

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



SUBMITTED MAY 18, 2020

TO

**JAROD PROFFITT, ADMINISTRATIVE SERVICES OFFICER
Humboldt County Department of Health & Human Services
507 F Street, Eureka, California 95501**

IN RESPONSE TO

COUNTY OF HUMBOLDT

Department of Health & Human Services

Request for Proposals – RFP No. DHHS2020-05

Homeless Housing, Assistance And Prevention Program

Humboldt County, California Issued: April 21, 2020

1.0 INTRODUCTORY LETTER

Nezzie Wade, President
Affordable Homeless Housing Alternatives, Inc. (AHHA)
PO Box 3794
Eureka Ca 95502-3794
(707) 267-4035

Being clean decreases the risk of spreading disease, improves mental health, sense of esteem, improves the 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 employment¹.

Affordable Homeless Housing Alternatives (AHHA) requests a total of \$115,455 to operate our Shower Care-A-Van mobile shower program for the next 12 months with additional direct support services. AHHA's Shower Care-A-Van is a 3-stall mobile shower and restroom trailer, including one ADA-compliant stall, and can provide an average of 20 showers per day of service off-grid, operating at least 2 days per week. With this funding, we will provide roughly 2,080 showers per year throughout Humboldt County as well as provide one Outreach Support and Volunteer Coordinator position, one Driver and Operator position, and additional direct assistance including laundry vouchers, bus passes, and motel vouchers.

AHHA's Shower Care-A-Van has become our largest outreach program and has helped hundreds of our houseless guests feel a sense of dignity and care. Current operations provide a 10 minute hot shower, a warm meal, hot coffee, hygiene kits, clean socks, clean underwear, and a clean change of clothes for up to 20 guests per day and support another 30 to 40 people who do not shower at each outing with hot meal and fresh clothes. AHHA has had months of practice and is in an excellent position to increase our number of services provided.

Upon 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, worked on a communications network for the houseless and are confident we can safely provide hygiene and social services to our community moving forward.

This proposal meets the intent of the HHAP funding to expand or develop local capacity to address immediate homelessness challenges, as the Shower Care-A-Van meets people in place, bringing social services support while addressing one of the most basic human needs- restroom facilities and access to hygiene care. This proposal meets the intent of HHAP to expend funds on evidence-based solutions that address and prevent homelessness, as AHHA's Shower Care-A-Van has been vetted in the year 2019-2020 and we have seen the results of connecting people with jobs and ultimately improving their health and wellbeing as reported to AHHA by the Employment and Training Division of DHHS, Open Door Community Wellness Center and Mobile Medical.

¹ Leibler, Jessica, 2017. International Journal of Environmental Research and Public Health. Personal Hygiene among Urban Homeless Persons in Boston, MA. (<https://www.mdpi.com/1660-4601/14/8/928/htm>)

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3.0 SIGNATURE AFFIDAVIT

**REQUEST FOR PROPOSALS – NO. DHHS2019-01
HOMELESS EMERGENCY AID PROGRAM**

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

REQUEST FOR PROPOSALS – NO. DHHS2019-01 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	Affordable Homeless Housing Alternatives (AHHA)
STREET ADDRESS:	P.O. Box 3794
CITY, STATE, ZIP	Eureka, CA 95502-3794
CONTACT PERSON:	Nezzie Wade
PHONE #:	(707) 267-4035
FAX #:	N/A
EMAIL:	ahha.humco@gmail.com

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

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

The undersigned is an authorized representative of the above-named agency and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS 2019-01 and declares that the attached Proposal and pricing are in conformity therewith.

Nezzie Wade
Signature

3/11/2019
Date

Nezzie Wade
Name

3/11/2019
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 managed 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 program, and three stipend positions for Community Liaisons. 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's office is located at the Labor Temple at 840 E. St. Eureka, CA 95501.

The mission statement of the organization is: To provide information, education, advocacy and policy development for affordable housing with the homeless in Humboldt County. AHHA will facilitate the implementation of these 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.

