

From: [Ahha_HumCo](#)
To: [Nielsen, Michelle](#)
Subject: Resubmission of Project Budget for RFP No. 2021-01_April_9_2021_8:56a.m.
Date: Friday, April 9, 2021 8:57:25 AM
Attachments: [AHHA Resubmission of Project Budget for RFP No. 2021-01_April_9_2021.pdf](#)

Michelle Nielsen
Senior Planner of the Planning and Building Department

Please see attached PDF, AHHA's resubmission of Project Budget for RFP No. 2021-01 Permanent Local Housing Allocation Grants Program.

Thank you,
Nezzie Wade
AHHA Board President
Affordable Homeless Housing Alternatives, Inc.



Website: ahha-humco.org

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AHHA-Affordable Homeless Housing Alternatives

A. Personnel Costs	
Title: Part-time Community Outreach Worker Hourly Rate of Pay or Salary Calculation: \$18/hour + employment services fees and taxes= \$29.32/hour x 30 hours/week x 52 weeks/year Duties Description: Support services for mobile shower and street outreach to connect people with basic benefits and services. Responsible for collecting HMIS data. The individual hired will have a social work background and/or familiarity working with the population and/or HMIS data collection experience.	\$45,739.20
Total Personnel Costs:	
\$45,739.20	
B. Operational Costs	
Item: Mobile Shower Maintenance Costs Description: Cost/year to maintain truck and shower trailer	\$4,800
Item: Mobile Shower Laundry Services Description: Mission Linen fees for 100 bath towels and 100 kitchen/rag towels per shower day; 2-3x/week x 52 weeks/year. Based on 2020 operating data.	\$9,832
Item: Propane tank refills that fuel shower trailer's on-demand LPG water heaters Description: Cost to fill two 40 lb. propane tanks at an average rate of \$35/tank. Based on 2020 operating data.	\$1,240
Item: Sewage and Water Tank Refill Description: Fees charged for dumping effluent	\$1,580
Total Operational Costs	
\$17,452	
C. Supplies	
Item: Daily supplies to stock the mobile hygiene station Description: Hygiene, wound care and cleaning Supplies including toilet paper (\$500), paper towels (\$500), body soap (\$400), cleaning supplies (\$1,600), shampoo and conditioner (\$500), towels for guests (\$400), wound care supplies (band-aids, gauze, antibiotic ointment, iodine wipes) (\$500)	\$4,400
Item: Food/Meals Description: non-perishable foods to go and food for prepared meals on-site during each operation day	\$3,600
Total Supply Costs	
\$8,000	
D. Transportation/ Travel (<i>Travel expenses follow Humboldt County Travel Policy Limits</i>)	
Item: Fuel to transport truck and trailer Description: Fuel costs for 2-3 days/week of service, \$70/tank refill, tank filled roughly 3x/month x 12 months/year. Adjusted based on 2020 data.	\$3,000
Total Transportation/ Travel Costs	
\$3,000	
E. Other Costs	
Item: Direct Support Funds: Laundry Service for Shower Guests	\$1,092

<p>Description: Wash and dry clothing exchanged by shower guests to help reduce clothing waste. Best Eureka Laundromat, 5 load 30lb washer @ \$7, free drying. Three washes per week. \$21 x 52 weeks</p>	
<p>Item: Direct Support Funds: HTA Transit Passes Description: Provide one day pass to each shower guest (2,034 shower guests/year x \$5.25/HTA day pass)</p>	\$10,678.50
<p>Item: Direct Support Funds: Tents and Sleeping Bags Description: 100 tents x \$40, 150 sleeping bags x \$30</p>	\$8,500
<p>Item: Direct Support Funds: Motel Vouchers Description: Provide motel vouchers to individuals that are in a very difficult situation and need immediate support for health or safety. AHHA will typically encounter 4 people/month in need of a night of sanctuary plus additional nights for winter months = 50 motel vouchers per year x \$56 per motel voucher.</p>	\$2,800
Total Other Costs:	\$23,070.50
Grand Total:	\$97,261.17

**AFFORDABLE HOMELESS HOUSING ALTERNATIVES, INC.
PROPOSAL TO EXTEND AHHA’S SHOWER CARE-A-VAN
AND OUTREACH SUPPORTIVE SERVICES**



SUBMITTED MARCH 12th, 2021

TO

**Michelle Nielsen, Senior Planner
Planning and Building Department
3015 H Street Eureka, California 95503**

IN RESPONSE TO

COUNTY OF HUMBOLDT

Planning and Building Department

Request for Proposals – RFP No. 2021-01

**Permanent Local Housing
Allocation Grants Program**

Humboldt County, California Issued: February 11, 2021

1.0 Introductory Letter

Nezzie Wade, President
Affordable Homeless Housing Alternatives, Inc. (AHHA)



Good hygiene is essential healthcare and the kind of support that Humboldt County's most vulnerable community members desperately need. Access to Affordable Homeless Housing Alternatives' (AHHA's) Care-A-Van is an invaluable asset for our neighbors living outside in Humboldt. The services of this low barrier mobile shower and pop-up care center reduce the risk of spreading disease, improves mental health, sense of esteem, overall quality of life and access to services and support for the chronically homeless, while also increasing the potential to obtain housing or seek and keep employment. AHHA requests a total of \$82,015 to operate and expand our mobile shower Care-A-Van program for the next 12 months with additional direct outreach and support services.

AHHA's Shower Care-A-Van is a 3-stall mobile shower and restroom trailer, including one ADA-compliant stall with wheelchair lift, which can provide an average of 20 showers per day of service off-grid. In 2020, fourteen discreet individuals used the wheelchair lift to access the shower. With over two months of down time due to Covid-19 in 2020, AHHA provided 1008 showers with services limited to one outing per month in Redway and weekly on Tuesdays in Eureka at the main library until the pandemic lock down mid-March. Services resumed the last day of May in Redway; by July Care-A-Van services were operating out of three sites, including McKinleyville. By September operations had expanded to Arcata resulting in 9 service days a month. AHHA anticipates the number of showers provided to more than double in 2021 with two additional service days. 1500 meals and 1510 sets of clothing were provided for Care-A-Van guests in 2020. These numbers will more than double in the grant year. AHHA has expanded the network for preparation and distribution of essential resources to the most vulnerable in Humboldt's communities. We have accomplished this primarily through the mobile showers and pop up care center, with support from homeless advocates, nonprofits and community partners, our grant funded Community Liaisons and a network of Covid/Community prepaid cell phones and chargers situated within the houseless community and in encampments from northern to southern Humboldt. AHHA strives to continue to expand these vital services to assist our neighbors outside even more.

The Care-A-Van has become AHHA's largest outreach program and has helped hundreds of our houseless guests feel a sense of dignity and care. Current operations provide anywhere from 20 to 45 guests per service day with a 10 minute hot shower, a warm meal--though in this pandemic all food is boxed or bagged--non perishable food items to go, hot coffee or other beverage, hygiene products, clean socks, clean underwear, and a clean change of clothes including jacket, hats and other cold weather gear. Not all guests take showers, which are available on a first come first served basis. Most, if not all, come for some of the services and referral information. AHHA has piloted the Care-A-Van for over a year and is in an excellent position to increase the number of operation sites and services given support for Community Outreach Services staff.

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3.0 Signature Affidavit

REQUEST FOR PROPOSALS – NO. 2021-01 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY: Affordable Homeless Housing Alternatives	
STREET ADDRESS:	[REDACTED]
CITY, STATE, ZIP	[REDACTED]
CONTACT PERSON: Nezzie Wade	
PHONE #:	[REDACTED]
FAX #: N/A	
EMAIL: Ahha.humco@gmail.com	

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. 2021-01 and declares that the attached Proposal and pricing are in conformity therewith.

Nezzie Wade
Signature

3/12/21
Date

Nezzie Wade
Name

3/12/21
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

Affordable Homeless Housing Alternatives (AHHA) is a 501(c)3 nonprofit that was incorporated in 2015 with the vision that everyone has a human right to a safe and legal place to live. AHHA is directed by a Board of Directors and currently employs the positions of one part-time Office staff, one part-time Driver and Operator of our Shower Care-A-Van and three Community Liaisons with the lived experience of homelessness. We are in the process of hiring a Shower Program Coordinator (funded by Humboldt Area Foundation, Wild Rivers Foundation and Headwaters Fund), a part-time 25 hour a week position that will oversee the operations and maintenance of the mobile shower program including supervising volunteer staff with the support of AHHA office staff and on-site service staff. The organization relies heavily on community support and currently has dozens of volunteers receiving at least monthly communications with updates and ways to participate. AHHA office is located at the Labor Temple at 840 E Street Eureka, CA 95501.

The mission statement of the organization is: To provide education, advocacy, direct services, and policy development for affordable housing alternatives with those experiencing homelessness in Humboldt County.

The Care-A-Van is a good example of bringing the amenities of home to the target population. While our purpose is to implement community-centered alternative housing models by networking with private groups, nonprofits, public agencies, faith-based organizations, individual volunteers, and by partnering with the cities, county, and others to ensure development and capacity building, the opportunity to do so is an uphill climb in which we have participated energetically and integrally to bring the permissions to do so into the current housing element.

AHHA will facilitate the implementation of these alternative housing models by partnering with the entities mentioned to ensure development and capacity building. In the interim, we are bound by our commitment to the houseless and our communities to provide these important outreach activities and support to the most vulnerable in Humboldt.

AHHA has been an integral part of the advocacy work that led to the declaration of a Shelter Crisis in Humboldt County in 2018, partly due to intimate knowledge of the issues the homeless face in Humboldt County as well as tenacity to show up and speak to those in positions of power. AHHA participates in many City and County meetings, Planning meetings, and various other related events throughout Humboldt to speak on behalf of the homeless individuals that have nowhere to go. For that, AHHA is seen as a ray of hope to individuals living outside and has fostered a continuing community network with the homeless population.

AHHA holds monthly Board of Director meetings and monthly General Assembly meetings with the public (the latter is on hold due to the COVID-19 pandemic) to connect with community members and check-in with Committee Chairs. Some past projects include the Tiny House Expo in 2015 attended by over 700 Humboldt residents and a Community Forum with Andrew Heben, Co-Founder of Opportunity Village and Square One in Eugene, Oregon and Author of Tent City Urbanism: From Self-Organized Camps to Tiny House Villages. AHHA has held public events to highlight the Poor People's Campaign, National Hunger and Homelessness Awareness Week, organizing the annual Homeless Persons' Memorial Day at the Eureka Old Town Gazebo, and connecting with other organizations for a Christmas/ Winter Holiday gathering to provide free clothing, food, blankets, and other donated goods to those in need.

Numerous times in the last several years AHHA has been able to obtain a Holiday Partnership and other grants to present essential items each year to our houseless neighbors including bicycle utility tools, sewing kits, rip-stop nylon ponchos that could act as ground covers and traps as well, LED lanterns, utility blankets, and water-wicking winter socks.

AHHA has partnered and worked closely with a number of groups: St. Vincent de Paul Dining Facility to convene Community Conversations; Synapsis to securing Art/Source Project funding to support this vital outlet for those on the edge; HACHR to providing information on Harm Reduction Housing for Overdose Awareness Day as well attending Overdose Prevention Training; The Humboldt Harm Reduction Coalition; North Coast Health Improvement and Information Network; Humboldt Unitarian Universalist Fellowship in support of events like the Tiny House Expo; Veterans for Peace our initial fiscal sponsors; Food for People and completed the required Safe Serve course for our food handlers; Ink People and the Humboldt Edge helping people tell their stories, and as advisors and editorial staff; Humboldt Mediation Services training in conflict resolution; as member of the Humboldt County Housing and Homeless Coalition, AHHA or AHHA representatives have helped organize and participate in various facets of the Point in Time Counts required of the Continuum of Care since 2009; AHHA participated in the DHHS Services Fairs for the homeless of the Palco Marsh Encampment. AHHA will continue to work closely with the County and DHHS, and other housing and service providers such as Arcata House Partnership, Betty Chinn Foundation, Open Door Community Wellness and Mobile Medical.

AHHA has been a significant support to many organizations and in developing non-profits such as the Student Housing Advocacy Alliance and Humboldt Mutual Aid. As community partners with HSU we are hosting an Intern now and have hosted dozens of interns from at least a dozen disciplines. The organization is also represented through its Board members and volunteers on many Committees and other significant groups working to resolve homelessness and the lack of affordable housing options in Humboldt, such as The Homeless Community and Volunteer Coordination Group, Poor People's Campaign, Western Regional Advocacy Project, Arcata Equity Alliance, and The Housing Trust Fund and Homelessness Solutions Committee. AHHA has and will

continue to work with coalitions outside the County and California to bring funding and solutions for those without a safe, legal place to be.

Since the launch of our Shower Care-A-Van project, AHHA has created working relationships with Redwood Rural Health and Dental Center in Redway where they regularly host shower days. We have partnered successfully with the Eureka County Library holding showers and services in their parking lot with no complaints from the Library Director, staff or neighbors. We have strengthened our connections within Humboldt County, the City of Eureka, McKinleyville, and the City of Arcata to secure parking locations for the Shower Care-A-Van throughout the County.

Since the Covid-19 pandemic began affecting Humboldt County, AHHA has strengthened community relationships with Humboldt Area Foundation, securing a communications grant that allowed us to provide cell phones with pre-paid data plans, solar chargers, and care packages to over 20 communities of houseless individuals. These items helped individuals adhere to the shelter in place orders by providing access to time-sensitive information and updates about COVID-19 along with basic needs supplies. AHHA has been actively working with organizations such as the Emergency Operation Center, Arcata House Partnership, Waste Naught, Humboldt Mutual Aid and the COVID-19 Response Coalition, family and community resource centers and food pantries, and private donors to provide masks, hygiene supplies, tents, sleeping bags and food to our houseless neighbors during these times of extreme hardship for so many living outside.

AHHA has never been involved in litigation, fraud convictions, debarments or suspensions causing ineligibility to participate in public contracts, nor violations of local, state or federal regulatory requirements. AHHA does not hold a controlling or any financial interest in any other organization. No Board members have noted Conflicts of Interest in light of this current proposal or their respective engagements.

4.2 Overview of Qualifications and Experience

AHHA's board members have a wealth of knowledge of how to meet the needs of the individuals living outside and those served by the Shower Care-A-Van and Outreach Services. Our collective qualifications include countless hours of face-to-face direct service support, conversations and numerous relationships with the homeless community as well as service providers. AHHA has been providing free, donated resources to the homeless community since inception in 2015 and the Board members are very comfortable working directly with members of our communities experiencing homelessness.

AHHA currently owns and operates a grant-funded mobile hygiene trailer, named AHHA's Shower Care-A-Van, custom designed and manufactured by Comforts of Home Services, a company that specializes in the construction of and customer support for their mobile restrooms with showers, including ADA-accessible and compliant units. AHHA's volunteers with career experiences as professional mechanics have been working with the Shower Care-A-Van and are committed to continuing to provide on-going support to

other volunteers and paid staff. The Care-A-VAn mobile units get quarterly deep cleaning and maintenance completed Shower Program Coordinator, Driver/Operator and volunteers.

Prior to working with the Shower Care-A-Van program or providing direct outreach services with AHHA, our volunteers and staff must all go through Covid-19 training to follow Best Practices procedures, which have been developed into a training packet by AHHA. The documents include guidance from the CDC, Humboldt County Health Department and NorCAN training on best practices for essential service providers. All volunteers complete paperwork, sign a waiver, and must observe the shower operation either in person or through a video of the operation. Volunteers, including AHHA Board members and community members, must be trained to the Shower Care-A-Van procedures prior to working and/or volunteering on service days. This is usually accomplished through onsite observation or shadowing the lead volunteers at each station in the Care-A-Van and pop-up care center. Paid and volunteer staff will have expertise working with the homeless community, and/or receive AHHA's training prior to working in the field. All required paperwork will be completed prior to participating as a volunteer. Each active volunteer is provided with an N95 mask to be worn on-site obtained through a grant from the Community Health Trust. Volunteer.

With the onset of Covid-19 Shelter in Place orders, AHHA halted shower operations due to safety concerns. We used the downtime to address manufacturer issues with the shower trailer, re-create training materials following best practices in dealing with Covid-19 for the safety of our guests, volunteers and staff, and worked on a communications network for the houseless in the meantime. We are prepared and confident we can safely provide hygiene services to our community moving forward. In addition, AHHA volunteers are eligible for the Covid-19 vaccinations as other essential workers; most active volunteers are in the process of getting their vaccinations through the regularly scheduled, on-going Covid-19 clinics.

The Shower Care-A-Van Driver and Operator position is part-time and filled by more than one driver/operator. The persons in this position are required to have experience in pulling a large trailer with a 1-ton vehicle and must have a clean driving record verified by the DMV. The Driver will have a solid understanding of operations and maintenance for the equipment and some experience working with the unhoused population. They will oversee the shower operations and assist with volunteer coordination efforts on-site related to the shower trailer while the Shower Care-A-Van is in use. The Operator oversees the smooth functioning of the shower trailer and the shower monitors needs. Driver/Operator staff will be trained in any areas necessary to fulfill the needs of the operations and maintenance of the trailer unit, including but not limited to following AHHA's procedures manual, Manufacturer's specifications, filling the water tanks, stocking supplies, supervising the disinfecting and cleaning of stalls after each occupant, setup and tear down procedures and dumping of the sewage and waste tanks.

The Shower Program Coordinator and Community Outreach Worker will be experienced in working with the houseless population and tracking volunteers and service activities,

will have a working knowledge of the services available in Humboldt County to which they can refer Care-A-Van guests. Monthly tracking and reporting of program use, expenses, services and referrals will be required as will HMIS forms to gather data. Shower logs and service rosters will be verified and submitted by the Shower Program Coordinator. Ongoing training for these positions will be crucial in being up-to-date with benefits and services for the target population, especially during the Covid-19 pandemic.

Board member brief biographies of Executive Board Members are included in this profile:

Nezzie Wade, founding member of AHHA. Learning Skills Coordinator, University Learning Center (14 years); retired Sociology Professor HSU and College of the Redwoods, past Chairperson of the Humboldt County Human Rights Commission, Secretary of the Board of Directors of RCAA, past Vice Chair and current member of the Humboldt County Housing Trust Fund and Homelessness Solutions Committee, participant in numerous other local organizations and served on Humboldt Edge Advisory Board; a 42-year resident of Humboldt County. She has provided support as an advocate in the past ten years to those experiencing homeless on the streets in Eureka and Humboldt County. Creating community through organizing, her network of allied people and agencies creates an impressive resume for leading this AHHA project. Her background in teaching, working with low income, high risk populations in diverse community settings, program and project development is well suited to this task.

Winchell Dillenbeck obtained a B.A. in Human Behavior. Credentials include a Certificate for Financial Social Worker Coach and Educator, Certificate for Credit Counselor from NFCC, and served as President for the Statewide Coalition for Quality Credit Counseling. He has a long history in financial counseling and working with educators teaching budgeting and financial literacy to individuals and families from diverse backgrounds. Winchell created Consumer Credit Counseling Service and served as the Executive Director utilizing his administrative and organizational skills for 30 years. His experience in administering the Social Security Payee Program serves AHHA well. Winchell has also served on numerous non-profit boards. His experiences related to understanding mental health and substance abuse issues for people experiencing poverty and homelessness, such as stigma through criminalization, have fueled his passion for economic and social justice.

