



# ARCATA HOUSE PARTNERSHIP

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Arcatahouse.org

Homeless Housing, Assistance and Prevention Program

RFP No. DHHS2022-07

Proposal

Submitted to:

Humboldt County Department of Health and Human Services

Attention: Carol Martinez, Administrative Services Officer

Email: [cmartinez@co.humboldt.ca.us](mailto:cmartinez@co.humboldt.ca.us)

Permanent Housing

## 1.0 Introductory Letter

Humboldt County Department of Health and Human Services  
Attention: Carol Martinez, Administrative Services Officer  
Email: [cmartinez@co.humboldt.ca.us](mailto:cmartinez@co.humboldt.ca.us)

November 23, 2022

Ms. Martinez and Selection Committee,

Arcata House Partnership (AHP) is committed to serving the neediest of our community. For over 30 years we have been providing shelter and support services to people who are homeless or at risk of becoming homeless. AHP is committed to continuing to providing permanent housing with supportive services. AHP was recently awarded funding for a Homekey 2 program to serve people who are homeless by providing permanent housing. People referred to the program are the most vulnerable in our county. Their high needs and vulnerability will require substantial supportive services to assist them as they transition from being homeless to being housed. Staff at this program will work to assist people to connect to services, make referrals, and assist people to retain their permanent housing.

The permanent housing program known as “The Grove” will open December 2022 and will provide a powerhouse of resources and services where individuals who are experiencing homelessness can be supported as they transition from being homeless to being housed. AHP is experienced providing supportive services to this population. This is the first project in the county to have tenants referred entirely through the Coordinated Entry System. Tenant referrals are for the most vulnerable in the county. With a population this vulnerable, studies have shown that a 1:10 and preferably a 1:7 staff to tenant ration is necessary for their success.

The Grove, permanent housing project will provide:

- Access and connection to information about partner agencies and their services;
- mainstream resources enrollment;
- referral to needed services and partner agencies;
- a mail stop;
- a permanent home;
- case management;
- and housing stabilization support.

The Authorized Representative for Arcata House Partnership is:

Dr. Darlene Spoor, Executive Director

Arcata House Partnership, 1005 Eleventh St, Arcata, CA 95521      707-822-4528

With 1,309 unsheltered people identified in Humboldt County as homeless during the 2022 Point-In-Time count the need for immediate access to housing is critical. AHP looks forward to working with the County to address this need.

Sincerely,  
Darlene Spoor

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### 3.0 Signature Affidavit

**REQUEST FOR PROPOSALS – NO. DHHS2022-07  
HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM**

**ATTACHMENT A – SIGNATURE AFFIDAVIT  
(Submit with Proposal)**

REQUEST FOR PROPOSALS – NO. DHHS2022-07 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	Arcata House Partnership
STREET ADDRESS:	1005 Eleventh Street
CITY, STATE, ZIP	Arcata, CA 95521
CONTACT PERSON:	Darlene Spoor
PHONE #:	(707) 822-4528 EXT: 111
FAX #:	(707) 822-1225
EMAIL:	dspoor@arcatahouse.org

Government Code Sections 6250, *et seq.*, the “Public Records Act,” define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this Proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or agency to submit or not to submit a Proposal; that this Proposal has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above-named organization and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS2022-07 and declares that the attached Proposal and pricing are in conformity therewith.

Darlene Spoor  
Signature

11/23/2022  
Date

Darlene Spoor  
Name

11/23/2022  
Date

This agency hereby acknowledges receipt / review of the following Addendum(s), if any)  
Addendum # [ ] Addendum # [ ] Addendum # [ ] Addendum # [ ]

4.0 Professional Profile

#### 4.1 Organization Overview

Proposals shall include a clear and concise description of the Proposer's ability to meet the program objectives, local funding priorities, requirements, specifications, and standards set forth in this RFP. Departments within the structure of the County of Humboldt are exempt from this requirement.

**Organization Overview.** The professional profile must contain an overview of the structure and operation of the Proposer's organization, which includes, at a minimum, all of the following information:

1. **Organization Name:** Arcata House Partnership,  
**Physical Address:** 1005 Eleventh Street Arcata, CA 95521  
**Mission Statement:** to provide advocacy for and services to the homeless and food insecure with compassion, dignity, and empowerment  
**Legal organizational status:** 501(c)3  
**Current staffing level:** Executive Director, Leadership Team consisting of Manager of Client Services, Manager of Operations, Manager of Finance and Grants and Projects Manager. Support staff as necessary.
2. **A detailed description of the Proposer's current and previous business activities, including, without limitation:**
  - a. **The history of the Proposer's organization, including the date when the organization was founded and how innovation and high-quality performance is fostered thereby.**