AHHA has been an integral part of the advocacy work that led to the recent declaration of a Shelter Crisis in Humboldt County, partly due to intimate knowledge of the issues the homeless face in Humboldt County as well as tenacity to always show up and speak the truth to those in positions of power. AHHA shows up to almost every City and County meeting, Planning meetings, and various other related events in the areas around Eureka, Arcata and McKinleyville as well as Southern 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 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; 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 and National Hunger and Homelessness Awareness Week, and has organized the Eureka Old Town Gazebo annual Homeless Persons' Memorial Day- a collaborative, community-based Christmas/ Winter Holiday gathering to provide free clothing, food, blankets, and other donated goods to those in need.

AHHA has received over \$12,000 in cash contributions and similarly we have received in-kind contributions to support our neighbors outside, the largest of which are for the shower program. We are currently receiving continuing support from the Humboldt Emergency Aid Program 2019 grant for \$99,850 and are requesting funds from the HHAP grant to fund continuing services once this contract expires. From late 2019 to present, grants were received from the following sources: \$9,000 HAF Donor Circle grant to support our Community Liaison positions providing jobs for members of the houseless community to extend our outreach efforts; \$5,000 communications network grant for 25 phones, 35 solar chargers and pre-paid data service to help the homeless community shelter in place and stay connected during Covid-19; St. Joseph's Care

for the Poor grant for \$10,000 to support the shower program, which in the time of Covid-19, has been given converted to discretionary use.

AHHA has partnered and works closely with a number of groups: St. Vincent de Paul Dining Facility to convene Community Conversations; Synapsis in securing Art/Source Project funding to support this vital outlet for those on the edge; HACHR to provide information on Harm Reduction Housing for Overdose Awareness Day as well as participate in 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, as a member of their non-profit network; 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 members 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; participation in the DHHS Services Fairs for the homeless of the Palco Marsh Encampment, and other events such as the annual Community Safety Enhancement Team and St. Vincent de Paul Free Meal Annual Barbeque and Services Fair. 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. We are community partners with HSU and have hosted dozens of interns from at least a dozen disciplines. The organization is also represented through its Board members 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 Redwoods Rural Health and Dental Center in Redway where they regularly host shower days. We have partnered successfully with the Eureka County Library holding shower 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 partnerships with Humboldt Area Foundation, securing a communications grant that allowed us to provide cell phones, solar chargers, and care packages to over 20 communities of houseless individuals. These care packages encourage our unhoused neighbors to shelter in place by providing cellular phones with pre-paid data plans and solar chargers to keep phones going so that time-sensitive information can be accessed. AHHA has been actively working with organizations such as Humboldt Mutual Aid, the COVID-19 Response Coalition and Humboldt

County Emergency Operations Center to provide masks, hygiene supplies, tents, sleeping bags and food for 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 the homeless community.

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, with 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.

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 trainings 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 trainings on best practices for essential service providers. All volunteers will also complete paperwork and sign a waiver. All must observe the shower operation either in person or through a video of the operation. Roles of the Volunteers should be clearly understood, and each volunteer will have access to the Volunteer Handout from the Volunteer Manual.

One staff member hired to fulfill the Shower Care-A-Van Driver and Operator position will be experienced in pulling a large trailer with a 1-ton vehicle and will have a clean driving record verified by the DMV. The Driver will have a solid understanding of operations and maintenance for the equipment and will be experienced in working with the homeless population. They will oversee the operations and manage volunteer efforts while the Shower Care-A-Van is in use. Staff and volunteers selected will have experience working one-on-one with the homeless community and be trained in the daily duties of the trailer operation. Monthly tracking of use, expenses, services and referrals will be required and forms will be provided.

Shower Care-A-Van Driver and 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, disinfecting and cleaning the stalls after each occupant, setup and tear down procedures and dumping of the sewage and waste tanks.

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. 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.

Outreach Services and Volunteer Coordinator staff will be experienced in working with the houseless population and will have a solid understanding of the services available in Humboldt County that they can direct people towards. Furthermore, this staff will utilize the warm-hand off model to ensure people are not falling through the cracks when trying to access additional services. The Outreach Services and Volunteer Coordinator, with assistance from trained volunteers, will help shower participants schedule appointments, fill out necessary paperwork, and act as an advocate when necessary. Ongoing training for this position will be crucial in being up-to-date with benefits and services for the population outside, especially during the Covid-19 pandemic.