Jessica Smith received her MA in Sociology from Humboldt State in 2018. She was a research assistant at the California Center for Rural Policy working on projects focused on food insecurity and Adverse Childhood Experiences (ACEs) in Humboldt County. She also worked for UC Cooperative Extension conducting interviews for a multi-state, multi-year research project examining rural mother's access to healthcare. During her time at HSU Jessica began volunteering with the Humboldt Area Center for Harm Reduction (HACHR). She was hired in 2018 as the SSP coordinator, quickly moving up to program manager and then executive director in 2019. She has extensive direct service and outreach experience, providing support and services to people who use drugs and people

experiencing homelessness. Jessica currently works remotely as the community mobilization coordinator for the National Harm Reduction Coalition, providing training and capacity building support to syringe services programs across the state. By providing direct services to people who use drugs and people experiencing homelessness, she has seen the importance and necessity of “housing first” and “housing as harm reduction” models.

Debra Thomas Debra has lived in Humboldt County for over 40 years. She has a degree in culinary arts and is a journeyman baker. Debra is also a longtime advocate for social change in Humboldt County and has helped scores of people find housing, obtain ID, apply for Social Security and access services for mental health, overall wellness and substance abuse. Debra is one of three co-founders of AHHA, a cofounder of CHILL, Community Help in Living Locally in southern Humboldt and an active supporter of SHWT, Southern Humboldt Working Together. She has fed over 10,000 meals on the streets of southern Humboldt and also facilitated extreme weather shelters there. Debra continues to devote her time to meet and serve vulnerable populations in Humboldt County right where they are at.

5.0 Project Description

5.1 Project Design

This project is ongoing. It is anticipated in this grant year we will serve 3500 guests at the Care-A-Van. Statistics will be kept on the number of individuals and families served by the shower Care-A- Van, including those needing referrals and to whom, ADA accommodations requested, and food and clothing distributed. AHHA’s Community Liaisons will record and report on their activities related to basic benefits, housing, employment or unemployment, and other referrals as well as the distribution of goods to the service population. The outreach efforts done by the Community/Covid-phone advocates on behalf of the houseless community will be followed for service requests and referrals.

This grant request will cover costs of Care-A-Van operations—including two additional service days a month in Humboldt County (south and east of Eureka)—staffing and increases in essential resources to meet the immediate needs of our community members living rough. We have learned a great deal from our guests about their lives, immediate needs, and the lived experience of homelessness. We are grateful to have mutual trust in building our relationships. Our guests become part of our network and volunteers who join in service to others with the Care-A-Van. This funding will allow AHHA to provide roughly 2,034 showers per year, as well as food, clothing, and basic hygiene essentials, access to transportation and service providers, and shelter-when critically needed-to unhoused community members throughout Humboldt. Funding for staff will be used to hire a Community Outreach Worker to connect our service groups and their neighbors with our network of phones, community liaisons, advocates, community resources and

supplies, as well as basic benefits and services offered through County Social Services, Public and Mental Health. The Community Outreach Worker will collaborate with AHHA's Shower Program Coordinator on outreach efforts and volunteer coordination to meet the needs of our houseless community members where they are at as well as our program goals.

By its very nature this project assists the County in its effort to address the urgent needs of the Target Population. AHHA has assisted our shower guests and those seeking our services to feel confident in their approach to their families, service providers, potential employers and landlords or program personnel in making a connection with dignity, a sense of support and confidence, feeling refreshed and well dressed. We have vouched for many of our guests and participants in seeking housing, educational opportunities, employment and other benefits, and in case management evaluations with CWS, Probation, Court appearances, and determining next steps to moving them in the direction of stability.

AHHA's mobile shower Care-A-Van travels from Northern to Southern Humboldt County. We currently operate in four communities and anticipate with this grant extending into at least one or two additional communities.

Street outreach activities that will be performed as part of the proposed project meet the proposed guidelines and the local funding priorities. AHHA has engaged with the houseless population in numerous ways to meet the needs of our unhoused community members over the past years by providing an ongoing, stable support system that can be reached anytime, day or night. Our Community/COVID cophones have prepaid service and gmail accounts set up on them so we can use text, email and make phone calls to be in consistent communication with individuals living outside. This is in addition to our visibility on the streets in various communities. AHHA outreach activities have included responding to calls for immediate need related to being displaced by police sweeps or by private property owners; requests for food; response to injury or illness; getting someone to the hospital, to doctor's appointments and/or appointments with other service providers such as DHHS case managers or basic benefits and eligibility; court advocacy, probation check-ins and jail support. AHHA has been contacted by CWS, Probation, Case Managers from County and various nonprofits, like APS, TRI-County Independent Living, and many other agencies, and the families of those we serve, asking us to assist their clients with basic necessities as they do not have the capacity- and more specifically the trusting relationships- to do the kind of outreach we do.

AHHA has received several smaller grants in 2020 ranging from \$35,000 to \$1000 from Humboldt Area Foundation (HAF), Donor's Circle, the Covid-19 Regional Response Fund- which also includes Headwaters Investment Fund, and Wild Rivers, NCHIN Community Health Trust, Saint Joseph's Care for the Poor and the Holiday Partnership Fund. In 2018, we received the HEAP award for \$99,800 and a Coast Central Credit Union grant for \$24,000, and no-interest loans from generous community members with which we purchased the custom-built mobile shower trailer and nine-seat passenger van,

that has made it possible to bring all these services and volunteers to the Care-A-Van and pop-up care center operations. AHHA is continually engaged in fundraising or capital development through direct solicitation, public appeals and special events. We will continue to support the Care-A-Van through these efforts.

The success of this project has and will continue to be achieved because we have developed trust with our population. Additionally, we have a well-developed network of contacts in law, education, healthcare, human and community resources, mental health and peer mediated experiences and programs, and case managers in multiple agencies and departments in both public and private sectors with whom we collaborate in the interest of our participants. We have received letters of support from 30 providers in the Humboldt community who will provide their type of service or activity for our population when we establish a tiny home village; for example, Arcata House Partnership has stated that if we have residents needing case management, they could provide it if we assisted the client to access their program. We also assist our guests who are unlikely to be served well by street outreach by referring them to programs that are designed for them such as Nation's Finest for those who served in the military; United Indian Health or Yurok Wellness Coalition for Indigenous people, and Humboldt Area Center for Harm Reduction for people who use drugs.

AHHA currently collects data on each of its shower days using paper logs and then enters into a google spreadsheet. Data collected includes the location and day of each shower operation, total number of clients served, total number of showers received, wait time for showers, actual time in the shower, number of clients who accessed the ADA unit, food and clothing distributed, number of volunteers present and their hours, and client demographics. Demographic questions include gender, housing status, age, veteran status, and if clients are coming as a family. Information is currently kept anonymous but will need to include additional identifying information with the implementation of HMIS forms. HMIS data will only be entered into the appropriate portal and will not be kept in google sheets to ensure compliance with data privacy regulations. The Community Outreach Worker will be responsible for encouraging and supporting shower guests to fill out HMIS paperwork and will also begin tracking the number and type of referrals that are made via the Care-A-Van. AHHA suspects that the addition of HMIS data collection may result in some guests feeling hesitant to receive services. The role of the community outreach worker will be to inform guests that their access to services will not be hindered if they choose not to fill out the forms and explain the purpose of collecting such information. Additionally, this staff, in collaboration with the Program Coordinator and volunteers who are familiar with local resources, will be responsible for connecting guests with additional services using the warm hand off model. This means shower guests will not just receive a card with a phone number, but instead will receive immediate assistance making phone calls, scheduling appointments, and arranging transportation.

Data collected thus far has been used to evaluate the effectiveness of the shower program, how many individuals we have been able to reach, and has provided a clearer picture of the individuals most desperately in need of services. This data helps us estimate the total number of guests we can expect to serve each year, how many volunteers are truly

needed to run an effective program, and whether or not we are reaching individuals most in need. Data collection will continue to inform programmatic changes and improvements, and the addition of a community outreach worker will help us better track the status and ongoing needs of shower guests who have received referrals to additional services. This staff will spend 2-3 hours on-site at each shower location, with the majority of their weekly hours being spent on follow-up with clients and other service providers to ensure people’s needs are being met and determine additional ways to provide support, if needed.

5.2 Project Budget

AHHA’s request for PLHA funding includes one full year of mobile shower program operating costs, additional support of a Community Outreach Worker, and direct support funds to help all guests of the mobile showers address their immediate physical needs.

Table 1: Project Budget for one year of mobile shower program operating expenses with expanded services and direct support funds.

A. Personnel Costs	
Title: Part-time Community Outreach Worker	\$30,492.80
Hourly Rate of Pay or Salary Calculation: \$18/hour + employment services fees and taxes= \$29.32/hour x 20 hours/week x 52 weeks/year	
Duties Description: Support services for mobile shower and street outreach to connect people with basic benefits and services. Responsible for collecting HMIS data. The individual hired will have a social work background and/or familiarity working with the population and/or HMIS data collection experience.	
Total Personnel Costs:	\$30,492.80
B. Operational Costs	
Item: Mobile Shower Maintenance Costs	\$4,800
Description: Cost/year to maintain truck and shower trailer	
Item: Mobile Shower Laundry Services	\$9,832
Description: Mission Linen fees for 100 bath towels and 100 kitchen/rag towels per shower day; 2-3x/week x 52 weeks/year. Based on 2020 operating data.	
Item: Propane tank refills that fuel shower trailer’s on-demand LPG water heaters	\$1,240
Description: Cost to fill two 40 lb. propane tanks at an average rate of \$35/tank. Based on 2020 operating data.	
Item: Sewage and Water Tank Refill	\$1,580
Description: Fees charged for dumping effluent	
Total Operational Costs	\$17,452
C. Supplies	
Item: Daily supplies to stock the mobile hygiene station	\$4,400

Description: Hygiene, wound care and cleaning Supplies including toilet paper (\$500), paper towels (\$500), body soap (\$400), cleaning supplies (\$1,600), shampoo and conditioner (\$500), towels for guests (\$400), wound care supplies (band-aids, gauze, antibiotic ointment, iodine wipes) (\$500)	
Item: Food/Meals Description: non-perishable foods to go and food for prepared meals on-site during each operation day	\$3,600
Total Supply Costs	\$8,000
D. Transportation/ Travel (<i>Travel expenses follow Humboldt County Travel Policy Limits</i>)	
Item: Fuel to transport truck and trailer Description: Fuel costs for 2-3 days/week of service, \$70/tank refill, tank filled roughly 3x/month x 12 months/year. Adjusted based on 2020 data.	\$3,000
Total Transportation/ Travel Costs	\$3,000
E. Other Costs	
Item: Direct Support Funds: Laundry Service for Shower Guests Description: Wash and dry clothing exchanged by shower guests to help reduce clothing waste. Best Eureka Laundromat, 5 load 30lb washer @ \$7, free drying. Three washes per week. \$21 x 52 weeks	\$1,092
Item: Direct Support Funds: HTA Transit Passes Description: Provide one day pass to each shower guest (2,034 shower guests/year x \$5.25/HTA day pass)	\$10,678.50
Item: Direct Support Funds: Tents and Sleeping Bags Description: 100 tents x \$40, 150 sleeping bags x \$30	\$8,500
Item: Direct Support Funds: Motel Vouchers Description: Provide motel vouchers to individuals that are in a very difficult situation and need immediate support for health or safety. AHHA will typically encounter 4 people/month in need of a night of sanctuary plus additional nights for winter months = 50 motel vouchers per year x \$56 per motel voucher.	\$2,800
Total Other Costs:	\$26,070.50
Grand Total:	\$82,015.30

6.0 Supplemental Documentation



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/8/2021

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PRODUCER Pauli-Shaw Insurance Agency 627 7th St Arcata CA 95521	CONTACT NAME: Laura Knight
	PHONE (A/C No. Ext): 707-822-7251 FAX (A/C No.): 707-826-9021 E-MAIL ADDRESS: laura@pauli-shaw.com
INSURED Affordable Homeless Housing Alternatives, Inc. [REDACTED]	INSURER(S) AFFORDING COVERAGE
	INSURER A: Nonprofits Insurance Alliance Of California
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES **CERTIFICATE NUMBER:** 116556926 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER OBJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y		2021-50527	2/2/2021	2/2/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			2021-50527	2/2/2021	2/2/2022	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			2021-50527-UMB	2/2/2021	2/2/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 When required by written contract or agreement the following apply:
 Additional Insured
 When available, form(s) are attached.

CERTIFICATE HOLDER United Methodist Church of the Joyful Healer 1944 Central Ave. McKinleyville CA 95519	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CERTIFICATE OF LIABILITY INSURANCE

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1/8/2021

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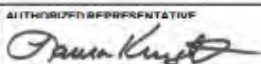
PRODUCER Pauli-Shaw Insurance Agency 627 7th St Arcata CA 95521	CONTACT NAME: Laura Knight		
	PHONE (A/C No. Exch): 707-822-7251	FAX (A/C No.): 707-826-9021	
E-MAIL ADDRESS: laura@pauli-shaw.com			
INSURED Affordable Homeless Housing Alternatives, Inc. [REDACTED]	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Nonprofits Insurance Alliance Of California		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** 1645650585 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> EACH <input type="checkbox"/> LOC OTHER:	Y	2021-50527	2/2/2021	2/2/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		2021-50527	2/2/2021	2/2/2022	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		2021-50527-UMB	2/2/2021	2/2/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE -EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
When required by written contract or agreement the following apply:
Additional Insured
When available, form(s) are attached.

CERTIFICATE HOLDER County of Humboldt Risk Management 825 Fifth Street Eureka CA 95501	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/8/2021

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PRODUCER Pauli-Shaw Insurance Agency 627 7th St Arcata CA 95521	CONTACT NAME: Laura Knight PHONE (A.C. No. Exp): 707-822-7251 E-MAIL ADDRESS: laura@pauli-shaw.com	FAX (A.C. No.): 707-826-9021
	INSURER(S) AFFORDING COVERAGE	
INSURED AFFOHC0M-01 Affordable Homeless Housing Alternatives, Inc. [REDACTED]	INSURER A: Nonprofits Insurance Alliance Of California	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 922048420 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY				2021-50527	2/2/2021	2/2/2022	COMBINED SINGLE LIMIT (EA OCCUR/ACC) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE Mobile Shower Trailer to be located at: Samoa Boat Launch parking area, Eureka CA & Bayshore Mall Parking Lot Pole Shed Area
When required by written contract or agreement the following apply:
Additional Insured
Primary Wording
Waiver of Subrogation
When available, form(s) are attached.

CERTIFICATE HOLDER The City of Eureka, its officers, officials, employees, and volunteers Community Services Dept 1011 Waterfront Dr. Eureka CA 95501	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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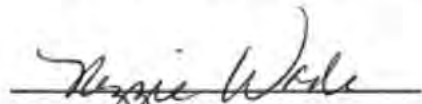
Memorandum of Understanding between Affordable Homeless Housing Alternatives (AHHA) and Faith Center Foursquare Church

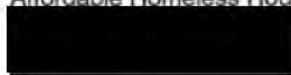
In exchange for trailer and van parking when unit is not in service as well as permission to use water and power on site on behalf of AHHA's Shower Care-A-Van, AHHA agrees to hold Faith Center harmless for any damages to AHHA's property on site at 1032 Bay Street, Eureka, California 95501.

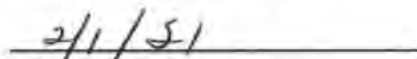
AHHA agrees to discharge all waste off site as requested by Faith Center since the facility does not have the required disposal capability, and to maintain the parking area site in good order.

AHHA agrees to provide proof of our liability insurance as requested.

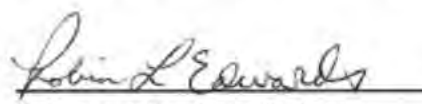
The parties mutually appreciate this opportunity to serve our houseless community.



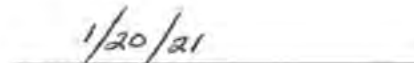
Representative for AHHA
Nezzie Wade
Affordable Homeless Housing Alternatives




Date



Representative for Faith Center
ROBIN EDWARDS
Faith Center Foursquare Church
1032 Bay Street
Eureka, California 95501



Date

Articles of Incorporation AHHA

Pursuant to the provision of the Nonprofit Corporation Act in California, the undersigned incorporators hereby adopt the following Articles of Incorporation:

Article 1

The name of this corporation is: Affordable Homeless Housing Alternatives, Inc.

Article 2

The name and address of the registered agent and registered office of this corporation is:

Name: Nezzie Wade

Address: [REDACTED]

Article 3

The specific purpose for which this corporation is organized is: To take action to provide affordable homeless housing alternatives.

This corporation is organized and operated exclusively for charitable and educational purposes in the interests of the general public within the meaning of 501©3 of the Internal Revenue Code.

Article 4

The number of initial directors of this corporation shall be three and the names and addresses of the initial directors are as follows:

<u>Name</u>	<u>Address</u>
Nezzie Wade	[REDACTED]
Jim Paquin	[REDACTED]
Debra Carey	[REDACTED]

Article 5

The name and address of the incorporators of this corporation are:

<u>Name</u>	<u>Address</u>
Nezzie Wade	[REDACTED]
Edith C. Jessup	[REDACTED]
Joshua Levine	[REDACTED]

Article 6

The period of the duration of this corporation is perpetual.

Article 7

The classes, rights privileges, qualifications and obligations of members of this corporation are as follows: As stated in the bylaws of this corporation.

Article 8

Additional Provisions:

The undersigned incorporators hereby declare under penalty of perjury that the statements made in the foregoing Articles of Incorporation are true.

Dated: 4/18/15

Signature of Incorporator _____

Signature of Incorporator _____

Signature of Incorporator _____

Name and Address of Incorporator: Nezzie Wade, [REDACTED]

[REDACTED]

BYLAWS OF

Affordable Homeless Housing Alternatives

**Amended and Restated
November 20, 2018
December 16, 2020**

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- Section 2. Purpose
- Section 3. Vision

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- Section 2. Voting Privileges

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- Section 2. Qualifications of Directors
- Section 3. Number of Directors
- Section 4. Terms of Directors
- Section 5. Selection of Directors
- Section 6. Filling Vacancies
- Section 7. Removal of Directors
- Section 8. Resignation of Directors
- Section 9. Election of Officers
- Section 10. Conduct of Directors
- Section 11. Quorum
- Section 12. Decision-Making and Voting
- Section 13. No Proxy Voting
- Section 14. Meetings
- Section 15. Executive Session Meetings
- Section 16. Telephonic Meetings
- Section 17. Decisions by Mail, Fax, or Email
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Section 6. Vice President
Section 7. Secretary

Section 8. Treasurer
Section 9. Executive Director and Staff

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Section 2. Board Committees
Section 3. Non-Board Committees
Section 4. Committee Members
Section 5. Chair
Section 6. Committee Procedures
Section 7. Limitation on Powers

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Section 3. Statement of Dedication of Assets

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ARTICLE IX. AMENDMENTS

Bylaws of Affordable Homeless Housing Alternatives

ARTICLE I. IDENTITY AND PURPOSE

Section 1. Identity

The name of this organization is Affordable Homeless Housing Alternatives, Inc. The organization is also known under the acronym AHHA and will hereafter be referred to as AHHA in the Bylaws.

Section 2. Vision

Everyone has a human right to a safe, legal place to live.

Section 3. Mission

To provide education, advocacy, direct services and policy development for affordable housing alternatives with those experiencing homelessness in Humboldt County.

Section 4. Purpose

To create and implement community-centered alternative housing models by networking with private groups, nonprofits, public agencies, faith-based organizations, individual volunteers, and by partnering with the cities, county, and others to ensure development and capacity building.