**Arcata House Partnership** (AHP) is the result of a 2012 merger between two established and well-regarded nonprofit organizations with combined 30 years of experience providing services to the homeless in Humboldt County. AHP is currently the only organization that provides the full continuum of services to homeless people in the county. The mission of AHP is to provide services from street outreach to permanent supportive housing, to helping people develop self-sufficiency and secure permanent housing. A person's first contact might be when he/she is provided with a free lunch from the licensed catering truck that serves multiple communities four days each week. An outreach worker rides on the truck and engages potential clients with information and referrals. They carry a cell phone and can make appointments for case management or refer people to community resources on the spot. People may make an appointment to meet with a Case Manager at the One-Stop program, who can help with immediate needs (food, hygiene, transportation, referrals to services, crisis counseling) or facilitate enrollment in a local shelter. A chronically homeless person, with a permanent disability (who may not have the ability to maintain housing without support) may be referred to our permanent supportive housing or rapid re-housing programs, which provide a rental subsidy and extensive long-term case management. Families and single adults may move



into one of our emergency shelter programs, where they can save money and develop the skills they need to be independently housed. On evenings when inclement weather could impact a person's health, AHP in partnership with six local religious congregations, gathers people at our facility for dinner, a shower and a change of clothing and then transports them to a church to spend the night out of the cold. Each person's needs are different, but the goal of all of the programs is to provide each person with the support he or she needs to move out of homelessness.

**b. The number of years the Proposer has been operating under the present organization name, and any other names under which the Proposer has provided services and/or capital improvements equivalent to those that will be provided as part of the proposed HHAP project.**

**Arcata House Partnership (AHP)** is the result of a 2012 merger between two established and experienced nonprofit organizations:

**Arcata House** was established in 1991 as a community-based nonprofit organization that was created as a partnership between local churches, the City of Arcata and residents of the area who believed that homelessness was the responsibility of everyone in the community. Arcata House began with two programs: transitional housing where families and individuals were invited to live while they saved money and overcame the challenges that led to their being homeless; and a permanent supportive housing program for people who were chronically homeless and disabled.

**The Humboldt All-Faith Partnership** was established in 2003 when a group of concerned faith-based partners came together to open the Arcata Night Shelter to serve people who were homeless. Seeing a need, this non-religious based service to the community started as a way to feed and shelter people in the community. They rented a house and the churches brought food to feed the people. There was no paid staff but there was an on-site host. It was low key. People were transported to the building every night and brought back to town every morning. The program served everyone and implemented a "housing first model" before housing first was even recognized. There was no case management in the beginning – it was just a place to get a meal and sleep in a warm, safe location for one night. The volunteer board met with the clients and helped connect people to services and prepare to be housed.

**c. The number of years the Proposer has been providing services and/or capital improvements equivalent to those that will be provided as part of the proposed HHAP project.**

Since 1991 the agency has been providing services to the neediest in the community. Providing kindness and access to basic needs like food, showers, bathrooms, clean dry clothing, staff to connect and refer to partner agencies for specialized services, and more

has been at the core of AHPs service to the community. AHP has managed family and adult shelter programs since its inception in 1991 and has been providing street outreach services since 1991.

**d. The number of government agencies for which the Proposer has provided services and/or capital improvements equivalent to those that will be provided as part of the proposed HHAP project.**

AHP provides services to 4 government agencies to include but not limited to:

- Housing and Community Development – Emergency Solutions Grants
- City of Arcata – Community Development Block Grant
- County of Humboldt – Community Development Block Grant, Department of Health and Human Services, Department of Probation, CalFresh
- Housing and Community Development (HUD)

3. There is no litigation regarding the provision of services equivalent to those that will be provided as part of the proposed HHAP project that has been brought by or against the AHP.

4. There are no fraud convictions related to the provision of services equivalent to those that will be provided as part of the proposed HHAP project.

5. There are no current or prior debarments, suspensions, or other ineligibility to participate in public contracts.

6. There are no violations of local, state and/or federal regulatory requirements.

7. There are no controlling or financial interest that Arcata House Partnership has in any other organizations, and Arcata House Partnership is not owned or controlled by any other organizations. Arcata House Partnership does not hold a controlling or financial interest in any other organizations.

#### **4.2 Overview of Qualifications and Experience**

The Professional Profile must contain an overview of the Proposer's qualifications and experience regarding the provision of services and/or capital improvements equivalent to those that will be provided as part of the proposed HHAP project, which includes, at a minimum, all the following information:

**1. A detailed description of the Proposer's, and each subcontractor's, overall experience regarding the provision of services and/or capital improvements equivalent to those that will be provided as part of the proposed HHAP project, which includes**

**specific examples of the outcomes and successes of such services and/or capital improvements, as applicable.**

AHP has managed permanent supportive housing services for people who are homeless for 30 years. The agency practices progressive engagement which means that we begin working with people where they are, help them identify what services they need as they work to become housed, then work with them to connect and refer to the services that will best meet their needs.

There is evidence that when a person is unsheltered but has access to essential services there is a greater chance that they will work with AHP staff to receive emergency shelter, housing, and other urgent, non-facility-based care. Responding to the needs of the homeless in Humboldt County, AHP will continue to operate permanent housing with supportive services for the underserved population of the county. This will allow AHP staff to get people housed quickly, and work with each person to identify their needs while supporting their housing retention.