Board member brief biographies 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, Vice Chair 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.

Jenna Bader is a Project Manager, Certified Energy Analyst, LEED Rater, Green Point Rated Rater and Zero Net Energy Design Consultant for Redwood Energy. Her work predominately supports multifamily affordable housing throughout California by providing all-electric, Zero Net Energy options that make environmentally-friendly housing affordable for developers to build while keeping utility bills stable and low for residents. She provides solar array sizing reports and documentation for these developments, which are used in CTCAC competitive funding and USDA funding applications. Her most notable work at Redwood Energy includes co-authoring a strategic Energy Sovereignty Master Plan to take a local Sovereign Nation off-grid in Humboldt County. Her work included auditing existing conditions of all buildings, energy modeling, providing affordable recommendations for all-electric retrofits, sizing a 12 MW solar and wind powered micro-grid and creating a picture-based ZNE Building Code. Her undergraduate experience includes 4 years of energy efficiency and water conservation outreach with the PowerSave Green Campus program and 2 years writing Sustainability-driven Building Standards at Humboldt State University where she received a B.S. in Energy and Climate Science in 2014.

Jessica Smith received her MA in Sociology from Humboldt State in 2018. She focused her thesis on food sovereignty and food justice, examining individual motivations for participating in Humboldt County's Alternative Food Movement. 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. Jessica also participates in the Humboldt Food Policy Council and is a member of the policy sub-committee, which is focusing its current efforts on food-related disaster preparedness. During her time at HSU Jessica began volunteering with the Humboldt Area Center for Harm Reduction. She was eventually hired to be the syringe exchange program coordinator and is now the organization's Executive Director. 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.

Bryan Roos joined the AHHA team as a board member in July 2019. Bryan is currently homeless in Humboldt County and has had experience with homelessness in the past, both with and without a vehicle. He is a philosopher by nature and enjoys music, reading, writing and juggling. Over the years he has held a variety of jobs, including six years with Comcast as a dispatcher, ending with a layoff when Comcast was purchased by NBC Universal and his job was regionalized. He has worked temporary administrative jobs for Kelly Services intermittently for over twenty years, maintaining a good record. His last assignment was at LegalZoom where he earned a regular staff position in customer service for estate planning and intellectual property services. He brings to AHHA an awareness of what life is like on the streets and is working to develop the AHHA website and social media presence.

5.0 PROJECT DESCRIPTION

5.1 PROJECT DESIGN

AHHA's founders have been working for and with the homeless population throughout Humboldt County since the occupy movement in 2011. AHHA's roots lie within street outreach and one-on-one interactions with our houseless neighbors. AHHA continues cultivating community, bridging the gap between the housed and unhoused by offering compassion, care and hope for affordable alternative housing solutions. Since becoming a formal 501(c)3 in 2015, AHHA has held over 60 monthly General Assembly meetings to keep our supporters informed with what's happening outside and offering a space to discuss our work and how we can better serve our community. Since becoming a non-profit, AHHA has also held over 30 organized meetings with the houseless in Humboldt, meeting them where they are located or as nearby as possible to allow for significant attendance. Whatever we do, we have always had as our vision to do it together.

In October 2019, AHHA received an award for a mobile shower and hygiene trailer through a HEAP grant from Humboldt County, which has been a hugely successful project in providing showers and hygiene services. We have a core volunteer base that has helped to provide over 200 showers, 600 hot meals, 600 cups of coffee, 300 outfits of clean clothing and linked people with local resources, all from a mobile shower unit in 5 months of active service. This opportunity has allowed us to network even more deeply within our community, to collectively work with the housed and unhoused to link people with services and help with their immediate needs. AHHA's Board structure reflects constituency from southern to northern Humboldt, to the inland area, and includes members of the houseless community. We have established formidable partnerships throughout the county, including St. Joseph's Healthcare System, Redwoods Rural Health and Dental Clinic, Open Door Community Wellness Centers, TVSC Mobile Health Services, Family and Community Resource Centers, the City of Eureka, the County Library and a whole host of community organizations and county departments.