ARTICLE II. NON-MEMBERSHIP ORGANIZATION

Section 1. Non-Membership Organization

AHHA is a Non-Membership Organization run by a Board of Directors.

Section 2. Voting

Only the Board of Directors will have the power to vote on the election of Directors and to participate in a binding vote on any corporate matters.

ARTICLE III. BOARD OF DIRECTORS

Section 1. Duties of the Board

The Board of Directors must establish the corporation's policies and review and change them as necessary, oversee its programs, appoint or employ and supervise staff, authorize its expenditures, oversee its financial affairs, and ensure the proper management and use of its assets and property. The Board must also ensure that the corporation properly employs the necessary corporate formalities to make its decisions, that it prepares and submits all required state and federal reports, and that it operates in compliance with relevant state and federal laws. Board members must diligently prepare for, attend, and participate in the meetings of the Board of Directors and any Board committees as needed, in order to carry out these tasks. The Board must meet at least four times per year and shall strive to do this by meeting at least once each quarter of the year. The Board shall choose a system yearly for meeting process (i.e. Roberts Rules of Order, or another system), and use that process the entire year. Motions, seconds and approvals will include a period of discussion of the motion.

Section 2. Qualifications of Directors

Nominees for positions on the Board of Directors must have exhibited commitment to the purposes of AHHA and must have expertise in areas relevant to the needs of the organization. The Board of Directors shall include representation by homeless or formerly homeless individuals.

Section 3. Number of Directors

The Board of Directors will legally consist of now fewer than 4 members and no more than 11 members. The recommended number of minimum members is 5 members. The preferred number of members is between 8-9 members.

Section 4. Terms of Directors

The term of office of each Director will be three (3) years. There is no limit to the number of terms, successive or otherwise, a Director may serve.

Section 5. Selection of Directors

A. New Directors will be elected by the Board of Directors at an Annual Meeting held for that purpose. Nominations for new Board members may be made by the Board of Directors, by individual Board members, or by a Nominating Committee. Board terms shall be for 3 years and staggered for service so that 1/3 of the Board of Directors stand for election yearly.

B. The Board may prepare and adopt by action a formal written policy regarding the details of the Board election process, including requirements for the announcement of elections and the solicitations of nominations, the role of a Nominating Committee, and the schedule and procedures that must be used to hold elections.

C. The annual election of the Board of Directors will take place at the first meeting during the first quarter of the calendar year unless the meeting is set for a different period of the year by action of the Board in specifying an alternate time and location of the election meeting. The exact time and location of the election meeting will be set by action of the Board.

Section 6. Filling Vacancies

A. A vacancy on the Board will exist in the case of death, resignation, or removal of any director. The Board of Directors, by a majority vote of all the Directors in office, may elect new Directors to fill any vacancies on the Board including successor Director elected by the Board to fill a vacancy for the unexpired portion of the term of the predecessor.

B. The Board of Directors, by a majority vote of all the Directors in office, may elect new Directors to fill any vacancies on the Board created by the Board's action increasing the total number of Board member positions. The Board of Directors will determine the initial term in order to be consistent with staggered terms. Thereafter, the terms of office of each new Director will be three (3) years.

Section 7. Removal of Directors

A Director may be removed for the causes stated in these Bylaws by a majority of the Directors in office excluding the Director to be removed. A Director may be removed without cause by a two-thirds vote of the Directors in office, excluding the Director to be removed. The person being considered for removal has no vote in the process of removal. Notice of the meeting must be given that states that the removal of a Director is to be considered at that meeting. A Director may be removed for the following causes: repeated failures to attend Board meetings, failing to fulfill the duties required of Directors, or intentional acts or omissions, that a prudent person could reasonably have foreseen would seriously damage the reputation or interests of the corporation.

Section 8. Resignation of Directors

A Director may resign at any time. The resignation of a Director must be in writing and be delivered to the Board of Directors, its Presiding Officer, the President, the Vice President or the Secretary. Once delivered, a notice of resignation is irrevocable.

Section 9. Election of Officers

The Board of Directors will elect Board Officers as the first order of business at the next board meeting following the election of the new board members at the Annual Meeting

unless the meeting is set for a different period of the year by action of the Board. Officers will be elected for a term of 1 year.

Section 10. Conduct of Directors

Directors must discharge their duty of loyalty and their duty of diligence in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances and in a manner the director reasonably believes to be in the best interest of the corporation.

Section 11. Quorum

At all meetings of the Board of Directors, the presence or participation of a quorum, which is at least a fifty-one percent (51%) majority of the number of Directors in office immediately before the meeting begins, is necessary to allow the transaction of corporate business or the making of corporate decisions. A quorum is required to be met at the beginning of each meeting of the Board and will stay a quorum even if a Board member leaves before the end of the meeting.

Section 12. Decision-Making and Voting

The Directors must diligently and conscientiously attempt to make decisions by consensus and give careful consideration to minority views. When a consensus is not achieved, a vote will be taken instead. The affirmative vote of a majority of the Directors present or participating at any properly called meeting at which a quorum is present, is necessary and sufficient to make a decision of the Board of Directors of AHHA unless a greater proportion is required by law or by these Bylaws. An abstention counts as part of the total number of votes cast and does not reduce the number of affirmative votes required to pass a motion. All decisions require a clearly stated motion, a second, and a vote that must be recorded in the written minutes. Each member of the Board of Directors will have one vote. At the request of any Director, the names will be recorded in the minutes of each Director who voted for, voted against, or abstained on a particular motion.

Section 13. No Proxy Voting

No voting by proxy is allowed at any meeting of the Board of Directors or as part of reaching any decision of the Board.

Section 14. Meetings

The Board must meet at least four times per year and shall strive to do this by meeting at least once each quarter of the year. Meetings of the Board of Directors may be called by the President, the Chair of the Board, or 50% of the Directors in office. The chosen Rules of Order may be consulted for guidance but shall not be binding. Meetings shall be open to the public except for closed sessions regarding personnel or privacy of individuals. One meeting per year may be designated for closed session discussion. The Board has discretion to call a non-public meeting.

Section 15. Executive Session Meetings

The Board President or the Board by a majority vote of the Directors present may at any time decide to go into an Executive Session meeting. Executive Session shall be used when the Board deems it is necessary to protect the confidentiality of the matters that will be considered there. Executive Session meetings may be attended only by members of the Board of Directors, and any guests the Board invites to join the meeting, which may include the staff, or any other person the Board wishes to invite. A Director may also be

excluded from any portion of Executive Session meetings in which matters will be considered that present a Conflict of Interest for that Director. Minutes shall be properly recorded but shall only be read or approved at a subsequent Executive Session if there is a need to continue to insure the confidentiality of the matters contained in the minutes. The Secretary shall take care to record in the minutes only the motions passed and information essential to comply with the law, in order to protect the confidential nature of Executive Sessions.

Section 16. Telephonic Meetings

Meetings may be held by telephone, video conferencing, internet based communication or other method, as long as all participating Directors may simultaneously hear and speak with each other. A Director participating in such a meeting is deemed present for purposes of a quorum. All Decision-Making and Voting under Section 12 applies.

Section 17. Decisions By Mail, Fax, or Email

The Board may use mail, fax or email to make any decision or take any action that is within its power, without a real-time meeting, through the use of “Unanimous Consent Resolution.” A clearly stated motion must be sent to all the Directors on the Board by mail, fax or email, with clear instructions that this process requires 100% of the Directors to vote “yes” for the motion to pass. If the motion is sent by mail or fax, then it must be signed and returned by mail or fax by each Director. If the motion is sent by email, then each Director must send their vote by email in reply, in which case no signature is necessary. Motions are adopted and effective on the date that all Directors in office have responded with an affirmative “yes” vote. If any Director votes “no,” abstains, or fails to vote, then the motion fails to pass. A printed record of each Director’s vote must be kept in the corporate records.

Section 18. Notice of Meetings

Notice must be given of every meeting of the Board, stating the date, time, and location of the meeting, and the purpose of the meeting as required by these Bylaws. The notice must be given not less than forty-eight (48) hours in advance of the meeting if delivered by telephone conversation or in person, and not less than seven (7) days in advance if delivered by first class mail, email, or fax to an address provided by the individual Director.

Regular Meetings

After the initial notice is given of the schedule for a series of regular meetings, which will occur at a fixed time and place, no further separate notice is required for each of those regular meetings. Notice must state the time, date, and location of the meeting. The Board may by resolution establish or change the dates of regularly scheduled meetings, with proper notice given to all Directors.

Annual Meeting

Annual Meeting of the Board of Directors will take place at the first meeting during the first quarter of the calendar year unless the meeting is set for a different period of the year by action of the Board. Setting the exact time and location of the election meeting will be set by action of the Board. One month notice of the Annual Meeting shall be given.

Special Meetings

Special Meetings of the Board of Directors for any purpose or purposes whatever will be called at any time by the President, or if the President is unable, or refuses to act, by the Vice President, or by any two (2) Directors, upon due notice in writing given to each

Director. Notice must be given of the Special Meeting of the Board, stating the date, time, and location of the meeting, and the purpose of the meeting as required by these Bylaws. The notice must be given not less than forty-eight (48) hours in advance of the meeting if delivered by telephone conversation or in person, and not less than seven (7) days in advance if delivered by first class mail, email, or fax to an address provided by the individual Director.

Section 19. Waiver of Notice

Any Director may waive the right to receive full advance notice of any meeting. Waivers of Notice must be in writing, signed by the person entitled to notice, and given to the Secretary to be placed in the corporate records. Waivers may be signed before or after the meeting has taken place. The attendance of a Director at any meeting without specific objection to the notice constitutes a waiver of the right to receive full notice of that meeting.

Section 20. Authority of Directors

The President shall be an official spokesperson for the organization and may represent the organization and its positions whenever appropriate. No member of the Board of Directors other than the President may officially represent the positions of the organization or speak or act on behalf of the organization without specific approval by the Board to do so. All press releases and advertisements shall be reviewed by the Board, the President, or 2 members of the Public Relations Committee.

ARTICLE IV. OFFICERS AND STAFF

Section 1. Officers

The Officers of AHHA must carry out the policies and decisions of the Board of Directors as directed by the Board. Officers will include a President, Vice President, Secretary, and Treasurer and such other Officers that the Board may appoint. Except for the President, one person may hold more than one of the offices. Officers other than the President and Vice President need not be members of the Board of Directors. However, if this is the case, such Officers will not be voting Board members.

Section 2. Election and Term of Office

The Officers of AHHA will be elected for a one year term by the Board of Directors. Election of Officers shall be conducted as the first order of business at the next Board Meeting following the election of new board members at the Annual meeting. However, unless they formally resign or are removed from office, Officers will remain in office until their successors are properly elected, designated or appointed. There is no limit to the number of terms, successive or otherwise, an Officer may serve. Election of Officers shall take place at the Annual Meeting.

Section 3. Removal

Any Officer elected by the Board of Directors may be removed by the Board of Directors for the causes stated in these bylaws including repeated failures to attend Board meetings, failing to fulfill the duties required of Officers, or intentional acts or omissions, that a prudent person could reasonably have foreseen would seriously damage the reputation or interests of the corporation. An Officer may be removed without cause by a two-thirds vote of the Directors in office, excluding the Officer to be removed. The person being considered for removal has no vote in the process of removal. Notice of the meeting must be given that states that the removal of an Officer is to be considered at that meeting.

Section 4. Vacancies

If any office of the corporation becomes vacant by death, resignation, retirement, removal, disqualification, or any other cause, the remaining Directors still in office may elect or appoint an Officer to fill such a vacancy. The elected Officer will hold office for the unexpired portion of the term of that office.

Section 5. President

The President is the Principal Officer of the corporation and will, in general, oversee the supervision of the affairs of the corporation. The President generally will preside at all meetings of the Board of Directors unless the Board selects another person to preside. The President must also perform other duties as may be assigned by the Board of Directors. The President is an ex-officio member of any committee.

Section 6. Vice President

In the absence of the President or in the event of the President's inability to act, the Vice President performs the duties of the President. The Vice President, when acting as President, has all the powers of and is subject to all the restrictions on the President. The Vice President must also perform other duties assigned by the Board of Directors.

Section 7. Secretary

The Secretary must perform or oversee the performance of the following duties: a) record and keep the minutes of the Board of Directors or any Board Committees, b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; c) be custodian of the corporate records; d) keep a register of each member's mailing address provided by such member; e) ensure that all required state and federal reports are prepared and filed in a timely fashion; and f) perform or oversee all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors. The Secretary may delegate some or all of these tasks but remains responsible for their proper completion.

Section 8. Treasurer

The Treasurer must perform or oversee the performance of the following duties: a) be responsible for the proper management and control of all funds of the corporation; b) prepare full and accurate financial records on a timely basis of all of the income, expenses, and assets of the corporation; c) present reports at Board meetings on the financial affairs of the corporation; and d) provide financial information necessary to prepare and file the required reports to state and federal government agencies, showing the income, disbursements, and assets of the corporation. The Treasurer may delegate some or all of these tasks but remains responsible for their proper completion.

Section 9. Executive Director and Staff

The Board may appoint or employ an Executive Director or other staff, whether paid or unpaid, to perform and conduct the programs and activities of the organization. The Board of Directors shall evaluate the performance of the Executive Director on an annual basis. Unless the Board determines otherwise, the Executive Director will have the power, subject to the approval of the Board of Directors, to hire staff, establish staff duties and performance standards, evaluate the performance of staff, and when necessary terminate the employment of staff of the corporation. The Executive Director shall receive notice of all Board meetings and Executive Committee meetings, and shall ordinarily attend all Board meetings, except when the Board goes into Executive Session to meet without the Executive Director present.

ARTICLE V. COMMITTEES

Section 1. Establishment

The Board may establish any committee, including Standing Committees or Temporary Committees, by a resolution of the Board. Such resolutions must name the committee and the purpose of the committee, must state whether it is a "Board" Committee or a "Non-Board" Committee, as defined below.

Section 2. Board Committees

A. The Board may establish "Board" Committees to which are delegated part of the power of the whole Board to authorize expenditures, approve amendments to budgets, set policies, and authorize programs or activities. Such committees must be established by the affirmative vote of at least a majority of all Directors then in office. Board Committees must consist of two or more Directors, and they must not have any members who are not members of the Board of Directors. Board Committees must follow all of the meeting requirements that the Board of Directors itself must follow, including the requirements for proper notice, for having a quorum to conduct votes, the passage of motions, the writing of minutes, and the subsequent approval and permanent storage of Board Committee minutes. The Board may require further procedures that Board Committees must follow as well. For all Board Committees, the Board must pass a resolution that clearly states what powers, authority, and duties have been delegated to the committee, who is the Chair of the committee, and who are the members of the committee.

Executive Committee

The Board will elect an Executive Committee. The Executive Committee will have the power to make decisions between Board meetings, including financial and budgetary decisions. The Executive Committee must comply with the provisions of the Bylaws concerning the full Board as far as those are reasonably applicable to the Executive Committee. All Executive Committee decisions must be recorded in official minutes, which must be submitted to the full Board. Unless the Board of Directors decides otherwise, the Executive Committee will consist of the President, Vice President, Secretary, and Treasurer of the organization, so long as they are simultaneously members of the Board of Directors. The Executive Committee must make reasonable efforts to contact all Board members first to discuss the issues to be dealt with at an Executive Committee meeting.

Section 3. Non-Board Committees

The Board may establish "Non-Board" Committees, including Standing Committees and Ad Hoc Committees, which do not have the full authority of the board power to authorize expenditures, adopt budgets, set policy, establish programs, or make decisions for the corporation. Such committees are established through a resolution adopted by the Board of Directors present at a properly called meeting. Any person may be a member of such a committee including volunteers, community leaders, and other supporters.

A. Standing Committees

Standing Committees are permanent and exist year-round. All Standing Committees will take minutes, file a formal report, and make recommendations to the Board of Directors. Only the Board of Directors has the authority to assign additional powers to a Standing Committee.

Finance Committee

The Finance Committee as defined and charged by the Board shall be responsible for the financial oversight of the organization's income and expenses. The committee must consist of two or more persons, including at least one person with some financial experience or experience with bookkeeping, who are not the organization's check signers or bookkeepers. The committee shall be responsible for overseeing the organization's financial transactions and the implementation of the organization's financial policies or guidelines. As part of its mission, the committee shall review monthly, or oversee a monthly review of, the organization's expenditures, financial transactions, bank statements, returned checks, and credit card statements. The committee shall report any questions or concerns about the organization's finances to the Board. The committee shall also make the necessary arrangements for and oversee the organization's annual audit or annual financial review, which is described in these Bylaws.

Fund Development Committee

The Fund Development Committee as defined and charged by the Board works as the primary body within the nonprofit that raises funds for its various activities. The committee is instrumental in drawing a fundraising plan and has the very important role of leading the Board members in all fundraising activities. The committee is instrumental in implementing fund raising activities and leading Board members in their efforts to assist in the fundraising activities.

Public Relations Committee

The Public Relations Committee as defined and charged by the Board develops and maintains a communication link to the community promoting the work of AHHA through the use of the media, social media, newsletters, brochures, website, and the appropriate networks of communication.

Governance Committee

The Governance Committee as defined and charged by the Board is responsible for Board recruitment, orientation, self-assessment, continuing education, and Board management.

B. Ad Hoc Committees

Ad Hoc Committees are temporary committees and exist for a limited period of time. They are created by a board resolution in response to a need that has arisen and will dissolve upon completion of their special tasks. Ad Hoc Committees are a good way to involve non-board members in the board's work. All Ad Hoc Committees will file a formal report to the Board of Directors.

Section 4. Committee Members

The Board must appoint the members of every Board Committee. The Board must appoint the Non-Board Committees chairs who along with the Board will designate working group members. The term of office of a member of a committee will continue until his or her successor is appointed unless the committee is terminated, the member resigns or is removed from the committee, or the member ceases to qualify as a member of the committee.

Section 5. Chair

One Board member or committee member will be selected or appointed Chair or Co-Chair by the Board if needed.

Section 6. Committee Procedures

Unless otherwise specified, Board Committee meetings will operate with the same quorum and voting requirements as the full Board, and as far as possible will operate according to the procedures of the Board as stated in these Bylaws. If any formal decisions or resolutions are voted on at a committee meeting, then the votes and the resolutions so adopted must be recorded in the form of corporate minutes and filed with the Secretary.

Section 7. Limitation on Powers

No committee may a) elect, appoint, or remove any Officer, member of the Board of Directors, or member of a Board Committee; b) authorize the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the corporation; c) authorize the dissolution of the corporation or revoke proceedings therefore; d) amend, alter, or repeal the Articles, the Bylaws, or any resolution of the Board of Directors; or e) authorize the payment of a dividend or any part of the income or profit of the corporation to its Directors or Officers.

ARTICLE VI. OTHER PROVISIONS

Section 1. Compensation of Officers and Directors

No Officer or member of the Board of Directors will receive any compensation for fulfilling the responsibilities of a member of the Board or of an Officer as defined in these Bylaws. However, the corporation may pay compensation to Officers and members of the Board of Directors for other services performed as employees or independent contractors as long as the required rules for avoiding Conflicts of Interest are followed. Board members and their relatives who receive regular compensation from the corporation must always constitute less than a majority of the Board. Officers and members of the Board of Directors may receive reimbursement for actual expenses they incur in the course of fulfilling their responsibilities.