**Outcomes and Successes** – AHP currently manages permanent supportive housing, rapid rehousing and permanent housing with supportive services throughout Humboldt County. Having to re-tool how those services are now offered with the COVID restrictions the agency has developed a successful process to provide connection and support for people. AHP wants to continue this service and to expand the capacity. Currently 80 people throughout the county are being served by AHP housing programs. The Grove will provide another 60 permanent housing units.

**2. A detailed description of the Proposer's, and each subcontractor's, knowledge of the legal and procedural requirements pertaining to the provision of services and/or capital improvements equivalent to those that will be provided as part of the proposed HHAP project.**

Arcata House Partnership is aware of the legal and procedural requirements pertaining to the provision of services as part of the HHAP project. AHP will hire staff that meet the needs of the program.

**3. A detailed description of the relevant qualifications and experience of the members of Proposer's staff, and the members of each subcontractor's staff, that will be providing services and/or capital improvements as part of the proposed HHAP project, including, without limitation, job titles, responsibilities, special training, licenses and certifications.**

Darlene Spoor, Executive Director of Arcata House Partnership has 35 years of experience developing and managing services and affordable housing and properties for special use by non-profit social service providers. She has an earned Doctor of Education

/ Administration degree (Ed.D) and a Master of Science degree in nonprofit administration. Dr. Spoor is well versed in the administration and management of millions of dollars in development and operating funds for non-profit agencies. She has been leading the agency since 2016.

Anjali Browning, Manager of Client Services has an earned Doctor of Philosophy degree (Ph.D.) in Anthropology. She has 15 years of experience managing programs and supervising staff. Dr. Browning has been in her position at AHP since April 2018. She has transformed the way the agency serves the homeless population in the community.

Case Managers have a bachelor's or master's degrees in social work, or a related field.

Tenant Services Specialists are comfortable with the population and often have lived experience. These positions will not be funded from this proposal but will support the tenants to promote success.

**4. A detailed description of how the qualifications and experience of the members of Proposer's staff, and the members of each subcontractor's staff, that will be providing services and/or capital improvements as part of the proposed HHAP project will help meet the program objectives, local funding priorities, requirements, specifications and standards set forth in this RFP.**

Under the direction of the Executive Director, the staff of AHP will use the funds to ensure success by providing staff assistance and support to people who are homeless throughout the county. With adequate funding AHP staff will work to provide essential services needed for unsheltered members of the Target Population to move in to permanent housing and will address other urgent care needs;

To ensure success the staffing level to provide service will be 6 full time Case Managers. That is a ratio of 1:10 staff to tenants:

- Access to trained people who know and understand the services and service providers in the county and beyond
- Access to food and supplies
- Support from 24-hour on-site staff (not funded from this proposal)
- Access to a Case Manager to connect and refer people to needed services; and
- oversight by the Manager of Client Services

Financial support to fund program operations will allow AHP to provide intensive case management services that will better serve the homeless population who will benefit from this program and services. People will be able to quickly get off the street and into housing, get connected with services, address issues limiting their housing retention, be connected with partner agencies, reunify with their families, and just "be" as they prepare for and receive support. Individual needs are different, but the goal of this

service is to provide each person with the support he or she needs to move from homelessness and into permanent housing. This service will expand local capacity by supporting 60 more units of affordable housing to have the case management needed to promote success.

## 5.0 Project Description

## **5.0 Project Design**

Proposals shall include a clear and concise description of the proposed HHAP project which identifies the Proposer's ability to comply with the program objectives, local funding priorities, requirements, specifications, and standards set forth in this RFP

### **5.1 A detailed description of the overall goals of the proposed HHAP project, which includes without limitation, all of the following information:**

#### **a. How many individuals will be served by the proposed HHAP project and for what period of time.?**

AHP proposes that a maximum of 59 people will be served at a time in permanent housing for people who are homeless as defined by the target population of the RFP. This proposal is for a three-year term however AHP has made a long-term commitment to providing affordable housing at this location.

#### **b. How the proposed HHAP project will serve the entirety of Humboldt County.**

All people referred to this project come from the Continuum of Care (CoC) Coordinated Entry System which serves county wide. The Grove will offer support by providing access to people who have been underserved and who are homeless throughout the county. Two-thirds of the units are set aside for people who are chronically homeless and one-third are for people who are homeless and highly vulnerable.

#### **c. How the proposed HHAP project will assist in the County's effort to end homelessness in Humboldt County.**

This program will allow AHP to continue to serve people in the community and throughout the county. This program will provide immediate access to permanent housing. People will have access and connection to essential services needed for unsheltered members of the Target Population to move from being homeless to being housed. Everyone entering this project will be referred through the coordinated entry system ensuring that people throughout the entire county will be served. AHP staff will connect and refer people to services offered by partner and other community agencies that meet their individual needs.