To further our organization's progress into one that can consistently serve at least 40 showers a week and expand the suite of services we can provide to our houseless neighbors, we are seeking one Outreach Services and Volunteer Coordinator position and one part-time Mobile Shower Driver and Operator to solidify another year of shower operations, helping to alleviate the workload of our working Board and generous volunteers. Our mobile shower program is still in operation and we are seeking funding to keep the paid positions in place for continuity of service and support to those experiencing homelessness.

An Outreach Services and Volunteer Coordinator position would alleviate the time pressure on our working Board of Directors by being responsible for continuing our networking throughout the community and matching people with social services and resources they need right away. The position will be 30 hours per week, paying \$20 per hour, for the expertise and compassionate care needed. The Outreach Services role will include 2 days per week at our mobile shower operations. The other 3 days of the working week will be spent coordinating our volunteers. This position will continue the developing working relationship between the Employment and Training Division of DHHS to ensure those we serve continue to grow in self efficacy and securing job opportunities, while bridging the gap.

AHHA has always provided services such as matching the unhoused with housing opportunities, programs for detox and drug treatment, linking them with services to get ID cards and basic benefits, helping with food, transport of belongings to secure locations while being evicted from shelter or disbanded encampments, getting to health related appointments and emergency care facilities acting as jail support, and advocates in court or Child Welfare Services meetings. Meeting people where they're at with warm clothing, blankets, tarps and survival gear, hot beverages in the winter, warm oatmeal and things that bring so much hope to those on the street has been a long-standing tradition in AHHA's support system for folks living on the edge.

The need for outreach services and volunteer coordination to continue this meaningful work in our communities and expand our efforts to reach even more individuals with a widened scope of resources is evident. Volunteer Coordinator tasks will include assessment of organizational needs at any time in order to allocate responsibilities to our volunteers within and through our working committees. AHHA's committees with volunteer members include Fund Development, Shower Care-A-Van, Public Relations, General Assembly, Projects and Proposals and Site Selection. The committees meet at least once a month, and all are working on solving homelessness in various ways. Our office staff, administrative assistance, and Community Liaisons are currently directed by the Board.

AHHA's Shower Care-A-Van program will operate in fiscal year 2020-2021 to serve approximately 2,080 showers to our homeless guests from southern to northern Humboldt County. Since the Shower Care-A-Van has been vetted in the year 2019-2020, we have seen the results of connecting people with jobs and ultimately improving their health and wellbeing, as reported to AHHA by the Employment and Training Division of DHHS, Open Door Community Wellness Center and Mobile Medical.

We are seeking a part-time Shower Care-A-Van Driver and Operator position to continue to provide our services to the unhoused and alleviate the work of our dedicated volunteer community. The Driver and Operator role is the on-site Manager at our Shower Care-A-Van operation. Their duties include transportation services 2 days per week, including a safety check of the trailer at the storage facility, transporting the trailer from the storage facility to the shower site, briefing all volunteers prior to service, fixing any mechanical issues and managing any emergency situations during service, closing up the trailer at the end of the service day, tracking metrics in a daily log, dumping waste tanks, refilling water and fuel tanks, and transporting the trailer back to the storage facility at the end of the day. This is such a critical role for our Shower Care-A-Van operation, we are hoping to receive funds to secure this position for the year 2020-2021. Our positions are part-time, rates include employment service fees and taxes and there do not appear to be any prevailing wage issues.

AHHA's Housing First principles are followed as all are welcome. Our staff, shower operators and volunteers receive training in trauma informed care and basic benefits through a Housing First and equity lens.

The operation of our services have supportive partners in Open Door Community Wellness, Mobile Medical, TeleHealth, Mobile Crisis Response Team, MIST, local law enforcement, Community Resource Centers and Legal Services of Northern California. These are agencies

among many others to which we refer guests to get their individual needs addressed. Some others include HCTAYC, Betty Quan Chinn Day Center and allied programs, the Eureka Rescue Mission, Arcata House Partnership, RCAA and their related programs.

We will track the number of showers and services provided (clothing, meals, laundry vouchers, bus passes and motel vouchers) to our guests, including education on options available, referrals and assistance in applying for basic benefits such as GR, SNAPs or CalFresh, MediCal, SSI and other necessities such as housing and shelter. On Shower Care-A-Van days, our outreach services will be available for intake as well as follow-up , and during specified office hours and our regularly monthly meeting. . We anticipate helping 5 people per week in this manner.