Section 2. Conflicts of Interest

A Conflict of Interest is always present whenever the corporation pays money or other compensation, or provides any tangible benefits, to a member of the Board or to a Board member's immediate family. If there is material benefit, a conflicted Board member cannot vote. A Statement of Ethics for decision making will be developed, and all Board Members sign on to it upon being elected to the Board. All transactions involving Conflicts of Interest must be approved using the following procedures:

- 1) Conflict of Interest transactions must be approved by the full Board of Directors; they cannot be approved by the President, Executive Committee, Executive Director or staff.
- 2) Directors and Officers who have a Conflict of Interest in any matter must a) declare the existence of any direct or indirect Conflict of Interest, b) disclose the details of the proposed transaction on the record, c) abstain from voting on that matter and d) leave the room where the vote is to take place, until the votes have been counted. The minutes must record this to show that it was done.
- 3) The rest of the Board must analyze the transaction and with sufficient information to ensure that all transactions involving a conflict of interest are fair to the corporation and that no special benefits are being given to any person. The information relied upon by the Board, and its source, must be recorded in the minutes.
- 4) All Conflict of Interest transactions must be approved by the affirmative vote of a majority of all the members of the Board of Directors who do not have a Conflict of

Interest involved in that issue, as long as no less than two disinterested Directors vote to approve the transaction.

Statement of Limitation on Private Inurement

The property of this corporation is irrevocably dedicated to charitable and educational purposes and no part of the net income or assets of this corporation shall inure to the benefit of, or be distributable to, Directors, Officers, or other private persons, except that this corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed as set forth in these articles.

Section 3. Tax Year

The tax year of the corporation is the calendar year.

Section 4. Financial Controls

The Board of Directors shall adopt formal Board policies that provide a system of financial controls that are adequate to prevent the misuse, embezzlement or theft of the organization's funds and assets, and that would discover it if those problems or crimes were to occur. Those financial policies shall require that there must be three separate levels of financial operations, and that those operations shall be performed by different people: 1) those with the authority to spend the organization's money; 2) those who are the bookkeeper(s) who record and track the income and expenditures; and 3) those who oversee the bookkeeping system and the expenditure of funds. This means that the persons who have authority to sign the corporation's checks or use its credit cards shall not be allowed to also serve as the organization's bookkeeper(s); and that the organization's bookkeeper(s) shall not be given permission or authority to spend the organization's money, sign its checks or use its credit cards.

Section 5. Annual Financial Assessment

The Board must require the performance of an annual audit, financial review, financial compilation or financial assessment, which must involve the services of a trusted person with bookkeeping skills and knowledge, who does not do the bookkeeping for the organization or sign checks for the organization. This need not be a formal audit but must at least involve a sufficiently thorough review of the organization's financial records so that it would likely discover any misuse, embezzlement or theft of the organization's funds or assets. The Finance Committee described above shall select the person performing the annual financial assessment and shall ensure that the resulting report is presented to the entire Board. A written process for fiscal review will be developed. A more formal process may be required depending on grants or contract requirements.

Section 6. No Discrimination

A goal of AHHA is to ensure that efforts to develop our mission reflect the diversity of this community. In the composition of the Board, committee participants and delivery of its services to the public, AHHA does not discriminate for or against any person on the basis of ethnicity, nationality, place of origin, religion, gender, sexual orientation, marital status, familial status, economic status, age, or mental or physical disability.

ARTICLE VII. LIMITATIONS

Section 1. General Limitation on Activities

This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other

provisions of these articles, this corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (2) by corporation contributions which are deductible under Section 170c(2) of the Internal Revenue Code.

Section 2. Limitation on Political Activities

No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation except as otherwise provided by Section 501(h) of the Internal Revenue Code, and this corporation shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 3. Statement of Dedication of Assets

The property of this corporation is irrevocably dedicated to charitable and educational purposes. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable and educational purposes and which **has** established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE VIII. INVALIDITY

If any provision of these Bylaws or the application thereof to any person or circumstances is held invalid, such invalidity will not affect other provisions or the application thereof and to this end the provisions of this section are separate.

ARTICLE IX. AMENDMENTS

Section 1. Articles of Incorporation and Bylaws.

The affirmative vote of at least two-thirds of all the Directors in office, at a properly called meeting, at which a quorum is present, is necessary and sufficient, to make, alter, amend, or repeal the Bylaws or the Articles of Incorporation of AHHA, except as otherwise provided by law. Proper written notice must be given one month in advance, including either a written copy of the proposed amendments or a written summary of those amendments.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify that the foregoing Restated Bylaws constitute the Bylaws of Affordable Homeless Housing Alternatives Inc. as duly adopted by the Board of Directors on the 16th day of December 2020.

Signed this 16th day of December 2020.

Print Name

Signature

Secretary of Affordable Homeless Housing Alternatives

Shower Care-A-Van Program Coordinator

Affordable Homeless Housing Alternatives (AHHA)

About the Organization: AHHA's mission is to provide education, advocacy, direct services, and policy development for affordable housing alternatives with those experiencing homelessness in Humboldt County. We believe that everyone has a human right to a safe and legal place to live and operate under the motto, "safe, warm, dry, first!"



Employment: 12-month grant funded position at 25 hours a week. Opportunity for continued employment dependent upon acquiring additional funding

Position reports to: AHHA Board of Directors President

Position Summary: Affordable Homeless Housing Alternatives (AHHA) seeks a Program Coordinator for the Mobile Shower Care-A-Van.. Current time commitment is 25 hours per week, including being on-site during service delivery days 3-4 times per month, visiting each site at which the Care-A-Van operates. This role ensures the Care-A-Van continues to run smoothly by coordinating with volunteers, drivers, hairstylists, and other service providers. Program Coordinator will oversee soliciting donations and new volunteers, and creating and implementing program policies and procedures outlined in the Care-A-Van checklist and in the Volunteer Orientation and Training Guide. Coordinator will facilitate the monthly Volunteer meeting and interface with key stakeholders, community partners, volunteers and the AHHA Board of Directors on a regular basis.

Major Responsibilities/Activities will include but are not limited to

Volunteer Training and Coordination

- Coordinate with hairstylists and other service agencies to ensure providers and services are available for each service day. Send out email reminders for service days
- Coordinate with lead volunteers who handle food, clothing, and hygiene to ensure all supplies are stocked and volunteers are available for each shift. Send out email reminders for service days
- Facilitate monthly shower committee meeting, ensuring all volunteers are invited and have an opportunity to give input
- Facilitate volunteer training orientation and ensure new volunteers have all training materials
- Coordinate the solicitation of donations and new volunteers via social media, AHHA newsletter, and additional outreach in conjunction with AHHA office staff
- Ensure volunteer hours are being tracked

Services Coordination

- Work with Care-A-Van driver/site coordinator to ensure set-up and tear-down is done properly, including monthly deep cleaning on mobile unit and maintenance is performed and logged
- Coordinate with food pantries and donors and/or complete food shopping in preparation for each service day
- Create and maintain inventory list of required cleaning, maintenance and service delivery supplies (e.g. paper towels, toilet paper, shampoo, body wash, towels, wash cloths, sanitizer, Clorox wipes, gloves, bungee cords, storage bins, timers, trash bags, etc). Ensure supplies are stocked are ready for driver to load into trailer before each service day
- Ensure clothing donations are tagged and sorted into appropriate storage bins
- Schedule towel service with Mission Linen and coordinate any additional laundry needs

Policies, Procedures, and Data

- Monitor shower Care-A-Van set-up and tear-down checklist
- Ensure service log is maintained (number of people served, and types of services rendered) and data is recorded on spreadsheet for reporting purposes.
- Provide monthly reports to board of directors on overall status of Shower Care-a-Van Program. Provide quarterly data reports based on service logs
- Keep up procedure manual for Care-A-Van operations

The ideal candidate will be committed to the mission and vision of AHHA and will also have experience coordinating volunteers, working in a collaborative, team-based setting, strong written and verbal communication skills, be highly flexible, organized, good at time-management, prioritization of tasks, and self-directed.

Preferred Qualifications/Skills:

- 1-3 years relevant experience
- Non-profit experience
- Experience working with the service population
- Commitment to affordable housing alternatives and service to those living rough
- Experience coordinating and/or working with volunteers, service providers, and/or interns
- Experience with Microsoft Suite, Mailchimp, and Gmail
- File/data organization and management
- Have taken courses or have lived experience in business/administration and/or behavioral/social sciences such as sociology, psychology, or social work.

Shower Trailer Driver/ Operator

Shift: 10:00 AM -4:00 PM Thursdays and Sundays, every week

Salary: \$15.00 /hour

Part-time position

Responsibilities and Duties:

- Drive AHHA's 1-ton truck hauling the 20' mobile shower trailer from the RV Storage facility to the assigned location and return to the RV Storage facility at the end of each shift
- Coordinate with volunteers to pick up and transport volunteers in the truck to the assigned location
- Coordinate with Donation Manager to stock shower supplies before each shift
- Fill-up fresh water tanks and dump wastewater tanks at the RV Storage facility at the end of each shift
- Attend training on electric and mechanical functions of the shower trailer and be available during shower operations to handle any technical issues that may arise during operation
- Greet community members that are waiting for showers and make them feel welcome
- Coordinate volunteers on-site and use "Sign-up wizard" app to make sure there are at least 8 volunteers at the showers during operating hours (preferred)

Shower Care-A-Van Community Outreach Worker

Affordable Homeless Housing Alternatives (AHHA)

About the Organization: AHHA's mission is to provide education, advocacy, direct services, and policy development for affordable housing alternatives with those experiencing homelessness in Humboldt County. We believe that everyone has a human right to a safe and legal place to live and operate under the motto, "safe, warm, dry, first!"

Employment: 12-month grant funded position at \$18 per hour, 20 hours a week.

Position reports to: AHHA Board of Directors President

Position Summary: Affordable Homeless Housing Alternatives (AHHA) seeks a Community Outreach Worker to support the Mobile Shower Care-A-Van. Current time commitment is 20 hours per week, including being on-site 2 hours each service day, up to 11 service days per month. The remaining time will be spent helping clients follow through with appointments or providing any additional support and ensuring HMIS data is submitted. This position will work alongside the Program Coordinator and Care-A-Van volunteers.

Major Responsibilities/Activities will include but are not limited to:

- Helping shower guests fill out HMIS paperwork
- Asking clients about need for additional services including housing support, employment, benefits, legal support, medical care etc.
- Helping clients set up and follow through with appointments; providing bus passes or setting up other transportation if needed
- Referring clients to other services in the community as needed, including county services, community based organizations, and healthcare services

The ideal candidate will be committed to the mission and vision of AHHA, comfortable talking with people who may be struggling with mental health issues or substance use disorders, and have experience working with unhoused individuals, working in the social work field, and/or familiarity with filling out HMIS paperwork. People with lived experience of homelessness are encouraged to apply.

Preferred Qualifications/Skills:

- 1-3 years relevant experience
- Strong verbal communication skills
- Non-profit experience
- Volunteer experience
- Experience working with the service population
- Commitment to affordable housing alternatives and service to those living rough
- Ability to provide non-judgmental, person-centered services

- Have taken courses or have lived experience in business/administration and/or behavioral/social sciences such as sociology, psychology, or social work.

Interested applicants should send resume or description of relevant experience and references to ahha.humco@gmail.com

Affordable Homeless Housing Alternatives “Safe Warm and Dry First!”

VOLUNTEER PACKET

Vision Statement

Everyone has a human right to a safe, legal place to live.

Mission Statement

To provide education, advocacy, direct services and policy development for affordable housing alternatives with those experiencing homelessness in Humboldt County.

Purpose

To create and implement community-centered alternative housing models by networking with private groups, nonprofits, public agencies, faith-based organizations, individual volunteers, and by partnering with the cities, county and others to ensure development and capacity building.

Guiding Principles

- Everyone has the right to Safe, Legal Shelter with Dignity and Respect.
- Being “Safe, Warm and Dry First!” is a required condition to achieve a healthy, productive life.
- The whole community benefits when everyone feels safe and respected.
- A healthy community provides opportunities for those less fortunate and shares its resources.
- The lack of affordable housing is the main cause of homelessness.
- The definition of affordable housing needs to change to reflect the needs of the houseless and unsheltered. Alternative affordable housing options give houseless people choices and create less impact on Humboldt County.
- County Department of Health and Human Services (DHHS) could be more effectively distributed by implementing a variety of housing options proven to be successful in other areas.
- Participants in these alternative options would be more self-sufficient.
- AHHA continues to declare a 'Shelter Crisis.' “Declaration of a shelter crisis" means a significant number of persons are without shelter, resulting in a threat to their health and safety.” [CAGovtCode§8698(d)]. In January, 2016 the City of Eureka declared a shelter



crisis. In February of 2018 the County of Humboldt declared a shelter crisis. Humboldt County has a shelter crisis!

Goals include developing a variety of affordable homeless housing alternatives

- Resident and Nonprofit Co-Managed Micro Housing Villages with community kitchens, gardens, restrooms, showers and microbusinesses.
- Campgrounds throughout the county, located near to services.
- Camp sanctuaries for cars, tents, RVs, open tent camping, and bike and ride.
- Church camping in tents, cars, and RVs.
- Zoning variances to allow residential camping and micro housing on residential, city, and county properties. Foreclosures and land trust opportunities.
- Rest Areas, places for legal, safe, sleep, open 24/7.
- Locations in County and City parks, schools, vacant buildings, and private property.
- Hygiene Stations: showers, restrooms, laundry facilities, water, waste disposal and lockers.
- Youth Camps, Farm-Worker Housing and Nomadic campgrounds.
- Active engagement of our community and organizations to build strong, collaborative Working Groups, and successful community coalitions that create housing/shelter alternatives for homeless and maximize affordable housing options.

For upcoming events see AHHA's Events page or follow us on Facebook.

Everyone is welcome! Join us for the General Assemblies on the first Saturday of the month: 11:30am Social Gathering; Noon to 2:00pm Meeting. Labor Temple 840 E St. Eureka, CA

HOW we work together is as important as WHAT we create in working together. We are striving to develop collaborative individuals and communities as we build affordable homeless housing alternatives. Everyone is welcome to join us.

AHHA is made up of a Board of Directors, Working Groups/Committees who work with each other and the larger Humboldt community on selecting sites, outreach, fundraising, media and reaching our goals, whether long or short term, to create safe parking, sanctuary camps and micro-housing villages and more.

AHHA Volunteer Form



3794

Please email completed application to ahha.volunteer@gmail.com or mail to P.O Box 3794 Eureka CA 95502-

Name:		Date:	
Address:			
Phone:		Email:	

Interest in volunteering with AHHA (check all that apply)

Monthly AHHA General Assembly Meetings (1st Saturdays, 11:30-2, Labor Temple in Eureka)

- Set up, clean up, minutes, agenda and materials
- Projects and Proposals
 - Investigate/research potential sites for sanctuary camps, safe parking, and transitional and tiny house village development
 - Building a detached bedroom or tiny house, when projects are on-going
 - Providing space on personal property to construct or store tiny house(s)/materials
 - Setting up/volunteering at the tiny house village/sanctuary Camp
- Administrative/Office work
 - Helping to archive information and media references on Homelessness
 - Volunteer coordination, outreach and communications
- Public Relations
 - Creating & distributing materials for education and outreach: brochures, posters, information packets, fliers, displays, newsletters, videos, slide shows, etc.
 - Policy development, advocacy and education
 - Attending public meetings or other gatherings; becoming well informed, speaking up at public meetings; writing letters to public officials or other pertinent entities
 - Helping with materials and information for the AHHA website and Facebook page
 - Assisting or organizing AHHA sponsored events
 - Informational tabling or public speaking at other events
 - Media outreach: radio interviews, newspaper articles, press releases, letters to the editor, etc.
 - Campaigns such as: Right to Rest, Housing as a Human Right, Humboldt Poor People's
 - Cooking and/or serving food at an event/activity
- Fund Development
 - Soliciting materials and other donations for AHHA events and projects
 - Writing donor solicitation letters/thank you letters
 - Preparing a Pitch Packet for presenting to potential funders

- Events and fundraising
- Researching resources and grant writing
 - Mobile Shower Station
- Volunteering with the Shower Trailer
- Volunteering with the Pop Up Care Center
- Sorting/organizing donations
 - Other
- _____

1. What are the ideal days, times and hours per week/month you would like to volunteer?
2. Do you have transportation or could you arrange it?
3. Describe any previous volunteer experience(s) you have completed.
4. What is your interest in and why do you want to be involved with AHHA?
5. What is your experience with living with and/or working with people living on the edge of poverty and homelessness?
6. Do you have background/experience/skills that would benefit or move the vision and mission of AHHA forward?
7. Describe any other expertise you can bring to AHHA or tell us more about you and your interests.

Being a volunteer supports the AHHA mission, and vision. We will add you to our volunteer list and hope you'll reply when we put out the call for your assistance. Thank You!

TOGETHER WE CAN MAKE A DIFFERENCE

Affordable Homeless Housing Alternatives
 Office: 840 E Street, Suite 18 , Eureka, CA 95501
 Mailing: P.O. Box 3794 Eureka, CA 95502-3794
 Email: ahha.humco@gmail.com · Phone: (707) 298-1466
 Website: <https://ahha-humco.org/>



Affordable Homeless Housing Alternatives

Adult Release and Waiver of Liability

Please Read Carefully. This is a legal document that affects your legal rights.

This Release and Waiver of Liability executed by

(the Volunteer Participant) in favor of AHHA (Affordable Homeless Housing Alternatives), a California Corporation and 501(c)(3) nonprofit corporation, their directors, officers, employees and agents (Collectively AHHA). The volunteer or participant desires to serve as a volunteer or participant for AHHA, and engage in the activities related to being a volunteer or participant (the Activities). The volunteer or participant understands that the Activities may include developing AHHA sites and facilities, building tiny houses, constructing displays and demonstrations, gardening and landscaping, teaching and assisting workshops, tabling at special events, and assisting with clerical and administrative functions of AHHA.

A volunteer or participant is someone who performs a task at the request of or on the behalf of AHHA without the expectation of financial compensation or prevailing wage commensurate with the work performed, as regulated by the Department of Industrial Relations.

The volunteer or participant hereby freely, voluntarily, and without duress executes this release under the following terms:

1. Release and Waiver

Volunteer or participant does hereby release and forever discharge and hold harmless AHHA and its successors and assigns from all liability, claims, and demands of whatever kind or nature either in law or in equity which may arise or hereafter arise from volunteers or participants Activities with AHHA. Volunteer or participant understands that this Release discharges AHHA from any liability or claim that the volunteer or participant may have against AHHA for any bodily injury, personal injury, illness, death, or property damage that may result from the volunteer or participant's Activities with AHHA, whether caused by the negligence of AHHA of its directors, officers, employees, or agents or otherwise. Volunteer or participant also understands that AHHA does not assume any responsibility for or obligation to supply financial assistance or other assistance including but not limited to medical, health, or disability insurance in the event of injury or illness.

2. Medical Treatment

Volunteer or participant does hereby release and forever discharge AHHA from any claim whatsoever which arises or may hereafter arise because of any first aid, treatment, or service rendered as part of volunteer or participant Activities with AHHA.

3. Assumption of The Risk

The Volunteer or participant that the Activities includes work that may be hazardous to the volunteer or participant, including but not limited to construction, loading and unloading, and transportation to and from work sites. Volunteer or participant expressly and specifically assumes the risk of injury or harm in the Activities and releases AHHA from all liability for injury, illness, death, and property damage resulting from the Activities.