Staff will work with each person to identify needs and overcome barriers to housing retention. People will apply for other sources of support as needed. Staff will work with dozens of agencies and organizations throughout the county to ensure that the connections and referrals made will enhance a person's life, meet their physical, mental health, or substance use needs, and ensure people have the support and skills necessary to support the transition from being homeless to being housed.

Funding from this grant will directly serve to end homelessness in Humboldt County by supporting AHP to continue to staff a 24-hour low barrier permanent housing project that is designed to provide essential services needed as unsheltered members of the

Target Population move to housing while quickly connecting and referring people to necessary services and permanent housing.

**5.1(A2) A detailed description of the sectors of the Target Population that the proposed HHAP project will serve and how the project will benefit the individuals being served thereby:**

This program welcomes people who are homeless, often chronically homeless, have physical and mental health concerns, have experienced trauma (assault, rape, violence), and are in need of immediate housing and support. This proposal will fund the much-needed staffing pattern and support materials that will be added to enhance the existing successful program. This program is part of the agencies commitment to providing a continuum of services and may be for many the entry point for services throughout the county.

**5.1(A3) A detailed description of any and all operating subsidies in new and existing affordable or supportive housing units, emergency shelters and navigation centers that will be provided as part of the proposed HHAP project which includes, without limitation, any and all other sources of financing that will be utilized to support the project, any and all applicable construction timelines and any and all applicable unit breakdowns and affordability levels, if applicable.**

AHP is requesting support for funds to provide access to people who have been historically underserved. AHP currently manages permanent supportive housing and rapid rehousing programs that serves Humboldt County. This permanent housing program is expected to open in December 2022. Other subsidies that will support this program will come from rents and housing vouchers that might be from EHV, HOME, HUD-VASH or other programs that also serve the people in this project. Those funds will be assigned only to this project and will support the 24-hour on site staff, and the operation of the project. It is likely that given the late date that perspective tenant names were forwarded from the CES, that the additional \$600,000 subsidy for completion by December 11, 2022 will NOT be received.

**5.1(A4) A detailed description of any and all rental assistance, housing relocation and stabilization, outreach, coordination, homelessness prevention and/or shelter diversion services that will be provided as part of the proposed HHAP project which includes, without limitation, the process by which the level of services provided to members of the Target Population will be determined, how the County's Coordinated Entry System will be utilized to match members of the Target Population to appropriate programs and services and the strategies that will be employed to maximize transition to permanent housing, if applicable.**

To ensure success the staffing level to provide service and support will be:



- 24-hour staff with an additional 12 hours of staff support each day.
- One experienced Case Manager and Site Manager will be available
- Oversight will be by the Manager of Client Services
- One experienced housing support staff working to find landlords and connect them with people who need housing

Case Manager will provide support to ensure that the people receive essential services needed for unsheltered members of the Target Population. Staff will assist people by supporting people to move into their apartment and remain housed. Staff will work to identify services that each person needs, to connect and refer them to services, and to assist with their housing goals and assisting each person with proper services to transition from being homeless to being connected to services and moving to permanent housing.

All people who accept housing will be encouraged to participate in case management services. These services include an initial evaluation, identification of needs and ways to protect people while addressing their urgent needs. Staff will work to identify barriers to housing retention and actions that need to be taken to secure housing. Services may also include a benefits analysis, and assistance with applications for benefits and/or employment. Case Manager will identify chronic or acute physical, mental health or substance use issues that have been barriers to housing. To address these issues assistance may include referral and connection to services like finding a medical provider, making and keeping appointments and providing transportation. A case manager will work with providers (with the client's permission) to ensure compliance with care plans, and even being present at medical appointments to ensure that instructions are understood and followed.

The Manager of Client Services will provide program oversight for the lead case manager of this program.

**51.(A5) A detailed description of any and all security deposits, holding fees and other landlord incentives that will be provided as part of the proposed HHAP project.**

N/A

**5.1(A6) A detailed description of any and all operational support related to the creation and maintenance of a homeless services and housing delivery system that will be provided as part of the proposed HHAP project.**

Program and client level data will be recorded in the Homeless Management Information System (HMIS) database which AHP staff have used for years. This information is used to quantify participant success, to evaluate the program, and to

support funding requests. Additional data may be collected using a proprietary system. AHP will collect as much data as possible on each person who accesses these services and will enter them into the HMIS database.

**5.1(A7) A detailed description of any and all capital improvement projects, including, but not limited to, conversion of hotels and motels to permanent housing and construction of new navigation centers and emergency shelters, that will be provided as part of the proposed HHAP project which includes, without limitation, any and all other sources of financing that will be utilized to support the project, any and all applicable construction timelines and any and all applicable unit breakdowns and affordability levels, if applicable.**

N/A

**5.1(A8) A detailed description of how the proposed HHAP project will be staffed which includes, without limitation, a summary of the process by which staffing levels will be determined and how such staffing will ensure the effective and efficient implementation of the proposed HHAP project.**

- AHP has established staffing levels that will be implemented for this program. 24-hour staff will be on-site – funded through another source.
- Six experienced Case Manager will be available – funded through this proposal with oversight of the Case Managers will be by the Manager of Client Services

This is the first project in the county to have tenants referred entirely through the Coordinated Entry System. Tenant referrals are for the most vulnerable in the county. With a population this vulnerable, studies have shown that a 1:10 and preferably a 1:7 staff to tenant ration is necessary for their success.

