10/21 - Present      *Office Manager* – Provide support to the Director of Prevention & Counseling. Responsibilities included typing and faxing business correspondence. Review and approve timesheets, review managers credit statements, and allocate invoices for payments. Maintain employee personnel files. Prepares billing for all contracts under each program and submit. Collect all program reports from Managers and forward them to Director. Generate invoices for self-paid clients. Maintain filing system, answer telephone. Order office/maintenance supplies. Assist with submission of proposals. Schedule business travels for employees and director. Overseeing Program Aid and Billing Specialist.
- 10/01 – 10/21  
3/98-4/00      *Administrative Assistant* - Provide Administrative support to the Director of Programs. Responsibilities include data collection and coordination for the Health and Human Service Program billing, invoices, and submission of reports. Conduct background checks, verification of staff credentials and monitoring of any restriction on licenses and certifications. Report client census daily into the CMBHS system with the Department of State Health Services (DSHS). Experience in working on Southern District Courts with monthly invoices and billing. Completes all required data entry and paperwork within timeframe. Schedule business travels for employees. Prepare timesheets, check requests and building permits.
- 10/96 -3/98      *Office Manager* - Responsibilities included typing and faxing business correspondence. Prepared timesheets and check requests. Maintain filing system, answer telephone and took phone messages. Set up intake packets.
- 3/93 - 10/96      *Case Manager Assistant/Office Manager* - Assistant to three Case Managers. Linkage of HIV/AIDS clients to community resources and HIV Service Providers in the Houston SMSA. Facilitation of referrals to service providers and follow-up of service provisions. Input client information into database computer. Order and mail Red Cross vouchers to clients. Transport clients who are not able to access public transportation to doctor's appointment. Prepared timesheets and check requests. Maintained personnel files. Scheduled business travel and appointments. Assisted Program Director in personnel supervision and assisted extensively in grant writing and fund-raising.

- 3/92 - 3/93      ***Outreach Coordinator*** - Coordinator of the Outreach Program that encountered clients in their natural environment to inform them of resources, available services and assists in obtaining services. Target persons not accessing services. Assisted Program Director in Personnel supervision and assisted extensively in grant writing and fund-raising.
- 1/90 - 3/92      ***Secretary*** - Answer phone, fax items, and type correspondence such as memorandums and monthly reports. Scheduled business travel and appointments. Prepared timesheets and assisted Program Director extensively in grant writing and fund-raising. Nominated for employee of the year 1991.
- 6/85 - 1/90      Eckerd Drug Pharmacy 4100 Fairmont Pkwy, Pasadena, Texas 77503
- Drug Clerk*** - Assisted the Pharmacist by calling the doctor's office for patient refills, also typed prescription labels. Ordered and stocked prescriptions and over the counter drugs. Acquired the skills to work on a Honeywell computer. Work with customers and manage the register.
- SKILLS:**      Microsoft Programs; Word, Excel, Power Point, and MS Outlook  
 Typing 60 - 70 w.p.m, Fax, Xerox,  
 Speak some Spanish.  
 Good organization skills, fast learner, good problem solver and self starter  
 Work well with others and without supervision.
- TRAINING:**      Notary – Expires 12/17/25  
 Microsoft Office 2021  
 Microsoft Teams  
 Zoom  
 Multiple HIV/AIDS Training and Seminars,  
 Medicaid Training  
 CMBHS Training  
 Medical Coding and Billing “Boot Camp”  
 CMHBHS Webinar Training

## ACCOMPLISHMENT

**Community Involvement:** Assisted in organizing the first "Walk with Grace"/Save Our Children Walkathon with Houston City Councilwoman Gracie Saenz, Bill Balleza Golf Tournament, Tamale Festival, and many other fundraisers.