4. Insurance

The Volunteer or participant understands that, except as otherwise agreed to by AHHA in writing, AHHA does not carry or maintain health, medical, or disability insurance coverage for any volunteer or participant. Each Volunteer or participant is expected and encouraged to obtain his or her own medical or health insurance coverage.

5. Photographic Release

Volunteer or participant does hereby grant and convey unto AHHA all right. Title and interest in all photographic and video and audio recordings made by AHHA during volunteer or participant Activities with AHHA, including but not limited to royalties, proceeds, or other benefits derived from such photographs or recordings.

6. Other

Volunteer or participant expressly agrees that the Release is intended to be as broad and inclusive as permitted by the laws of the State of California, and that this Release shall be governed by and interpreted in accordance with the laws of the State of California. Volunteer or participant agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

Name _____ _____
Address _____ _____
Email _____ Phone _____
Emergency Contact _____

Volunteer Rights & Responsibilities

It is Your Right:

- To receive the orientation, training and supervision necessary to do the job.
- To feel that your efforts have real purpose and contribute to the organization's mission.
- To receive feedback and evaluation on the work that you perform.
- To be treated with respect and as an equal partner within the organization.
- To be trusted with confidential information necessary to carry out your assignment.
- To be kept informed on relevant matters within the organization you work with.
- To expect that your time will not be wasted by poor planning or coordination by the organization.
- To be covered under the organization's liability policy for volunteers in the event of an accident.

It is Your Responsibility:

- Not to take on more responsibility than you can handle.
- To meet time commitments or to provide appropriate notice so

alternate arrangements can be made.

- To perform the tasks assigned to you to the best of your ability.
- To provide input on ways your tasks might be better performed.
- To follow organizational policies and procedures.
- To respect those confidences entrusted to you.
- To be open-minded and respectful towards opinions shared with you.
- To notify the organization in advance of absences or schedule changes that may affect them.
- To inform the organization if you feel you need more training or support

Volunteer Hours Tracking for AHHA

Affordable Homeless Housing Alternatives Volunteer Hours

Month: _____

Name: _____

# Attended	Hours	Meeting Name
------------	-------	--------------

		Board Meeting
		Committee Meeting (specify)
		Fund-Raising Committee
		Finance Committee
		Other AHHA related meetings: GA; CC.

# Attended	Hours	Public Event
------------	-------	--------------

		City Council Meeting
		Civic Group Meeting, i.e. Rotary, HHHC, etc. (specify)
		Other public events representing AHHA(specify):

Hours	Volunteer Time and Service
-------	----------------------------

	Volunteer time program A (Specify)
	Volunteer time program B (Specify)
	Fundraising Calls
	AHHA Events
	Other time spent on AHHA work (Please Specify):

Items	\$ value	Non-cash contribution to [Organization Name]
-------	----------	----------------------------------------------

Total Hours: _____ **Total \$ Value:** _____

Safe Serve Certification: AHHA currently has five Safe Serve certified volunteers.



January 12, 2021

Jarod Profitt
Administrative Services
Officer Humboldt County
DHHS - Contracts Unit 507 F
Street, Eureka CA 95501



RE: HOMELESS EMERGENCY AID PROGRAM QUARTERLY REPORT – October – December 2020
CONTRACTOR: Affordable Homeless Housing Alternatives, Inc.

Dear Mr. Profitt,

The last quarter of this year has been by far the most challenging and the most successful in terms of outreach and services. **In light of the Covid-19 pandemic, AHHA Mobile Shower Care-A-Van and Pop-Up Care Center** has been an important asset to several communities and those living rough in Humboldt. We are grateful to the County for making this level of support available through the HEAP Award. We have a dedicated corps of volunteers who have shown what a community can do to bridge the gaps in services and support when supported to do so by a non-profit whose vision and commitment is clear.

AHHA's Guiding Principles:

- * Everyone has the right to Safe, Legal Shelter with Dignity and Respect.
- * Being "Safe, Warm and Dry First!" is a required condition, to achieve a healthy, productive life.
- * The whole community benefits when everyone feels safe and respected.
- * A healthy community provides opportunities for those less fortunate and shares its resources.
- * The lack of affordable housing is the main cause of homelessness.

*The definition of affordable housing needs to change to reflect the needs of the houseless and unsheltered. Alternative, affordable housing options give houseless people choices and create less impact on Humboldt County.

* County Department of Health and Human Services (DHHS) could be more effectively distributed by implementing a variety of housing options proven to be successful in other areas such as legal campgrounds, and tiny house villages, and safe parking areas.

*Participants in these alternative options would be more self-sufficient.

***AHHA will continue to press the County to use their "Shelter Crisis" Declaration of 2018, CA Code 7.8 Section 8698-8698.2. "Declaration of a shelter crisis" means a significant number of persons are without shelter, resulting in a threat to their health and safety." [CA Govt Code § 8698 (d)] and the current Housing Element to create these alternative housing models that are affordable and supportive of the chronically homeless in Humboldt**

During the Shelter in Place (SIP) orders, AHHA has joined with the Community Coalition and the EOC to continue to extend food services to the communities we serve along with our phone network. We have been able to distribute prepared boxed or bagged dinners and lunches, over 40 wellness boxes now, and many other donated foods to the encampments from McKinleyville to Garberville and Redway through our outreach services and networks. Even though we know people do not have a legal place to camp in most areas, and they are still constantly being moved along, we continue to advocate and propose solutions before political bodies, and other potential collaborators, encouraging them to provide safe spaces for people to be, especially during this pandemic. It would certainly make supporting them more cost effective and efficient.

In collaboration with the EOC and the Community Covid-19 Response Coalition and the County Response to People Experiencing, Homelessness, we have continued to connect with folks outside as a supply line to bring resources or connect resources to those in need, and cultivate other donors. We require our guests to wear face-coverings and we provide them with a mask if they do not have one.

We enforce social distancing and ask all participants to follow best practices for safety during the pandemic. We provide up to date information on Covid-19 and county protocols. We have truly been able to meet folks where they are. We have also received a grant from The Community Health Trust for needed PPE. We purchased N95 masks for all our volunteers. Volunteers practice safe protocols and wear not only masks and gloves, but some also wear face shields.

We had approximately two and a half months down time due to Covid-19 and having a new wheelchair lift installed to better serve our disabled population with shower access. We have served 14 discreet individuals with our ADA accessible restroom wheelchair lift, all but a few wheelchair bound. Since May 31st we have been able to operate consistently. We now provide services in multiple locations. In Eureka we operate at the Samoa Boat Launch parking lot under the 255 overpass, the Samoa Bridge. This location does not restrict our time and thus we have been able to use all of our water each outing. We can average 18 to 22 showers with the stored water.

AHHA has asked the City of Eureka for an additional area for operations closer to mid-town or at the southern end of town in order to reach people that cannot now take advantage of the showers and other services. Thus far no site has been identified or approved by the City.

In addition to providing service to McKinleyville two times per month at the Church of the Joyful Healer, and Redway and Garberville area once a month at the Redwoods Rural Health Center (RRHC) parking lot, the Care-A-Van is also operating in Arcata at the Transit Center Parking lot near the Arcata House Partnership (AHP) Annex and the ballpark on the 2nd and 4th Thursday of the month. Both of these operations are in collaboration with other community resources, such as the Church and AHP Annex. Volunteers and or staff prepare and serve a meal or provide bagged lunches in addition to AHHA's offerings as we operate concurrent to the AHP Annex lunch services. This holiday season, RRHC built a holiday event around the Care-A-Van in which they offered also dental

health services, free flu shots, and holiday hams for all the Care-A-Van guests. The Behavioral Health clinician on staff was available to engage guests. Vision Y Compromiso was there to enroll participants in Medi-Cal, helping them complete applications in order to increase their access to health services. Southern Humboldt Housing Options provided a meal and a clothing closet.

With this expansion to Arcata, AHHA has demonstrated that our model for engaging the communities who want the mobile shower services works well. Operations for full service involves collaborating with the City, affiliated community volunteers and advocates, agency staff, and the service population to provide clothing, food and volunteers to work the Care-A-Van showers and allied services respectively. We hope to continue this relationship building in other areas in the county, and provide minimally one outing a month in areas requesting services such as Fortuna or eastern Humboldt.

The greatest challenge faced by the mobile shower Care-A-Van this quarter was the loss of our driver in early October due to illness, and the tenuous nature of his recovery, holding off hiring a new driver in anticipation of his return to work. We had a certified licensed volunteer driver which took us through the end of our contract obligation with the County.

Below is a record of the services provided which include information and referral services; hygiene products as nail clippers, razors and shave cream, toothbrushes and toothpaste, dental floss, feminine products, condoms, hand wipes, tissues, survival blankets and hand warmers, deodorant, combs & brushes, band-aids and bandages, sanitizer, sunscreen, soap, shampoo, conditioner, body wash, body lotion, and more; bagged or boxed lunches and dinners, seasonal produce, and non-perishable foods, sundry snacks, and water; a full set of fresh clothing from head to toe, including jackets, gloves and hats; tents, sleeping bags and tarps or blankets, and totes as available; hot showers with all necessary supplies, including two fresh bath towels; and haircuts as stylist is available.

The Care-A-Van is supported largely by donations from our community at large. We also have to purchase items for the operation, and we have found Humboldt residents everywhere to be generous and supportive. In spite of down time, services were well received.

The final quarterly report figures for October-December 2020 for the HEAP Grant follows in the chart below. Included in the chart are totals for the Care-A-Van Operations from Start Up November 12, 2019 through December 2020.

AHHA expresses our deepest gratitude to Humboldt County for the HEAP grant and working with us to bring the mobile shower Care-A-Van to Humboldt.

Respectfully,

Nezzie Wade, AHHA Board President

2020 Shower Data and Totals for Operations from start Nov 2019 through Dec 2020

	Clients	Showers	Wait Time (Min)	Shower Time (Min)	ADA	Housed	Individual	Family	Veterans	Seniors (60+)	Male	Female	Food	Clothing	Volunteers	Vol. Hours
October 2020 Total	185	123	49	21	8	5	164	21	15	17	136	49	185	185	59	302
November 2020 Totals	195	110	45	20	6	2	152	31	14	20	131	53	195	195	48	236
December 2020 Totals	269	146	78	20	6	11	224	31	21	51	204	58	253	251	66	359
4th Quarter Total	649	379	57	20	20	18	540	83	50	88	471	160	633	631	58	897
2020 Total for Year	1541	1008	45	18	32	117	1304	181	101	279	1086	426	1523	1521	393	2422
2019 Total	340	140	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	331	255	n/a	n/a
Total for 2019 & 2020	1881	1148	45	18	32	117	1304	181	101	279	1086	426	1854	1776	393	2422

Client #	Name	Check-In	Wait Time	Shower	Shower-In	Shower-Out	Total Shower	Notes	Housed?	Indiv or Family?	VETERAN	Age	Male	Female	Food	Clothing
1			0:00				0:00									
2			0:00				0:00									
3			0:00				0:00									
4			0:00				0:00									
5			0:00				0:00									
6			0:00				0:00									
7			0:00				0:00									
8			0:00				0:00									
9			0:00				0:00									
10			0:00				0:00									
11			0:00				0:00									
12			0:00				0:00									
13			0:00				0:00									
14			0:00				0:00									
15			0:00				0:00									
16			0:00				0:00									
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22			0:00				0:00									
23			0:00				0:00									
24			0:00				0:00									
25			0:00				0:00									
26			0:00				0:00									
27			0:00				0:00									
28			0:00				0:00									
29			0:00				0:00									
30			0:00				0:00									

	Wait Time	Showers	Shower Time
AVERAGE this week	#DIV/0!		#DIV/0!

Housed?	Family?	VETERAN	60+	Male	Female	Food	Clothing
Yes =	Indiv =	0		0	0	0	0
No =	Family =						

NOTES:

Affordable Homeless Housing Alternatives												
County of Humboldt HEAP Grant 2019-2020												
	Administrati on & Personnel		Operati onal Costs					Transportati on & Travel		Startup Costs		
Monthly Expenses	Bookkeep er	Operatio ns Manage r	Maintenan ce Vehicle & Trailer	Laund ry Servic es	Propa ne Tank s	Trail er Stora ge	Insuran ce	Delive ry Char ge	Fuel	Mobile Hygie ne Stati on	Vehicle to Haul Trailer	Tota ls
20 19												
August											19,169.98	19,169.98
August								4,430.00		39,747.90		44,177.90
October		34.19			59.70							93.89
November		797.65		197.02					79.22	1,171.98		2,245.87
December	45.00	1,390.20		250.01					120.28	50.54		1,856.03
20 20												
January	45.00	843.25	921.58	233.40			4,045.10		180.78	1,903.79		8,172.90

February	102.50	387.43	496.10	186.72					143.73	708.87		2,025.35
March	210.00	626.73		140.04	15.57							992.34
April	60.00											60.00
May	82.50	960.04	294.61	183.44	20.44				255.38			1,796.41
July	60.00	1,478.52	59.92	238.68					118.52			1,955.64
August	75.00	945.79		265.00	44.96				142.75			1,473.50
September	75.00	1,675.08	2,818.83	432.80		48.81			167.90			5,218.42
October	60.00	244.96	26.20	724.00	34.38	51.84			115.98			1,257.36
November	75.00		37.68	651.60	13.92	124.44			199.60			1,102.24
December	120.00		320.17	514.68	45.42	203.54			90.52			1,294.33
Totals	1,010.00	9,383.84	4,975.09	4,017.39	234.39	428.63	4,045.10	4,430.00	1,614.66	43,583.08	19,169.98	92,892.16

7.0 Exceptions, Objections and Requested Changes

None

8.0 Required Attachments

Attachment 1- RFP Signature Affidavit

REQUEST FOR PROPOSALS – NO. 2021-01
SIGNATURE AFFIDAVIT

NAME OF
ORGANIZATION/AGENCY: Affordable Homeless Housing Alternatives

STREET ADDRESS: [REDACTED]

CITY, STATE, ZIP [REDACTED]

CONTACT PERSON: Nezzie Wade

PHONE #: [REDACTED]

FAX #: N/A

EMAIL: Ahha.humco@gmail.com

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. 2021-01 and declares that the attached Proposal and pricing are in conformity therewith.

Nezzie Wade
Signature

3/12/21
Date

Nezzie Wade
Name

3/12/21
Date

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

Addendum # [REDACTED] Addendum # [REDACTED] Addendum # [REDACTED] Addendum # [REDACTED]

Attachment 2- Project Budget

A. Personnel Costs	
<p>Title: Part-time Community Outreach Worker</p> <p>Hourly Rate of Pay or Salary Calculation: \$18/hour + employment services fees and taxes= \$29.32/hour x 20 hours/week x 52 weeks/year</p> <p>Duties Description: Support services for mobile shower and street outreach to connect people with basic benefits and services. Responsible for collecting HMIS data. The individual hired will have a social work background and/or familiarity working with the population and/or HMIS data collection experience.</p>	\$30,492.80
Total Personnel Costs:	\$30,492.80
B. Operational Costs	
<p>Item: Mobile Shower Maintenance Costs</p> <p>Description: Cost/year to maintain truck and shower trailer</p>	\$4,800
<p>Item: Mobile Shower Laundry Services</p> <p>Description: Mission Linen fees for 100 bath towels and 100 kitchen/rag towels per shower day; 2-3x/week x 52 weeks/year. Based on 2020 operating data.</p>	\$9,832
<p>Item: Propane tank refills that fuel shower trailer’s on-demand LPG water heaters</p> <p>Description: Cost to fill two 40 lb. propane tanks at an average rate of \$35/tank. Based on 2020 operating data.</p>	\$1,240
<p>Item: Sewage</p> <p>Description: Fees charged for dumping effluent</p>	\$1,580
Total Operational Costs	\$17,452
C. Supplies	
<p>Item: Daily supplies to stock the mobile hygiene station</p> <p>Description: Hygiene, wound care and cleaning Supplies including toilet paper (\$500), paper towels (\$500), body soap (\$400), cleaning supplies</p>	\$4,400

(\$1,600), shampoo and conditioner (\$500), towels for guests (\$400), wound care supplies (band-aids, gauze, antibiotic ointment, iodine wipes) (\$500)	
Item: Food/Meals Description: non-perishable foods to go and food for prepared meals on-site during each operation day	\$3,600
Total Supply Costs	\$8,000
D. Transportation/ Travel (<i>Travel expenses follow Humboldt County Travel Policy Limits</i>)	
Item: Fuel to transport truck and trailer Description: Fuel costs for 2-3 days/week of service, \$70/tank refill, tank filled roughly 3x/month x 12 months/year. Adjusted based on 2020 data.	\$3,000
Total Transportation/ Travel Costs	\$3,000
E. Other Costs	
Item: Direct Support Funds: Laundry Service for Shower Guests Description: Wash and dry clothing exchanged by shower guests to help reduce clothing waste. Best Eureka Laundromat, 5 load 30lb washer @ \$7, free drying. Three washes per week. \$21 x 52 weeks	\$1,092
Item: Direct Support Funds: HTA Transit Passes Description: Provide one day pass to each shower guest (2,034 shower guests/year x \$5.25/HTA day pass)	\$10,678.50
Item: Direct Support Funds: Tents and Sleeping Bags Description: 100 tents x \$40, 150 sleeping bags x \$30	\$8,500
Item: Direct Support Funds: Motel Vouchers Description: Provide motel vouchers to individuals that are in a very difficult situation and need immediate support for health or safety. AHHA will typically encounter 4 people/month in need of a night of sanctuary plus additional nights for winter months = 50 motel vouchers per year x \$56 per motel voucher.	\$2,800
Total Other Costs:	\$26,070.50
Grand Total:	\$82,015.30

Attachment 3- Supplemental Documentation



CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)
1/8/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pauli-Shaw Insurance Agency 627 7th St Arcata CA 95521	CONTACT NAME: Laura Knight PHONE (A/C No, Exp): 707-822-7251 FAX: 707-826-9021 E-MAIL ADDRESS: laura@pauli-shaw.com												
INSURER(S) AFFORDING COVERAGE													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:80%;">INSURER A: Nonprofits Insurance Alliance Of California</th> <th style="width:20%;">NAIC #</th> </tr> <tr><td>INSURER B:</td><td></td></tr> <tr><td>INSURER C:</td><td></td></tr> <tr><td>INSURER D:</td><td></td></tr> <tr><td>INSURER E:</td><td></td></tr> <tr><td>INSURER F:</td><td></td></tr> </table>		INSURER A: Nonprofits Insurance Alliance Of California	NAIC #	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER A: Nonprofits Insurance Alliance Of California	NAIC #												
INSURER B:													
INSURER C:													
INSURER D:													
INSURER E:													
INSURER F:													
INSURED AFFOHOM-01 Affordable Homeless Housing Alternatives, Inc. <div style="background-color: black; width: 50px; height: 15px; margin-top: 5px;"></div>													

COVERAGES **CERTIFICATE NUMBER:** 116556926 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	2021-50527	2/2/2021	2/2/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		2021-50527	2/2/2021	2/2/2022	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		2021-50527-UMB	2/2/2021	2/2/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH. EB E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 When required by written contract or agreement the following apply:
 Additional Insured
 When available, form(s) are attached.