The Grove, permanent housing project will provide access and connection to information about partner agencies and their services; - mainstream resources enrollment; - referral to needed services and partner agencies; - a mail stop; - a permanent home; - case management; - and housing stabilization support.

**5.1(A9) A detailed description of how the proposed HHAP project will ensure that members of the Target Population are connected to other appropriate services and resources, including, without limitation, primary care, behavioral health, employment, benefits advocacy and legal assistance services.**

AHP has a strong supportive network of over 200 consultants, volunteers, and partner agencies throughout the county that provide assistance and support for people who are homeless. The services include:

- medical,
- mental health,

- substance use,
- legal,
- community corrections,
- domestic violence,
- financial assistance and benefits,
- job training / preparation and employment,
- food subsidy or food assistance,
- reunification,
- crisis stabilization,
- housing search and application assistance,
- religious support,
- veteran services,
- family resource centers,
- and more.

**5.1(A10) A detailed description of the systems and processes that will be utilized to collect data related to, and evaluate the performance of, the services and/or capital improvements provided as part of the proposed HHAP project which includes, without limitation, the process for collecting and analyzing program and client-level data, the process for entering program and client-level data into the County’s Homeless Management Information System, the process for measuring the success of the services and/or capital improvements being provided and the steps that will be taken if identified performance targets are not met.**

AHP uses the COC approved forms and data collection processes. The standard form to determine Chronic Homelessness is used, the approved individual and family Vi-SPDAT is used, the COC’s Release of Information form is used. And all data is entered into the approved HMIS system.

Performance data is analyzed monthly by the Manager of each department and the Executive Director. It will be important that this project stay fully occupied – first so that as many people as possible get and retain housing, and second so that the income for the project remain stable to support the operating expenses.

**5.1(A11) A detailed description of how the provision of the services and/or capital improvements that will provided as part of the proposed HHAP project will continue past the period in which HHAP funding is available or, alternatively, how such activities will be phased out in a manner that does not disrupt access to other appropriate services, require relocation or impose other related hardships on members of the Target Population.**

AHP will continue to solicit funding for this much needed service beyond the funding period. If the tenants that are referred remain at such a high level, the project we will expect some turn over and continue this high staff to tenant ratio. If the level of need is adjusted then the staffing pattern will adjust as well to reflect the actual needs of the tenants.

**5.1(A12) A detailed description of how the proposed HHAP project adheres to the County’s Housing First Principles, which includes specific programmatic examples, as appropriate.**

AHP adopted a Housing First approach to service before the term was coined. Staff not only implement a housing first approach to housing but believe in it. The principles AHP adheres to are:

- People are admitted, screened, and selected regardless of their physical and mental health, sobriety or use of substances, participation or completion of treatment, or participation in services.
- People are not rejected based on poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that indicate a lack of “housing readiness.”
- The program accepts referrals directly from the Coordinated Entry System.
- Supportive services emphasize engagement and problem-solving. Service plans are highly individual-driven.
- Use of alcohol or drugs in and of itself (without other program violations) is not considered a reason for termination of services.
- Staff are trained in and actively employ evidence-based practices for engagement such as motivational interviewing.
- Services are informed by a harm reduction philosophy that recognizes that drug and alcohol use and addiction are a part of peoples’ lives and staff engage in non-judgmental communication regarding drug and alcohol use.
- Policies and regulations related to the shelter program do not inhibit the implementation of the Housing First approach.

**5.1(A13) A detailed description of how the proposed HHAP project complies with, or is exempt from, the requirements of Article XXXIV of the California Constitution, as clarified by Sections 37000, *et seq.* of the California Health and Safety Code, if applicable.**

Funding requested to be used for this project will not be for the development, acquisition, rehabilitation, reconstruction, improvement of or construction of housing.

**5.1(A14) A detailed description of how the proposed HHAP project complies with, or is exempt from, any and all applicable prevailing wage requirements set forth in California Labor Code Sections 1770, *et seq.***

Funding requested to be used to pay salaries of AHP employees only is not considered a public works project. Any use of outside contractors to provide labor that exceeds \$25,000 will be required to meet the prevailing wage requirements as set forth in the California Labor Code as applicable. Currently there are no plans for any work that will

require prevailing wage however if that changes, AHP will ensure that the Labor Code is enforced as required.

**5.1(B) The Project Description must contain a project budget which includes an itemized list of all of the expenditures of HHAP funds associated with the proposed project in a form that is substantially similar to the budget template that is attached hereto as Attachment B – Proposed Budget. In addition to the above-referenced budget information, Proposals should also include a detailed explanation of how the costs and expenses in each budget line item were estimated and the justification for such costs and expenses. It should be noted that startup expenses, and administrative costs not to exceed seven percent (7%) of the overall cost of the proposed HHAP project, may be included in the proposed project budget.**

**REQUEST FOR PROPOSALS – NO. DHHS2021-02  
HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM  
ATTACHMENT B – 3-YEAR PROPOSED BUDGET**

<b>A. Personnel Costs</b>	
<i>Formula for salary calculations and any benefits should be clearly identified</i>	
<b>Title:</b> Case Manager – 6FTE <b>Hourly Rate of Pay or Salary Calculation:</b> \$26.50 / 27.83 / 29.22 <b>Duties Description:</b> case management	\$1,042,704
<b>Title:</b> Manager of Client Services – 10 hours per week <b>Hourly Rate of Pay or Salary Calculation:</b> \$35.88 / 38.03 / 41.93 <b>Duties Description:</b> supervisor	\$ 60,237
<b>Title:</b> Benefits <b>Hourly Rate of Pay or Salary Calculation:</b> 45% <b>Duties Description:</b>	\$496,323
<b>Total Personnel Costs:</b>	<b>\$1,599,264</b>
<b>B. Operational Costs</b>	
<b>Total Operational Costs:</b>	
<b>C. Supplies</b>	
<b>Total Supply Costs:</b>	
<b>D. Transportation/Travel (<i>Travel expenses must follow Humboldt County Travel Policy Limits</i>)</b>	
<b>Item:</b> mileage <b>Description:</b>	
<b>Total Transportation/Travel Costs:</b>	
<b>E. Administrative Costs</b>	
<b>Item:</b> Administrative costs at 7% <b>Description:</b>	<b>\$111,948</b>
<b>Total Other Costs:</b>	
<b>3-year budget Grand Total:</b>	<b>\$ 1,711,213</b>

The costs and expenses reflect the actual cost to staff the program for 3 years. Staff salaries are calculated showing step increases annually.

**REQUEST FOR PROPOSALS – NO. DHHS2021-02  
HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM  
ATTACHMENT B – 2-YEAR ALTERNATE PROPOSED BUDGET**

<b>A. Personnel Costs</b>	
<i>Formula for salary calculations and any benefits should be clearly identified</i>	
<b>Title:</b> Case Manager – 6FTE <b>Hourly Rate of Pay or Salary Calculation:</b> \$26.50 / 27.83 <b>Duties Description:</b> case management	\$678,038
<b>Title:</b> Manager of Client Services – 10 hours per week <b>Hourly Rate of Pay or Salary Calculation:</b> \$35.88 / 38.03 <b>Duties Description:</b> supervisor	\$ 38,433
<b>Title:</b> Benefits <b>Hourly Rate of Pay or Salary Calculation:</b> 45% <b>Duties Description:</b>	\$322,412
<b>Total Personnel Costs:</b>	<b>\$1,038,883</b>
<b>B. Operational Costs</b>	
<b>Total Operational Costs:</b>	
<b>C. Supplies</b>	
<b>Total Supply Costs:</b>	
<b>D. Transportation/Travel (<i>Travel expenses must follow Humboldt County Travel Policy Limits</i>)</b>	
<b>Item:</b> mileage <b>Description:</b>	
<b>Total Transportation/Travel Costs:</b>	
<b>E. Administrative Costs</b>	
<b>Item:</b> Administrative costs at 7% <b>Description:</b>	<b>\$72,722</b>
<b>Total Other Costs:</b>	
<b>3-year budget Grand Total:</b>	<b>\$ 1,111,606</b>

The costs and expenses reflect the actual cost to staff the program for 2 years. Staff salaries are calculated showing step increases annually.

## 6.0 Supplemental Documentation

Proposals shall include a list of any and all documents that will assist the County in evaluating the Proposer’s ability to comply with the program objectives, local funding priorities, requirements, specifications and standards set forth in this RFP, including, without limitation, any and all administrative policies, procedures and best practices that must be in place prior to execution of an HHAP Agreement, any and all required licenses and certification and/or accreditation documents, job descriptions and evidence of prior program performance, including, but not limited to, copies of any local, state or federal reports filed for projects similar to the proposed HHAP project which contain data that has been entered into the County’s Homeless Management Information System. If applicable, Proposals shall also include a legal opinion letter which demonstrates that the Proposer has considered both the legal requirements of Article XXXIV of the California Constitution, as clarified by Sections 37000, *et seq.* of the California Health and Safety Code, and the relevant facts of the proposed HHAP project. Any conclusion that the proposed HHAP project is exempt from Article XXXIV must include a specific legal theory and project-specific facts which supports such a conclusion.

Arcata House Partnership participates in many programs in HMIS as evidenced below.