CERTIFICATE HOLDER	CANCELLATION
United Methodist Church of the Joyful Healer	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/8/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pauli-Shaw Insurance Agency 627 7th St Arcata CA 95521	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME: Laura Knight</td> </tr> <tr> <td>PHONE: (707) 822-7251</td> <td>FAX: (707) 826-9021</td> </tr> <tr> <td colspan="2">E-MAIL: laura@pauli-shaw.com</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td colspan="2">INSURER A: Nonprofits Insurance Alliance Of California</td> </tr> <tr> <td colspan="2">INSURER B:</td> </tr> <tr> <td colspan="2">INSURER C:</td> </tr> <tr> <td colspan="2">INSURER D:</td> </tr> <tr> <td colspan="2">INSURER E:</td> </tr> <tr> <td colspan="2">INSURER F:</td> </tr> </table>	CONTACT NAME: Laura Knight		PHONE: (707) 822-7251	FAX: (707) 826-9021	E-MAIL: laura@pauli-shaw.com		INSURER(S) AFFORDING COVERAGE		INSURER A: Nonprofits Insurance Alliance Of California		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURED Affordable Homeless Housing Alternatives, Inc. <div style="background-color: black; width: 100px; height: 15px; margin-top: 5px;"></div>	AFFOHOM-01																				

COVERAGES **CERTIFICATE NUMBER: 1645650585** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> OCC <input type="checkbox"/> LOC OTHER:		Y	2021-50527	2/2/2021	2/2/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$								
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 When required by written contract or agreement the following apply:
 Additional Insured
 When available, form(s) are attached.

CERTIFICATE HOLDER **CANCELLATION**

County of Humboldt Risk Management 825 Fifth Street Eureka CA 95501	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p style="text-align: center; font-size: 8px;">AUTHORIZED REPRESENTATIVE</p> <p style="text-align: center;"><i>Laura Knight</i></p>
------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/8/2021

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pauli-Shaw Insurance Agency 627 7th St Arcata CA 95521	CONTACT NAME	Laura Knight	
	PHONE (A.C. No. Exp):	707-822-7251	FAX (A.C. No.): 707-826-9021
	E-MAIL ADDRESS:	laura@pauli-shaw.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #	
	INSURER A:	Nonprofits Insurance Alliance Of California	
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

INSURED AFFOHC01
Affordable Homeless Housing Alternatives, Inc.

COVERAGES CERTIFICATE NUMBER: 922048420 REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PERCENT <input type="checkbox"/> LOC OTHER:					
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		2021-50527	2/2/2021	2/2/2022	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE Mobile Shower Trailer to be located at: Samoa Boat Launch parking area, Eureka CA & Bayshore Mall Parking Lot Pole Shed Area
When required by written contract or agreement the following apply:
Additional Insured
Primary Wording
Waiver of Subrogation
When available, form(s) are attached.

CERTIFICATE HOLDER CANCELLATION

The City of Eureka, its officers, officials, employees, and volunteers	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------



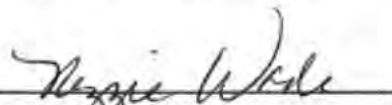

Memorandum of Understanding between Affordable Homeless Housing Alternatives (AHHA) and Faith Center Foursquare Church

In exchange for trailer and van parking when unit is not in service as well as permission to use water and power on site on behalf of AHHA's Shower Care-A-Van, AHHA agrees to hold Faith Center harmless for any damages to AHHA's property on site at 1032 Bay Street, Eureka, California 95501.

AHHA agrees to discharge all waste off site as requested by Faith Center since the facility does not have the required disposal capability, and to maintain the parking area site in good order.

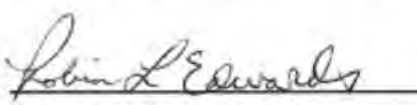
AHHA agrees to provide proof of our liability insurance as requested.

The parties mutually appreciate this opportunity to serve our houseless community.


Representative for AHHA
Nezzie Wade
Affordable Homeless Housing Alternatives


Date

2/1/21


Representative for Faith Center
ROBIN EDWARDS
Faith Center Foursquare Church
1032 Bay Street
Eureka, California 95501

Date

1/20/21

Articles of Incorporation AHHA

Pursuant to the provision of the Nonprofit Corporation Act in California, the undersigned incorporators hereby adopt the following Articles of Incorporation:

Article 1

The name of this corporation is: Affordable Homeless Housing Alternatives, Inc.

Article 2

The name and address of the registered agent and registered office of this corporation is:

Name: Nezzie Wade

Address: [REDACTED]

Article 3

The specific purpose for which this corporation is organized is: To take action to provide affordable homeless housing alternatives.

This corporation is organized and operated exclusively for charitable and educational purposes in the interests of the general public within the meaning of 501©3 of the Internal Revenue Code.

Article 4

The number of initial directors of this corporation shall be three and the names and addresses of the initial directors are as follows:

<u>Name</u>	<u>Address</u>
Nezzie Wade	[REDACTED]
Jim Paquin	[REDACTED]
Debra Carey	[REDACTED]

Article 5

The name and address of the incorporators of this corporation are:

<u>Name</u>	<u>Address</u>
Nezzie Wade	[REDACTED]
Edith C. Jessup	[REDACTED]
Joshua Levine	[REDACTED]

Article 6

The period of the duration of this corporation is perpetual.

Article 7

The classes, rights privileges, qualifications and obligations of members of this corporation are as follows: As stated in the bylaws of this corporation.

Article 8

Additional Provisions:

The undersigned incorporators hereby declare under penalty of perjury that the statements made in the foregoing Articles of Incorporation are true.

Dated: 4/18/15

Signature of Incorporator _____

Signature of Incorporator _____

Signature of Incorporator _____

Name and Address of Incorporator: Nezzie Wade, _____

BYLAWS OF

**Affordable Homeless
Housing Alternatives**

**Amended and Restated
November 20, 2018
December 16, 2020**

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- Section 8. Treasurer
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ARTICLE IX. AMENDMENTS

Bylaws of Affordable Homeless Housing Alternatives

ARTICLE I. IDENTITY AND PURPOSE

Section 1. Identity

The name of this organization is Affordable Homeless Housing Alternatives, Inc. The organization is also known under the acronym AHHA and will hereafter be referred to as AHHA in the Bylaws.

Section 2. Vision

Everyone has a human right to a safe, legal place to live.

Section 3. Mission

To provide education, advocacy, direct services and policy development for affordable housing alternatives with those experiencing homelessness in Humboldt County.

Section 4. Purpose

To create and implement community-centered alternative housing models by networking with private groups, nonprofits, public agencies, faith-based organizations, individual volunteers, and by partnering with the cities, county, and others to ensure development and capacity building.

ARTICLE II. NON-MEMBERSHIP ORGANIZATION

Section 1. Non-Membership Organization

AHHA is a Non-Membership Organization run by a Board of Directors.

Section 2. Voting

Only the Board of Directors will have the power to vote on the election of Directors and to participate in a binding vote on any corporate matters.

ARTICLE III. BOARD OF DIRECTORS

Section 1. Duties of the Board

The Board of Directors must establish the corporation's policies and review and change them as necessary, oversee its programs, appoint or employ and supervise staff, authorize its expenditures, oversee its financial affairs, and ensure the proper management and use of its assets and property. The Board must also ensure that the corporation properly employs the necessary corporate formalities to make its decisions, that it prepares and submits all required state and federal reports, and that it operates in compliance with relevant state and federal laws. Board members must diligently prepare for, attend, and participate in the meetings of the Board of Directors and any Board committees as needed, in order to carry out these tasks. The Board must meet at least four times per year and shall strive to do this by meeting at least once each quarter of the year. The Board shall choose a system yearly for meeting process (i.e. Roberts Rules of Order, or another system), and use that process the entire year. Motions, seconds and approvals will include a period of discussion of the motion.

Section 2. Qualifications of Directors

Nominees for positions on the Board of Directors must have exhibited commitment to the purposes of AHHA and must have expertise in areas relevant to the needs of the organization. The Board of Directors shall include representation by homeless or formerly homeless individuals.

Section 3. Number of Directors

The Board of Directors will legally consist of now fewer than 4 members and no more than 11 members. The recommended number of minimum members is 5 members. The preferred number of members is between 8-9 members.

Section 4. Terms of Directors

The term of office of each Director will be three (3) years. There is no limit to the number of terms, successive or otherwise, a Director may serve.

Section 5. Selection of Directors

A. New Directors will be elected by the Board of Directors at an Annual Meeting held for that purpose. Nominations for new Board members may be made by the Board of Directors, by individual Board members, or by a Nominating Committee. Board terms shall be for 3 years and staggered for service so that 1/3 of the Board of Directors stand for election yearly.

B. The Board may prepare and adopt by action a formal written policy regarding the details of the Board election process, including requirements for the announcement of elections and the solicitations of nominations, the role of a Nominating Committee, and the schedule and procedures that must be used to hold elections.

C. The annual election of the Board of Directors will take place at the first meeting during the first quarter of the calendar year unless the meeting is set for a different period of the year by action of the Board in specifying an alternate time and location of the election meeting. The exact time and location of the election meeting will be set by action of the Board.

Section 6. Filling Vacancies

A. A vacancy on the Board will exist in the case of death, resignation, or removal of any director. The Board of Directors, by a majority vote of all the Directors in office, may elect new Directors to fill any vacancies on the Board including successor Director elected by the Board to fill a vacancy for the unexpired portion of the term of the predecessor.

B. The Board of Directors, by a majority vote of all the Directors in office, may elect new Directors to fill any vacancies on the Board created by the Board's action increasing the total number of Board member positions. The Board of Directors will determine the initial term in order to be consistent with staggered terms. Thereafter, the terms of office of each new Director will be three (3) years.

Section 7. Removal of Directors

A Director may be removed for the causes stated in these Bylaws by a majority of the Directors in office excluding the Director to be removed. A Director may be removed without cause by a two-thirds vote of the Directors in office, excluding the Director to be removed. The person being considered for removal has no vote in the process of removal. Notice of the meeting must be given that states that the removal of a Director is to be considered at that meeting. A Director may be removed for the following causes: repeated failures to attend Board meetings, failing to fulfill the duties required of Directors, or intentional acts or omissions, that a prudent person could reasonably have foreseen would seriously damage the reputation or interests of the corporation.

Section 8. Resignation of Directors

A Director may resign at any time. The resignation of a Director must be in writing and be delivered to the Board of Directors, its Presiding Officer, the President, the Vice President or the Secretary. Once delivered, a notice of resignation is irrevocable.

Section 9. Election of Officers

The Board of Directors will elect Board Officers as the first order of business at the next board meeting following the election of the new board members at the Annual Meeting unless the meeting is set for a different period of the year by action of the Board. Officers will be elected for a term of 1 year.

Section 10. Conduct of Directors

Directors must discharge their duty of loyalty and their duty of diligence in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances and in a manner the director reasonably believes to be in the best interest of the corporation.

Section 11. Quorum

At all meetings of the Board of Directors, the presence or participation of a quorum, which is at least a fifty-one percent (51%) majority of the number of Directors in office immediately before the meeting begins, is necessary to allow the transaction of corporate business or the making of corporate decisions. A quorum is required to be met at the beginning of each meeting of the Board and will stay a quorum even if a Board member leaves before the end of the meeting.

Section 12. Decision-Making and Voting

The Directors must diligently and conscientiously attempt to make decisions by consensus and give careful consideration to minority views. When a consensus is not achieved, a vote will be taken instead. The affirmative vote of a majority of the Directors present or participating at any properly called meeting at which a quorum is present, is necessary and sufficient to make a decision of the Board of Directors of AHHA unless a greater proportion is required by law or by these Bylaws. An abstention counts as part of the total number of votes cast and does not reduce the number of affirmative votes required to pass a motion. All decisions require a clearly stated motion, a second, and a vote that must be recorded in the written minutes. Each member of the Board of Directors will have one vote. At the request of any Director, the names will be recorded in the minutes of each Director who voted for, voted against, or abstained on a particular motion.

Section 13. No Proxy Voting

No voting by proxy is allowed at any meeting of the Board of Directors or as part of reaching any decision of the Board.

Section 14. Meetings

The Board must meet at least four times per year and shall strive to do this by meeting at least once each quarter of the year. Meetings of the Board of Directors may be called by the President, the Chair of the Board, or 50% of the Directors in office. The chosen Rules of Order may be consulted for guidance but shall not be binding. Meetings shall be open to the public except for closed sessions regarding personnel or privacy of individuals. One meeting per year may be designated for closed session discussion. The Board has discretion to call a non-public meeting.

Section 15. Executive Session Meetings

The Board President or the Board by a majority vote of the Directors present may at any time decide to go into an Executive Session meeting. Executive Session shall be used when the Board deems it is necessary to protect the confidentiality of the

matters that will be considered there. Executive Session meetings may be attended only by members of the Board of Directors, and any guests the Board invites to join the meeting, which may include the staff, or any other person the Board wishes to invite. A Director may also be excluded from any portion of Executive Session meetings in which matters will be considered that present a Conflict of Interest for that Director. Minutes shall be properly recorded but shall only be read or approved at a subsequent Executive Session if there is a need to continue to insure the confidentiality of the matters contained in the minutes. The Secretary shall take care to record in the minutes only the motions passed and information essential to comply with the law, in order to protect the confidential nature of Executive Sessions.

Section 16. Telephonic Meetings

Meetings may be held by telephone, video conferencing, internet based communication or other method, as long as all participating Directors may simultaneously hear and speak with each other. A Director participating in such a meeting is deemed present for purposes of a quorum. All Decision-Making and Voting under Section 12 applies.

Section 17. Decisions By Mail, Fax, or Email

The Board may use mail, fax or email to make any decision or take any action that is within its power, without a real-time meeting, through the use of “Unanimous Consent Resolution.” A clearly stated motion must be sent to all the Directors on the Board by mail, fax or email, with clear instructions that this process requires 100% of the Directors to vote “yes” for the motion to pass. If the motion is sent by mail or fax, then it must be signed and returned by mail or fax by each Director. If the motion is sent by email, then each Director must send their vote by email in reply, in which case no signature is necessary. Motions are adopted and effective on the date that all Directors in office have responded with an affirmative “yes” vote. If any Director votes “no,” abstains, or fails to vote, then the motion fails to pass. A printed record of each Director’s vote must be kept in the corporate records.

Section 18. Notice of Meetings

Notice must be given of every meeting of the Board, stating the date, time, and location of the meeting, and the purpose of the meeting as required by these Bylaws. The notice must be given not less than forty-eight (48) hours in advance of the meeting if delivered by telephone conversation or in person, and not less than seven (7) days in advance if delivered by first class mail, email, or fax to an address provided by the individual Director.

Regular Meetings

After the initial notice is given of the schedule for a series of regular meetings, which will occur at a fixed time and place, no further separate notice is required for each of those regular meetings. Notice must state the time, date, and location of the meeting. The Board may by resolution establish or change the dates of regularly scheduled meetings, with proper notice given to all Directors.

Annual Meeting

Annual Meeting of the Board of Directors will take place at the first meeting during the first quarter of the calendar year unless the meeting is set for a different period of the year by action of the Board. Setting the exact time and location of the election meeting will be set by action of the Board. One month notice of the Annual Meeting shall be given.

Special Meetings

Special Meetings of the Board of Directors for any purpose or purposes whatever will be called at any time by the President, or if the President is unable, or refuses to act, by the Vice President, or by any two (2) Directors, upon due notice in writing given to each Director. Notice must be given of the Special Meeting of the Board, stating the date, time, and location of the meeting, and the purpose of the meeting as required by these Bylaws. The notice must be given not less than forty-eight (48) hours in advance of the meeting if delivered by telephone conversation or in person, and not less than seven (7) days in advance if delivered by first class mail, email, or fax to an address provided by the individual Director.

Section 19. Waiver of Notice

Any Director may waive the right to receive full advance notice of any meeting. Waivers of Notice must be in writing, signed by the person entitled to notice, and given to the Secretary to be placed in the corporate records. Waivers may be signed before or after the meeting has taken place. The attendance of a Director at any meeting without specific objection to the notice constitutes a waiver of the right to receive full notice of that meeting.

Section 20. Authority of Directors

The President shall be an official spokesperson for the organization and may represent the organization and its positions whenever appropriate. No member of the Board of Directors other than the President may officially represent the positions of the organization or speak or act on behalf of the organization without specific approval by the Board to do so. All press releases and advertisements shall be reviewed by the Board, the President, or 2 members of the Public Relations Committee.

ARTICLE IV. OFFICERS AND STAFF

Section 1. Officers

The Officers of AHHA must carry out the policies and decisions of the Board of Directors as directed by the Board. Officers will include a President, Vice President, Secretary, and Treasurer and such other Officers that the Board may appoint. Except for the President, one person may hold more than one of the offices. Officers other than the President and Vice President need not be members of the Board of Directors. However, if this is the case, such Officers will not be voting Board members.

Section 2. Election and Term of Office

The Officers of AHHA will be elected for a one year term by the Board of Directors. Election of Officers shall be conducted as the first order of business at the next Board Meeting following the election of new board members at the Annual meeting. However, unless they formally resign or are removed from office, Officers will remain in office until their successors are properly elected, designated or appointed. There is no limit to the number of terms, successive or otherwise, an Officer may serve. Election of Officers shall take place at the Annual Meeting.

Section 3. Removal

Any Officer elected by the Board of Directors may be removed by the Board of Directors for the causes stated in these bylaws including repeated failures to attend Board meetings, failing to fulfill the duties required of Officers, or intentional acts or omissions, that a prudent person could reasonably have foreseen would seriously damage the reputation or interests of the corporation. An Officer may be removed without cause by a two-thirds vote of the Directors in office, excluding the Officer to be removed. The person being considered for removal has no vote in the process of removal. Notice of the meeting must be given that states that the removal of an Officer is to be considered at that meeting.

Section 4. Vacancies

If any office of the corporation becomes vacant by death, resignation, retirement, removal, disqualification, or any other cause, the remaining Directors still in office may elect or appoint an Officer to fill such a vacancy. The elected Officer will hold office for the unexpired portion of the term of that office.

Section 5. President

The President is the Principal Officer of the corporation and will, in general, oversee the supervision of the affairs of the corporation. The President generally will preside at all meetings of the Board of Directors unless the Board selects another person to preside. The President must also perform other duties as may be assigned by the Board of Directors. The President is an ex-officio member of any committee.

Section 6. Vice President

In the absence of the President or in the event of the President's inability to act, the Vice President performs the duties of the President. The Vice President, when acting as President, has all the powers of and is subject to all the restrictions on the President. The Vice President must also perform other duties assigned by the Board of Directors.

Section 7. Secretary

The Secretary must perform or oversee the performance of the following duties: a) record and keep the minutes of the Board of Directors or any Board Committees, b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; c) be custodian of the corporate records; d) keep a register of each member's mailing address provided by such member; e) ensure that all required state and federal reports are prepared and filed in a timely fashion; and f) perform or oversee all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors. The Secretary may delegate some or all of these tasks but remains responsible for their proper completion.

Section 8. Treasurer

The Treasurer must perform or oversee the performance of the following duties: a) be responsible for the proper management and control of all funds of the corporation; b) prepare full and accurate financial records on a timely basis of all of the income, expenses, and assets of the corporation; c) present reports at Board meetings on the financial affairs of the corporation; and d) provide financial information necessary to prepare and file the required reports to state and federal government agencies,

showing the income, disbursements, and assets of the corporation. The Treasurer may delegate some or all of these tasks but remains responsible for their proper completion.

Section 9. Executive Director and Staff

The Board may appoint or employ an Executive Director or other staff, whether paid or unpaid, to perform and conduct the programs and activities of the organization. The Board of Directors shall evaluate the performance of the Executive Director on an annual basis. Unless the Board determines otherwise, the Executive Director will have the power, subject to the approval of the Board of Directors, to hire staff, establish staff duties and performance standards, evaluate the performance of staff, and when necessary terminate the employment of staff of the corporation. The Executive Director shall receive notice of all Board meetings and Executive Committee meetings, and shall ordinarily attend all Board meetings, except when the Board goes into Executive Session to meet without the Executive Director present.