**Humboldt County Department of Health and Human Services**  
 Arcata House Partnership - DO NOT ENTER DATA HERE  
 July 31, 2021

Home > Home Page Dashboard

Enter Data As Provider Search

**Provider Search**

Search for Providers by using keywords from the Provider Name or Description.  
 Search [ ] Show Advanced Options

Search Clear

**Provider Number**

Enter or scan a Provider ID number to search for that Provider.  
 Provider ID # [ ] Submit

**Provider Search Results**

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All		
+	ABC - Supportive Services Only - Arcata House Partnership (170)	Level 3	Unknown	Unknown																								02/16/2021	
+	Adult Shelter - Arcata House Partnership (126)	Level 3	Unknown	Arcata, CA 95521																								10/06/2020	
+	Apartments First 2 - Arcata House Partnership (72)	Level 3	Unknown	Unknown																								12/29/2020	
+	Apartments First 3 - Arcata House Partnership (216)	Level 3	Unknown	Unknown																								12/29/2020	
+	Coordinated Entry (140)	Level 3	Unknown	Unknown																								04/08/2021	
+	Emergency NCS (194)	Level 3	Unknown	Unknown																									05/11/2021
+	Family Shelter - Arcata House Partnership (47)	Level 3	Unknown	Unknown																									03/03/2020
+	HEAP HOME HP (213)	Level 3	Unknown	Unknown																									05/11/2021
+	HEAP HOME RRH (187)	Level 3	Unknown	Unknown																									05/14/2021
+	HOME HEAP Shelter Vouchers (188)	Level 3	Unknown	Unknown																									05/11/2021
+	Keys to Success II - Arcata House Partnership (151)	Level 3	Unknown	Unknown																									11/08/2019
+	SVK Arcata House Partnership (52)	Level 3	Unknown	Unknown																									11/08/2019

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Exit



AHP HHAP has the following in-place and available for County review upon request:

- Fiscal Policies and Procedures
- Human Resources Policies and Procedures
- Job Description
- Best Practices
- Concept of Trauma and Guidance for a Trauma-Informed Approach - by SAMSHA's Trauma and Justice Strategic Initiative, July 2014
- Licenses, certifications and accreditation documents for services and work provided
- Evidence of prior program performance
- Audits and Letters regarding any relevant audit findings
- HMIS requirements and participation

Program specific guidelines in place include:

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- General Disbursement Processing
- HHAP Income Guidelines
- AHP Homeless Prevention and Rapid Rehousing Program - Case Management Best Practices
- Humboldt Community Housing List
- HHAP Exit Form
- HHAP Housing Habitability Standards Inspection Checklist Tool
- HHAP Initial Screening Tool
- CoC Homeless Management Information System Client Privacy Notice
- AHP Release of Information Authorization
- AHP Documentation Order Form
- AHP Formal Grieving Process
- AHP Ongoing Case Management Form
- AHP Self Declaration of Income
- AHP Services Form

## **7.0 Exceptions, Objections and Requested Changes**

**Proposers should carefully review the terms, conditions, local funding priorities, requirements, specifications, and standards set forth in this RFP prior to submitting a Proposal in response hereto. Any exceptions, objections or requested changes to any portion of this RFP shall be clearly identified and explained in the Proposal. Descriptions of any exceptions, objections or requested changes should include the page and paragraph number of the referenced portion of this RFP. Protests based on any exception, objection or requested change shall be considered waived and invalid by the County, if the exception, objection or requested change is not clearly identified and explained in the Proposal.**

## **8.0 Required Attachments**

**In order to be considered for award of a HHAP Agreement pursuant to this RFP process, Proposals must contain all of the following attachments:**

- Attachment 1 – RFP Signature Affidavit (See Section 6.3 of this RFP)
- Attachment 2 – Project Budget (See Section 6.6(B) of this RFP)
- Attachment 3 – Supplemental Documentation (See Section 6.7 of this RFP)

**REQUEST FOR PROPOSALS – NO. DHHS2022-07  
HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM**

**ATTACHMENT A – SIGNATURE AFFIDAVIT  
(Submit with Proposal)**

REQUEST FOR PROPOSALS – NO. DHHS2022-07 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	Arcata House Partnership
STREET ADDRESS:	1005 Eleventh Street
CITY, STATE, ZIP	Arcata, CA 95521
CONTACT PERSON:	Darlene Spoor
PHONE #:	(707) 822-4528 EXT: 111
FAX #:	(707) 822-1225
EMAIL:	dspoor@arcatahouse.org

Government Code Sections 6250, *et seq.*, the “Public Records Act,” define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this Proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or agency to submit or not to submit a Proposal; that this Proposal has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above-named organization and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS2022-07 and declares that the attached Proposal and pricing are in conformity therewith.