ARTICLE V. COMMITTEES

Section 1. Establishment

The Board may establish any committee, including Standing Committees or Temporary Committees, by a resolution of the Board. Such resolutions must name the committee and the purpose of the committee, must state whether it is a "Board" Committee or a "Non-Board" Committee, as defined below.

Section 2. Board Committees

A. The Board may establish "Board" Committees to which are delegated part of the power of the whole Board to authorize expenditures, approve amendments to budgets, set policies, and authorize programs or activities. Such committees must be established by the affirmative vote of at least a majority of all Directors then in office. Board Committees must consist of two or more Directors, and they must not have any members who are not members of the Board of Directors. Board Committees must follow all of the meeting requirements that the Board of Directors itself must follow, including the requirements for proper notice, for having a quorum to conduct votes, the passage of motions, the writing of minutes, and the subsequent approval and permanent storage of Board Committee minutes. The Board may require further procedures that Board Committees must follow as well. For all Board Committees, the Board must pass a resolution that clearly states what powers, authority, and duties have been delegated to the committee, who is the Chair of the committee, and who are the members of the committee.

Executive Committee

The Board will elect an Executive Committee. The Executive Committee will have the power to make decisions between Board meetings, including financial and budgetary decisions. The Executive Committee must comply with the provisions of the Bylaws concerning the full Board as far as those are reasonably applicable to the Executive Committee. All Executive Committee decisions must be recorded in official minutes, which must be submitted to the full Board. Unless the Board of Directors decides otherwise, the Executive Committee will consist of the President, Vice President, Secretary, and Treasurer of

the organization, so long as they are simultaneously members of the Board of Directors. The Executive Committee must make reasonable efforts to contact all Board members first to discuss the issues to be dealt with at an Executive Committee meeting.

Section 3. Non-Board Committees

The Board may establish "Non-Board" Committees, including Standing Committees and Ad Hoc Committees, which do not have the full authority of the board power to authorize expenditures, adopt budgets, set policy, establish programs, or make decisions for the corporation. Such committees are established through a resolution adopted by the Board of Directors present at a properly called meeting. Any person may be a member of such a committee including volunteers, community leaders, and other supporters.

A. Standing Committees

Standing Committees are permanent and exist year-round. All Standing Committees will take minutes, file a formal report, and make recommendations to the Board of Directors. Only the Board of Directors has the authority to assign additional powers to a Standing Committee.

Finance Committee

The Finance Committee as defined and charged by the Board shall be responsible for the financial oversight of the organization's income and expenses. The committee must consist of two or more persons, including at least one person with some financial experience or experience with bookkeeping, who are not the organization's check signers or bookkeepers. The committee shall be responsible for overseeing the organization's financial transactions and the implementation of the organization's financial policies or guidelines. As part of its mission, the committee shall review monthly, or oversee a monthly review of, the organization's expenditures, financial transactions, bank statements, returned checks, and credit card statements. The committee shall report any questions or concerns about the organization's finances to the Board. The committee shall also make the necessary arrangements for and oversee the organization's annual audit or annual financial review, which is described in these Bylaws.

Fund Development Committee

The Fund Development Committee as defined and charged by the Board works as the primary body within the nonprofit that raises funds for its various activities. The committee is instrumental in drawing a fundraising plan and has the very important role of leading the Board members in all fundraising activities. The committee is instrumental in implementing fund raising activities and leading Board members in their efforts to assist in the fundraising activities.

Public Relations Committee

The Public Relations Committee as defined and charged by the Board develops and maintains a communication link to the community promoting the work of AHHA through the use of the media, social media, newsletters, brochures, website, and the appropriate networks of communication.

Governance Committee

The Governance Committee as defined and charged by the Board is responsible for Board recruitment, orientation, self-assessment, continuing education, and Board management.

B. Ad Hoc Committees

Ad Hoc Committees are temporary committees and exist for a limited period of time. They are created by a board resolution in response to a need that has arisen and will dissolve upon completion of their special tasks. Ad Hoc Committees are a good way to involve non-board members in the board's work. All Ad Hoc Committees will file a formal report to the Board of Directors.

Section 4. Committee Members

The Board must appoint the members of every Board Committee. The Board must appoint the Non-Board Committees chairs who along with the Board will designate working group members. The term of office of a member of a committee will continue until his or her successor is appointed unless the committee is terminated, the member resigns or is removed from the committee, or the member ceases to qualify as a member of the committee.

Section 5. Chair

One Board member or committee member will be selected or appointed Chair or Co-Chair by the Board if needed.

Section 6. Committee Procedures

Unless otherwise specified, Board Committee meetings will operate with the same quorum and voting requirements as the full Board, and as far as possible will operate according to the procedures of the Board as stated in these Bylaws. If any formal decisions or resolutions are voted on at a committee meeting, then the votes and the resolutions so adopted must be recorded in the form of corporate minutes and filed with the Secretary.

Section 7. Limitation on Powers

No committee may a) elect, appoint, or remove any Officer, member of the Board of Directors, or member of a Board Committee; b) authorize the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the corporation; c) authorize the dissolution of the corporation or revoke proceedings therefore; d) amend, alter, or repeal the Articles, the Bylaws, or any resolution of the Board of Directors; or e) authorize the payment of a dividend or any part of the income or profit of the corporation to its Directors or Officers.

ARTICLE VI. OTHER PROVISIONS

Section 1. Compensation of Officers and Directors

No Officer or member of the Board of Directors will receive any compensation for fulfilling the responsibilities of a member of the Board or of an Officer as defined in these Bylaws. However, the corporation may pay compensation to Officers and members of the Board of Directors for other services performed as employees or independent contractors as long as the required rules for avoiding Conflicts of Interest are followed. Board members and their relatives who receive regular

compensation from the corporation must always constitute less than a majority of the Board. Officers and members of the Board of Directors may receive reimbursement for actual expenses they incur in the course of fulfilling their responsibilities.

Section 2. Conflicts of Interest

A Conflict of Interest is always present whenever the corporation pays money or other compensation, or provides any tangible benefits, to a member of the Board or to a Board member's immediate family. If there is material benefit, a conflicted Board member cannot vote. A Statement of Ethics for decision making will be developed, and all Board Members sign on to it upon being elected to the Board. All transactions involving Conflicts of Interest must be approved using the following procedures:

1) Conflict of Interest transactions must be approved by the full Board of Directors; they cannot be approved by the President, Executive Committee, Executive Director or staff.

2) Directors and Officers who have a Conflict of Interest in any matter must a) declare the existence of any direct or indirect Conflict of Interest, b) disclose the details of the proposed transaction on the record, c) abstain from voting on that matter and d) leave the room where the vote is to take place, until the votes have been counted. The minutes must record this to show that it was done.

3) The rest of the Board must analyze the transaction and with sufficient information to ensure that all transactions involving a conflict of interest are fair to the corporation and that no special benefits are being given to any person. The information relied upon by the Board, and its source, must be recorded in the minutes.

4) All Conflict of Interest transactions must be approved by the affirmative vote of a majority of all the members of the Board of Directors who do not have a Conflict of Interest involved in that issue, as long as no less than two disinterested Directors vote to approve the transaction.

Statement of Limitation on Private Inurement

The property of this corporation is irrevocably dedicated to charitable and educational purposes and no part of the net income of assets of this corporation shall inure to the benefit of, or be distributable to, Directors, Officers, or other private persons, except that this corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed as set forth in these articles.

Section 3. Tax Year

The tax year of the corporation is the calendar year.

Section 4. Financial Controls

The Board of Directors shall adopt formal Board policies that provide a system of financial controls that are adequate to prevent the misuse, embezzlement or theft of the organization's funds and assets, and that would discover it if those problems or crimes were to occur. Those financial policies shall require that there must be three separate levels of financial operations, and that those operations shall be performed by different people: 1) those with the authority to spend the organization's money; 2) those who are the bookkeeper(s) who record and track the income and expenditures; and 3) those who oversee the bookkeeping system and the expenditure of funds. This means that the persons who have authority to sign the corporation's

checks or use its credit cards shall not be allowed to also serve as the organization's bookkeeper(s); and that the organization's bookkeeper(s) shall not be given permission or authority to spend the organization's money, sign its checks or use its credit cards.

Section 5. Annual Financial Assessment

The Board must require the performance of an annual audit, financial review, financial compilation or financial assessment, which must involve the services of a trusted person with bookkeeping skills and knowledge, who does not do the bookkeeping for the organization or sign checks for the organization. This need not be a formal audit but must at least involve a sufficiently thorough review of the organization's financial records so that it would likely discover any misuse, embezzlement or theft of the organization's funds or assets. The Finance Committee described above shall select the person performing the annual financial assessment and shall ensure that the resulting report is presented to the entire Board. A written process for fiscal review will be developed. A more formal process may be required depending on grants or contract requirements.

Section 6. No Discrimination

A goal of AHHA is to ensure that efforts to develop our mission reflect the diversity of this community. In the composition of the Board, committee participants and delivery of its services to the public, AHHA does not discriminate for or against any person on the basis of ethnicity, nationality, place of origin, religion, gender, sexual orientation, marital status, familial status, economic status, age, or mental or physical disability.

ARTICLE VII. LIMITATIONS

Section 1. General Limitation on Activities

This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of these articles, this corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (2) by corporation contributions which are deductible under Section 170c(2) of the Internal Revenue Code.

Section 2. Limitation on Political Activities

No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation except as otherwise provided by Section 501(h) of the Internal Revenue Code, and this corporation shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 3. Statement of Dedication of Assets

The property of this corporation is irrevocably dedicated to charitable and educational purposes. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for

charitable and educational purposes and which **has** established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE VIII. INVALIDITY

If any provision of these Bylaws or the application thereof to any person or circumstances is held invalid, such invalidity will not affect other provisions or the application thereof and to this end the provisions of this section are separate.

ARTICLE IX. AMENDMENTS

Section 1. Articles of Incorporation and Bylaws.

The affirmative vote of at least two-thirds of all the Directors in office, at a properly called meeting, at which a quorum is present, is necessary and sufficient, to make, alter, amend, or repeal the Bylaws or the Articles of Incorporation of AHHA, except as otherwise provided by law. Proper written notice must be given one month in advance, including either a written copy of the proposed amendments or a written summary of those amendments.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify that the foregoing Restated Bylaws constitute the Bylaws of Affordable Homeless Housing Alternatives Inc. as duly adopted by the Board of Directors on the 16th day of December 2020.

Signed this 16th day of December 2020.

Print Name

Signature

Secretary of Affordable Homeless Housing Alternatives

Shower Care-A-Van Program Coordinator

Affordable Homeless Housing Alternatives (AHHA)

About the Organization: AHHA's mission is to provide education, policy development for affordable housing alternatives with those Humboldt County. We believe that everyone has a human right to a operate under the motto, "safe, warm, dry, first!"

Employment: 12-month grant funded position at 25 hours a week. employment dependent upon acquiring additional funding

Position reports to: AHHA Board of Directors President

Position Summary: Affordable Homeless Housing Alternatives (AHHA) seeks a Program Coordinator for the Mobile Shower Care-A-Van.. Current time commitment is 25 hours per week, including being on-site during service delivery days 3-4 times per month, visiting each site at which the Care-A-Van operates. This role ensures the Care-A-Van continues to run smoothly by coordinating with volunteers, drivers, hairstylists, and other service providers. Program Coordinator will oversee soliciting donations and new volunteers, and creating and implementing program policies and procedures outlined in the Care-A-Van checklist and in the Volunteer Orientation and Training Guide. Coordinator will facilitate the monthly Volunteer meeting and interface with key stakeholders, community partners, volunteers and the AHHA Board of Directors on a regular basis.

Major Responsibilities/Activities will include but are not limited to

Volunteer Training and Coordination

- Coordinate with hairstylists and other service agencies to ensure providers and services are available for each service day.
Send out email reminders for service days
- Coordinate with lead volunteers who handle food, clothing, and hygiene to ensure all supplies are stocked and volunteers are available for each shift. Send out email reminders for service days
- Facilitate monthly shower committee meeting, ensuring all volunteers are invited and have an opportunity to give input
- Facilitate volunteer training orientation and ensure new volunteers have all training materials



advocacy, direct services, and experiencing homelessness in safe and legal place to live and

Opportunity for continued

- Coordinate the solicitation of donations and new volunteers via social media, AHHA newsletter, and additional outreach in conjunction with AHHA office staff
- Ensure volunteer hours are being tracked

Services Coordination

- Work with Care-A-Van driver/site coordinator to ensure set-up and tear-down is done properly, including monthly deep cleaning on mobile unit and maintenance is performed and logged
- Coordinate with food pantries and donors and/or complete food shopping in preparation for each service day
- Create and maintain inventory list of required cleaning, maintenance and service delivery supplies (e.g. paper towels, toilet paper, shampoo, body wash, towels, wash cloths, sanitizer, Clorox wipes, gloves, bungee cords, storage bins, timers, trash bags, etc). Ensure supplies are stocked and ready for driver to load into trailer before each service day
- Ensure clothing donations are tagged and sorted into appropriate storage bins
- Schedule towel service with Mission Linen and coordinate any additional laundry needs

Policies, Procedures, and Data

- Monitor shower Care-A-Van set-up and tear-down checklist
- Ensure service log is maintained (number of people served, and types of services rendered) and data is recorded on spreadsheet for reporting purposes.
- Provide monthly reports to board of directors on overall status of Shower Care-a-Van Program. Provide quarterly data reports based on service logs
- Keep up procedure manual for Care-A-Van operations

The ideal candidate will be committed to the mission and vision of AHHA and will also have experience coordinating volunteers, working in a collaborative, team-based setting, strong written and verbal communication skills, be highly flexible, organized, good at time-management, prioritization of tasks, and self-directed.

Preferred Qualifications/Skills:

- 1-3 years relevant experience

- Non-profit experience
- Experience working with the service population
- Commitment to affordable housing alternatives and service to those living rough
- Experience coordinating and/or working with volunteers, service providers, and/or interns
- Experience with Microsoft Suite, Mailchimp, and Gmail
- File/data organization and management
- Have taken courses or have lived experience in business/administration and/or behavioral/social sciences such as sociology, psychology, or social work.

Shower Trailer Driver/ Operator

Shift: 10:00 AM -4:00 PM Thursdays and Sundays, every week

Salary: \$15.00 /hour

Part-time position

Responsibilities and Duties:

- Drive AHHA's 1-ton truck hauling the 20' mobile shower trailer from the RV Storage facility to the assigned location and return to the RV Storage facility at the end of each shift
- Coordinate with volunteers to pick up and transport volunteers in the truck to the assigned location
- Coordinate with Donation Manager to stock shower supplies before each shift
- Fill-up fresh water tanks and dump wastewater tanks at the RV Storage facility at the end of each shift
- Attend training on electric and mechanical functions of the shower trailer and be available during shower operations to handle any technical issues that may arise during operation
- Greet community members that are waiting for showers and make them feel welcome
- Coordinate volunteers on-site and use "Sign-up wizard" app to make sure there are at least 8 volunteers at the showers during operating hours (preferred)

Shower Care-A-Van Community Outreach Worker

Affordable Homeless Housing Alternatives (AHHA)

About the Organization: AHHA's mission is to provide education, advocacy, direct services, and policy development for affordable housing alternatives with those experiencing homelessness in Humboldt County. We believe that everyone has a human right to a safe and legal place to live and operate under the motto, "safe, warm, dry, first!"

Employment: 12-month grant funded position at \$18 per hour, 20 hours a week.

Position reports to: AHHA Board of Directors President

Position Summary: Affordable Homeless Housing Alternatives (AHHA) seeks a Community Outreach Worker to support the Mobile Shower Care-A-Van. Current time commitment is 20 hours per week, including being on-site 2 hours each service day, up to 11 service days per month. The remaining time will be spent helping clients follow through with appointments or providing any additional support and ensuring HMIS data is submitted. This position will work alongside the Program Coordinator and Care-A-Van volunteers.

Major Responsibilities/Activities will include but are not limited to:

- Helping shower guests fill out HMIS paperwork
- Asking clients about need for additional services including housing support, employment, benefits, legal support, medical care etc.
- Helping clients set up and follow through with appointments; providing bus passes or setting up other transportation if needed
- Referring clients to other services in the community as needed, including county services, community based organizations, and healthcare services

The ideal candidate will be committed to the mission and vision of AHHA, comfortable talking with people who may be struggling with mental health issues or substance use disorders, and have experience working with unhoused individuals, working in the social work field, and/or familiarity with filling out HMIS paperwork. People with lived experience of homelessness are encouraged to apply.

Preferred Qualifications/Skills:

- 1-3 years relevant experience
- Strong verbal communication skills
- Non-profit experience
- Volunteer experience
- Experience working with the service population
- Commitment to affordable housing alternatives and service to those living rough
- Ability to provide non-judgmental, person-centered services
- Have taken courses or have lived experience in business/administration and/or behavioral/social sciences such as sociology, psychology, or social work.

Interested applicants should send resume or description of relevant experience and references to ahha.humco@gmail.com

**Affordable Homeless Housing Alternatives
“Safe Warm and Dry First!”**

VOLUNTEER PACKET

Vision Statement

Everyone has a human right to a safe, legal place to live.

Mission Statement

To provide education, advocacy, direct services and policy development for affordable housing alternatives with those experiencing homelessness in Humboldt County.

Purpose

To create and implement community-centered alternative housing models by networking with private groups, nonprofits, public agencies, faith-based organizations, individual volunteers, and by partnering with the cities, county and others to ensure development and capacity building.



Guiding Principles

- Everyone has the right to Safe, Legal Shelter with Dignity and Respect.
- Being “Safe, Warm and Dry First!” is a required condition to achieve a healthy, productive life.
- The whole community benefits when everyone feels safe and respected.
- A healthy community provides opportunities for those less fortunate and shares its resources.
- The lack of affordable housing is the main cause of homelessness.
- The definition of affordable housing needs to change to reflect the needs of the houseless and unsheltered. Alternative affordable housing options give houseless people choices and create less impact on Humboldt County.
- County Department of Health and Human Services (DHHS) could be more effectively distributed by implementing a variety of housing options proven to be successful in other areas.
- Participants in these alternative options would be more self-sufficient.
- AHHA continues to declare a 'Shelter Crisis.' “Declaration of a shelter crisis" means a significant number of persons are without shelter, resulting in a threat to their health and safety.” [CAGovtCode§8698(d)]. In January, 2016 the City of Eureka declared a shelter crisis. In February of 2018 the County of Humboldt declared a shelter crisis. Humboldt County has a shelter crisis!

Goals include developing a variety of affordable homeless housing alternatives

- Resident and Nonprofit Co-Managed Micro Housing Villages with community kitchens, gardens, restrooms, showers and microbusinesses.
- Campgrounds throughout the county, located near to services.
- Camp sanctuaries for cars, tents, RVs, open tent camping, and bike and ride.
- Church camping in tents, cars, and RVs.
- Zoning variances to allow residential camping and micro housing on residential, city, and county properties. Foreclosures and land trust opportunities.
- Rest Areas, places for legal, safe, sleep, open 24/7.
- Locations in County and City parks, schools, vacant buildings, and private property.
- Hygiene Stations: showers, restrooms, laundry facilities, water, waste disposal and lockers.
- Youth Camps, Farm-Worker Housing and Nomadic campgrounds.
- Active engagement of our community and organizations to build strong, collaborative Working Groups, and successful community coalitions that create housing/shelter alternatives for homeless and maximize affordable housing options.

For upcoming events see AHHA's Events page or follow us on Facebook.

Everyone is welcome! Join us for the General Assemblies on the first Saturday of the month: 11:30am Social Gathering; Noon to 2:00pm Meeting. Labor Temple 840 E St. Eureka, CA

HOW we work together is as important as WHAT we create in working together. We are striving to develop collaborative individuals and communities as we build affordable homeless housing alternatives. Everyone is welcome to join us.

AHHA is made up of a Board of Directors, Working Groups/Committees who work with each other and the larger Humboldt community on selecting sites, outreach, fundraising, media and reaching our goals, whether long or short term, to create safe parking, sanctuary camps and micro-housing villages and more.

AHHA Volunteer Form



Please email completed application to ahha.volunteer@gmail.com or mail to P.O Box 3794 Eureka CA 95502-3794

Name:		Date:
Address:		
Phone:	Email:	

Interest in volunteering with AHHA (check all that apply)

Monthly AHHA General Assembly Meetings (1st Saturdays, 11:30-2, Labor Temple in Eureka)

- Set up, clean up, minutes, agenda and materials
- Projects and Proposals
 - Investigate/research potential sites for sanctuary camps, safe parking, and transitional and tiny house village development
 - Building a detached bedroom or tiny house, when projects are on-going
 - Providing space on personal property to construct or store tiny house(s)/materials
 - Setting up/volunteering at the tiny house village/sanctuary Camp
- Administrative/Office work
 - Helping to archive information and media references on Homelessness
 - Volunteer coordination, outreach and communications
- Public Relations
 - Creating & distributing materials for education and outreach: brochures, posters, information packets, fliers, displays, newsletters, videos, slide shows, etc.
 - Policy development, advocacy and education
 - Attending public meetings or other gatherings; becoming well informed, speaking up at public meetings; writing letters to public officials or other pertinent entities

- Helping with materials and information for the AHHA website and Facebook page
- Assisting or organizing AHHA sponsored events
- Informational tabling or public speaking at other events
- Media outreach: radio interviews, newspaper articles, press releases, letters to the editor, etc.
- Campaigns such as: Right to Rest, Housing as a Human Right, Humboldt Poor People's
- Cooking and/or serving food at an event/activity
- Fund Development
 - Soliciting materials and other donations for AHHA events and projects
 - Writing donor solicitation letters/thank you letters
 - Preparing a Pitch Packet for presenting to potential funders
 - Events and fundraising
 - Researching resources and grant writing
- Mobile Shower Station
 - Volunteering with the Shower Trailer
 - Volunteering with the Pop Up Care Center
 - Sorting/organizing donations
- Other
 - _____

1. What are the ideal days, times and hours per week/month you would like to volunteer?
2. Do you have transportation or could you arrange it?
3. Describe any previous volunteer experience(s) you have completed.
4. What is your interest in and why do you want to be involved with AHHA?

5. What is your experience with living with and/or working with people living on the edge of poverty and homelessness?
6. Do you have background/experience/skills that would benefit or move the vision and mission of AHHA forward?
7. Describe any other expertise you can bring to AHHA or tell us more about you and your interests.

Being a volunteer supports the AHHA mission, and vision. We will add you to our volunteer list and hope you'll reply when we put out the call for your assistance. Thank You!

TOGETHER WE CAN MAKE A DIFFERENCE

Affordable Homeless Housing Alternatives
Office: 840 E Street, Suite 18 , Eureka, CA 95501
Mailing: P.O. Box 3794 Eureka, CA 95502-3794
Email: ahha.humco@gmail.com · Phone: (707) 298-1466
Website: <https://ahha-humco.org/>



Affordable Homeless Housing Alternatives
Adult Release and Waiver of Liability

Please Read Carefully. This is a legal document that affects your legal rights.

This Release and Waiver of Liability executed by _____

(the Volunteer Participant) in favor of AHHA (Affordable Homeless Housing Alternatives), a California Corporation and 501(c)(3) nonprofit corporation, their directors, officers, employees and agents (Collectively AHHA). The volunteer or participant desires to serve as a volunteer or participant for AHHA, and engage in the activities related to being a volunteer or participant (the Activities). The volunteer or participant understands that the Activities may include developing AHHA sites and facilities, building tiny houses, constructing displays and demonstrations, gardening and landscaping, teaching and assisting workshops, tabling at special events, and assisting with clerical and administrative functions of AHHA.

A volunteer or participant is someone who performs a task at the request of or on the behalf of AHHA without the expectation of financial compensation or prevailing wage commensurate with the work performed, as regulated by the Department of Industrial Relations.

The volunteer or participant hereby freely, voluntarily, and without duress executes this release under the following terms:

1. Release and Waiver

Volunteer or participant does hereby release and forever discharge and hold harmless AHHA and its successors and assigns from all liability, claims, and demands of whatever kind or nature either in law or in equity which may arise or hereafter arise from volunteers or participants Activities with AHHA. Volunteer or participant understands that this Release discharges AHHA from any liability or claim that the volunteer or participant may have against AHHA for any bodily injury, personal injury, illness, death, or property damage that may result from the volunteer or participant's Activities with AHHA, whether caused by the negligence of AHHA of its directors, officers, employees, or agents or otherwise. Volunteer or participant also understands that AHHA does not assume any responsibility for or obligation to supply financial assistance or other assistance including but not limited to medical, health, or disability insurance in the event of injury or illness.

2. Medical Treatment

Volunteer or participant does hereby release and forever discharge AHHA from any claim whatsoever which arises or may hereafter arise because of any first aid, treatment, or service rendered as part of volunteer or participant Activities with AHHA.

3. Assumption of The Risk

The Volunteer or participant that the Activities includes work that may be hazardous to the volunteer or participant, including but not limited to construction, loading and unloading, and transportation to and from work sites. Volunteer or participant expressly and specifically assumes the risk of injury or harm in the Activities and releases AHHA from all liability for injury, illness, death, and property damage resulting from the Activities.

4. Insurance

The Volunteer or participant understands that, except as otherwise agreed to by AHHA in writing, AHHA does not carry or maintain health, medical, or disability insurance coverage for any volunteer or participant. Each Volunteer or participant is expected and encouraged to obtain his or her own medical or health insurance coverage.

5. Photographic Release

Volunteer or participant does hereby grant and convey unto AHHA all right. Title and interest in all photographic and video and audio recordings made by AHHA during volunteer or participant Activities with AHHA, including but not limited to royalties, proceeds, or other benefits derived from such photographs or recordings.

6. Other

Volunteer or participant expressly agrees that the Release is intended to be as broad and inclusive as permitted by the laws of the State of California, and that this Release shall be governed by and interpreted in accordance with the laws of the State of California. Volunteer or participant agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

Name _____ _____
Address _____ _____
Email _____ Phone _____ _____
Emergency Contact _____

Volunteer Rights & Responsibilities

It is Your Right:

- To receive the orientation, training and supervision necessary to do the job.
- To feel that your efforts have real purpose and contribute to the organization's mission.
- To receive feedback and evaluation on the work that you perform.
- To be treated with respect and as an equal partner within the organization.
- To be trusted with confidential information necessary to carry out your assignment.
- To be kept informed on relevant matters within the organization you work with.
- To expect that your time will not be wasted by poor planning or coordination by the organization.
- To be covered under the organization's liability policy for volunteers in the event of an accident.

It is Your Responsibility:

- Not to take on more responsibility than you can handle.
- To meet time commitments or to provide appropriate notice so alternate arrangements can be made.

- To perform the tasks assigned to you to the best of your ability.
- To provide input on ways your tasks might be better performed.
- To follow organizational policies and procedures.
- To respect those confidences entrusted to you.
- To be open-minded and respectful towards opinions shared with you.
- To notify the organization in advance of absences or schedule changes that may affect them.
- To inform the organization if you feel you need more training or support.

Volunteer Hours Tracking for AHHA

Affordable Homeless Housing Alternatives Volunteer Hours

Month: _____

Name: _____

# Attended	Hours	Meeting Name
		Board Meeting
		Committee Meeting (specify)
		Fund-Raising Committee
		Finance Committee
		Other AHHA related meetings: GA; CC.

# Attended	Hours	Public Event
		City Council Meeting
		Civic Group Meeting, i.e. Rotary, HHHC, etc. (specify)
		Other public events representing AHHA(specify):

Hours	Volunteer Time and Service
	Volunteer time program A (Specify)
	Volunteer time program B (Specify)
	Fundraising Calls
	AHHA Events
	Other time spent on AHHA work (Please Specify):

Items [Organization Name]	\$ value	Non-cash contribution to

Total Hours: _____ Total \$ Value: _____

Safe Serve Certification: AHHA currently has five Safe Serve certified volunteers.



January 12, 2021

Jarod Profitt
Administrative Services
Officer Humboldt County
DHHS - Contracts Unit 507 F
Street, Eureka CA 95501



RE: HOMELESS EMERGENCY AID PROGRAM QUARTERLY REPORT – October – December 2020
CONTRACTOR: Affordable Homeless Housing Alternatives, Inc.

Dear Mr. Profitt,

The last quarter of this year has been by far the most challenging and the most successful in terms of outreach and services. **In light of the Covid-19 pandemic, AHHA Mobile Shower Care-A-Van and Pop-Up Care Center** has been an important asset to several communities and those living rough in Humboldt. We are grateful to the County for making this level of support available through the HEAP Award. We have a dedicated corps of volunteers who have shown what a community can do to bridge the gaps in services and support when supported to do so by a non-profit whose vision and commitment is clear.

AHHA's Guiding Principles:

- * Everyone has the right to Safe, Legal Shelter with Dignity and Respect.
- * Being "Safe, Warm and Dry First!" is a required condition, to achieve a healthy, productive life.
- * The whole community benefits when everyone feels safe and respected.
- * A healthy community provides opportunities for those less fortunate and shares its resources.
- * The lack of affordable housing is the main cause of homelessness.

*The definition of affordable housing needs to change to reflect the needs of the houseless and unsheltered. Alternative, affordable housing options give houseless people choices and create less impact on Humboldt County.

* County Department of Health and Human Services (DHHS) could be more effectively distributed by implementing a variety of housing options proven to be successful in other areas such as legal campgrounds, and tiny house villages, and safe parking areas.

*Participants in these alternative options would be more self-sufficient.

***AHHA will continue to press the County to use their "Shelter Crisis" Declaration of 2018, CA Code 7.8 Section 8698-8698.2. "Declaration of a shelter crisis" means a significant number of persons are without shelter, resulting in a threat to their health and safety." [CA Govt Code § 8698 (d)] and the current Housing Element to create these alternative housing models that are affordable and supportive of the chronically homeless in Humboldt**

During the Shelter in Place (SIP) orders, AHHA has joined with the Community Coalition and the EOC to continue to extend food services to the communities we serve along with our phone network. We have been able to distribute prepared boxed or bagged dinners and lunches, over 40 wellness boxes now, and many other donated foods to the encampments from McKinleyville to Garberville and Redway through our outreach services and networks. Even though we know people do not have a legal place to camp in most areas, and they are still constantly being moved along, we continue to advocate and propose solutions before political bodies, and other potential collaborators, encouraging them to provide safe spaces for people to be, especially during this pandemic. It would certainly make supporting them more cost effective and efficient.

In collaboration with the EOC and the Community Covid-19 Response Coalition and the County Response to People Experiencing, Homelessness, we have continued to connect with folks outside as a supply line to bring resources or connect resources to those in need, and cultivate other donors. We require our guests to wear face-coverings and we provide them with a mask if they do not have one.

We enforce social distancing and ask all participants to follow best practices for safety during the pandemic. We provide up to date information on Covid-19 and county protocols. We have truly been able to meet folks where they are. We have also received a grant from The Community Health Trust for needed PPE. We purchased N95 masks for all our volunteers. Volunteers practice safe protocols and wear not only masks and gloves, but some also wear face shields.

We had approximately two and a half months down time due to Covid-19 and having a new wheelchair lift installed to better serve our disabled population with shower access. We have served 14 discreet individuals with our ADA accessible restroom wheelchair lift, all but a few wheelchair bound. Since May 31st we have been able to operate consistently. We now provide services in multiple locations. In Eureka we operate at the Samoa Boat Launch parking lot under the 255 overpass, the Samoa Bridge. This location does not restrict our time and thus we have been able to use all of our water each outing. We can average 18 to 22 showers with the stored water.

AHHA has asked the City of Eureka for an additional area for operations closer to mid-town or at the southern end of town in order to reach people that cannot now take advantage of the showers and other services. Thus far no site has been identified or approved by the City.

In addition to providing service to McKinleyville two times per month at the Church of the Joyful Healer, and Redway and Garberville area once a month at the Redwoods Rural Health Center (RRHC) parking lot, the Care-A-Van is also operating in Arcata at the Transit Center Parking lot near the Arcata House Partnership (AHP) Annex and the ballpark on the 2nd and 4th Thursday of the month. Both of these operations are in collaboration with other community resources, such as the Church and AHP Annex. Volunteers and or staff prepare and serve a meal or provide bagged lunches in addition to AHHA's offerings as we operate concurrent to the AHP Annex lunch services. This holiday season, RRHC built a holiday event around the Care-A-Van in which they offered also dental

health services, free flu shots, and holiday hams for all the Care-A-Van guests. The Behavioral Health clinician on staff was available to engage guests. Vision Y Compromiso was there to enroll participants in Medi-Cal, helping them complete applications in order to increase their access to health services. Southern Humboldt Housing Options provided a meal and a clothing closet.

With this expansion to Arcata, AHHA has demonstrated that our model for engaging the communities who want the mobile shower services works well. Operations for full service involves collaborating with the City, affiliated community volunteers and advocates, agency staff, and the service population to provide clothing, food and volunteers to work the Care-A-Van showers and allied services respectively. We hope to continue this relationship building in other areas in the county, and provide minimally one outing a month in areas requesting services such as Fortuna or eastern Humboldt.

The greatest challenge faced by the mobile shower Care-A-Van this quarter was the loss of our driver in early October due to illness, and the tenuous nature of his recovery, holding off hiring a new driver in anticipation of his return to work. We had a certified licensed volunteer driver which took us through the end of our contract obligation with the County.

Below is a record of the services provided which include information and referral services; hygiene products as nail clippers, razors and shave cream, toothbrushes and toothpaste, dental floss, feminine products, condoms, hand wipes, tissues, survival blankets and hand warmers, deodorant, combs & brushes, band-aids and bandages, sanitizer, sunscreen, soap, shampoo, conditioner, body wash, body lotion, and more; bagged or boxed lunches and dinners, seasonal produce, and non-perishable foods, sundry snacks, and water; a full set of fresh clothing from head to toe, including jackets, gloves and hats; tents, sleeping bags and tarps or blankets, and totes as available; hot showers with all necessary supplies, including two fresh bath towels; and haircuts as stylist is available.

The Care-A-Van is supported largely by donations from our community at large. We also have to purchase items for the operation, and we have found Humboldt residents everywhere to be generous and supportive. In spite of down time, services were well received.

The final quarterly report figures for October-December 2020 for the HEAP Grant follows in the chart below. Included in the chart are totals for the Care-A-Van Operations from Start Up November 12, 2019 through December 2020.

AHHA expresses our deepest gratitude to Humboldt County for the HEAP grant and working with us to bring the mobile shower Care-A-Van to Humboldt.

Respectfully,

Nezzie Wade, AHHA Board President

2020 Shower Data and Totals for Operations from start Nov 2019 through Dec 2020

	Clients	Showers	Wait Time (Min)	Shower Time (Min)	ADA	Housed	Individual	Family	Veterans	Seniors (60+)	Male	Female	Food	Clothing	Volunteers	Vol. Hours
October 2020 Total	185	123	49	21	8	5	164	21	15	17	136	49	185	185	59	302
November 2020 Totals	195	110	45	20	6	2	152	31	14	20	131	53	195	195	48	236
December 2020 Totals	269	146	78	20	6	11	224	31	21	51	204	58	253	251	66	359
4th Quarter Total	649	379	57	20	20	18	540	83	50	88	471	160	633	631	58	897
2020 Total for Year	1541	1008	45	18	32	117	1304	181	101	279	1086	426	1523	1521	393	2422
2019 Total	340	140	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	331	255	n/a	n/a
Total for 2019 & 2020	1881	1148	45	18	32	117	1304	181	101	279	1086	426	1854	1776	393	2422

Client #	Name	Check-In	Wait Time	Shower	Shower-In	Shower-Out	Total Shower	Notes	Housed?	Indiv or Family?	VETERAN	Age	Male	Female	Food	Clothing
1			0:00				0:00									
2			0:00				0:00									
3			0:00				0:00									
4			0:00				0:00									
5			0:00				0:00									
6			0:00				0:00									
7			0:00				0:00									
8			0:00				0:00									
9			0:00				0:00									
10			0:00				0:00									
11			0:00				0:00									
12			0:00				0:00									
13			0:00				0:00									
14			0:00				0:00									
15			0:00				0:00									
16			0:00				0:00									
17			0:00				0:00									
18			0:00				0:00									
19			0:00				0:00									
20			0:00				0:00									
21			0:00				0:00									
22			0:00				0:00									
23			0:00				0:00									
24			0:00				0:00									
25			0:00				0:00									
26			0:00				0:00									
27			0:00				0:00									
28			0:00				0:00									
29			0:00				0:00									
30			0:00				0:00									

	Wait Time	Showers	Shower Time
AVERAGE this week	#DIV/0!		#DIV/0!

Housed?	Family?	VETERAN	60+	Male	Female	Food	Clothing
Yes =	Indiv =	0		0	0	0	0
No =	Family =						

NOTES:

Affordable Homeless Housing Alternatives												
County of Humboldt HEAP Grant 2019-2020												
	Administrati on & Personnel		Operati onal Costs					Transportati on & Travel		Startup Costs		
Monthly Expenses	Bookkeep er	Operatio ns Manage r	Maintenan ce Vehicle & Trailer	Laund ry Servic es	Propa ne Tank s	Trail er Stora ge	Insuran ce	Delive ry Char ge	Fuel	Mobile Hygie ne Stati on	Vehicle to Haul Trailer	Tota ls
20 19												
August											19,169.98	19,169.98
August								4,430.00		39,747.90		44,177.90
October		34.19			59.70							93.89
November		797.65		197.02					79.22	1,171.98		2,245.87
December	45.00	1,390.20		250.01					120.28	50.54		1,856.03
20 20												
January	45.00	843.25	921.58	233.40			4,045.10		180.78	1,903.79		8,172.90

February	102.50	387.43	496.10	186.72					143.73	708.87		2,025.35
March	210.00	626.73		140.04	15.57							992.34
April	60.00											60.00
May	82.50	960.04	294.61	183.44	20.44				255.38			1,796.41
July	60.00	1,478.52	59.92	238.68					118.52			1,955.64
August	75.00	945.79		265.00	44.96				142.75			1,473.50
September	75.00	1,675.08	2,818.83	432.80		48.81			167.90			5,218.42
October	60.00	244.96	26.20	724.00	34.38	51.84			115.98			1,257.36
November	75.00		37.68	651.60	13.92	124.44			199.60			1,102.24
December	120.00		320.17	514.68	45.42	203.54			90.52			1,294.33
Totals	1,010.00	9,383.84	4,975.09	4,017.39	234.39	428.63	4,045.10	4,430.00	1,614.66	43,583.08	19,169.98	92,892.16