Darlene Spoor  
Signature

11/23/2022  
Date

Darlene Spoor  
Name

11/23/2022  
Date

This agency hereby acknowledges receipt / review of the following Addendum(s), if any)  
Addendum # [ ] Addendum # [ ] Addendum # [ ] Addendum # [ ]

**REQUEST FOR PROPOSALS – NO. DHHS2021-02  
HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM  
ATTACHMENT B – 3-YEAR PROPOSED BUDGET**

<b>A. Personnel Costs</b>	
<i>Formula for salary calculations and any benefits should be clearly identified</i>	
<b>Title:</b> Case Manager – 6FTE <b>Hourly Rate of Pay or Salary Calculation:</b> \$26.50 / 27.83 / 29.22 <b>Duties Description:</b> case management	\$1,042,704
<b>Title:</b> Manager of Client Services – 10 hours per week <b>Hourly Rate of Pay or Salary Calculation:</b> \$35.88 / 38.03 / 41.93 <b>Duties Description:</b> supervisor	\$ 60,237
<b>Title:</b> Benefits <b>Hourly Rate of Pay or Salary Calculation:</b> 45% <b>Duties Description:</b>	\$496,323
<b>Total Personnel Costs:</b>	<b>\$1,599,264</b>
<b>B. Operational Costs</b>	
<b>Total Operational Costs:</b>	
<b>C. Supplies</b>	
<b>Total Supply Costs:</b>	
<b>D. Transportation/Travel (<i>Travel expenses must follow Humboldt County Travel Policy Limits</i>)</b>	
<b>Item:</b> mileage <b>Description:</b>	
<b>Total Transportation/Travel Costs:</b>	
<b>E. Administrative Costs</b>	
<b>Item:</b> Administrative costs at 7% <b>Description:</b>	<b>\$111,948</b>
<b>Total Other Costs:</b>	
<b>3-year budget Grand Total:</b>	<b>\$ 1,711,213</b>

The costs and expenses reflect the actual cost to staff the program for 3 years. Staff salaries are calculated showing step increases annually.

**REQUEST FOR PROPOSALS – NO. DHHS2021-02  
HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM  
ATTACHMENT B – 2-YEAR ALTERNATE PROPOSED BUDGET**

<b>A. Personnel Costs</b>	
<i>Formula for salary calculations and any benefits should be clearly identified</i>	
<b>Title:</b> Case Manager – 6FTE <b>Hourly Rate of Pay or Salary Calculation:</b> \$26.50 / 27.83 <b>Duties Description:</b> case management	\$678,038
<b>Title:</b> Manager of Client Services – 10 hours per week <b>Hourly Rate of Pay or Salary Calculation:</b> \$35.88 / 38.03 <b>Duties Description:</b> supervisor	\$ 38,433
<b>Title:</b> Benefits <b>Hourly Rate of Pay or Salary Calculation:</b> 45% <b>Duties Description:</b>	\$322,412
<b>Total Personnel Costs:</b>	<b>\$1,038,883</b>
<b>B. Operational Costs</b>	
<b>Total Operational Costs:</b>	
<b>C. Supplies</b>	
<b>Total Supply Costs:</b>	
<b>D. Transportation/Travel (<i>Travel expenses must follow Humboldt County Travel Policy Limits</i>)</b>	
<b>Item:</b> mileage <b>Description:</b>	
<b>Total Transportation/Travel Costs:</b>	
<b>E. Administrative Costs</b>	
<b>Item:</b> Administrative costs at 7% <b>Description:</b>	<b>\$72,722</b>
<b>Total Other Costs:</b>	
<b>3-year budget Grand Total:</b>	<b>\$ 1,111,606</b>

The costs and expenses reflect the actual cost to staff the program for 2 years. Staff salaries are calculated showing step increases annually.

**ATTACHMENT C**  
**HUMBOLDT COUNTY HOUSING FIRST PRINCIPLES**

1. Participants are moved into permanent housing as quickly as possible, with no service or program readiness requirements.
2. The project's rules are limited to participant safety, and do not try to change or control participants or their behaviors.
3. The project uses a trauma-informed approach.
4. The project does not require detox treatment and/or days of sobriety to enter.
5. The project does not conduct drug testing.
6. The project does not prohibit program entry on the basis of mental illness diagnosis and does not have a policy requiring medication and/or treatment compliance to enter.
7. The project does not bar participants based on past, non-violent rules infractions.
8. The project accepts all participants regardless of sexual orientation or gender identification and follows all fair housing laws.
9. The project does not exclude participants with zero income and/or limited to no work history.
10. If the project is short-term or time-limited, the services provided to enrolled participants should be focused primarily upon securing permanent housing and enhancing housing stability upon exit, as opposed to building "housing readiness," attaining sobriety, or adherence to treatment.
11. The project does not terminate program participants for any of the above listed reasons. The project also does not terminate participants for:
  - a. Low or no income;
  - b. Current or past substance use;
  - c. History of domestic violence;
  - d. Failure to participate in supportive services;
  - e. Failure to make progress on a service plan; and
  - f. Criminal records, with the exceptions of restrictions imposed by federal, state or local law or ordinance.
12. If the project entails housing placement and/or housing stability services, program staff treat eviction and/or termination of housing as a last resort. Before termination/eviction, staff should engage as many other alternative strategies as are applicable and reasonable, including, without limitation:
  - a. Conflict resolution;
  - b. Landlord mediation;
  - c. Support with rental/utility arrears;
  - d. Tenancy skills building; and
  - e. Relocation.

AHP HHAP has the following in-place and available for County review upon request:

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AHP Services Form