The way we measure success of services will be by reaching or exceeding our target numbers of 40 showers and other services per week. Success will also be measured by provider referrals and ultimately success in securing benefits as reported by our participants.

The Shower Care-A-Van is a significant asset and AHHS ensures through our fund development plan and fundraising efforts the continuation of this project past the contract expiration. If for any reason this project were to be phased out, in every case, we would transition our end-users to other similar services and support.

5.2 PROJECT BUDGET

AHHA’s request for HHAP funding includes one full year of mobile shower program operating costs, additional support of an Outreach Services and Volunteer Coordinator position, and direct support funds to help all guests of the mobile showers receive even more assistance including laundry, bus and motel vouchers.

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 Mobile Shower Driver and Operator Hourly Rate of Pay or Salary Calculation: \$15/hour + employment services fees and taxes= \$23/hour x 20 hours/week x 52 weeks/year Duties Description: Pick up trailer from RV storage lot and setup on-site, oversee mobile shower operations, pack-up the trailer, dump waste, bring to RV storage lot and fill with water. Record usage and keep mileage logs current. Report any maintenance issues to AHHA.	\$23,920
Title: Outreach Services and Volunteer Coordinator Hourly Rate of Pay or Salary Calculation: \$20/hour + employment services fees and taxes= \$32/hour x 30 hours/week x 52 weeks/year Duties Description: 2 days per week: Support services for mobile shower and street outreach to connect people with basic benefits and services. 3 days per week: Coordinate volunteers for AHHA’s programs, including Shower volunteers and track organization’s metrics of performance.	\$49,920
Total Personnel Costs:	\$73,840
B. Operational Costs	
Item: Mobile Shower Maintenance Costs Description: Cost/year to maintain truck based on average engine maintenance costs (\$800), 1-2 tires per year (\$500)	\$1,300
Item: Mobile Shower Laundry services Description: Mission Linen fees to pick up 30 dirty towels and drop off 30 clean towels and cleaning rags 2x/week x 52 weeks/year. Based on 2019 operating data.	\$4,855
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 2019 operating data.	\$2,800
Item: Mobile Shower Program Insurance Description: Insurance costs for the truck, trailer, volunteers and guests, paid once/year	\$2,700
Total Operational Costs	\$11,655
C. Supplies	
Item: Daily supplies to stock the mobile hygiene station Description: <i>In-kind donations</i> from community members and Care for the Poor support funding, or similar. Supplies include toilet paper (\$400), paper towels (\$400), body soap (\$300), cleaning supplies (\$1,200), shampoo and conditioner (\$600), towels for guests (\$400) = \$3,300/year	\$0

Total Supply Costs	\$0
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 days/week of service, \$70/tank refill, tank filled roughly 2x/month x 12 months/year. Adjusted based on 2019 data.	\$2,000
Total Transportation/ Travel Costs	\$2,000
E. Other Costs	
Item: Direct Support Funds: Laundry Vouchers Description: Provide one laundry voucher to each shower guest (2,080 shower guests/year x \$5.50/load)	\$11,440
Item: Direct Support Funds: HTA Transit Passes Description: Provide one day pass to each shower guest (2,080 shower guests/year x \$5.25/HTA day pass)	\$13,720
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:	\$27,960
Grand Total:	\$115,455

6.0 SUPPLEMENTAL DOCUMENTATION

Our primary policy is one that all are welcome and all of our decisions must include homeless participation and someone with lived experience of homelessness needs to be involved in decision-making. If further documentation is requested, we are happy to comply.

HEAP Quarterly Report October to December, 2019

The attached report includes the Shower Care-A-Van metrics from October, 2019 to December, 2019.

December 31, 2019



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

RE: HOMELESS EMERGENCY AID PROGRAM QUARTERLY REPORT - October through December, 2019
CONTRACTOR: Affordable Homeless Housing Alternatives, Inc.

Dear Mr. Profit,

AHHA's mobile shower/restroom trailer was delivered October 9, the first day of PG&E blackouts to come to Humboldt County this fall! For AHHA, our volunteers, and our neighbors outside this was a great day. It took a month to get the custom-built unit finalized as we still had to install towel racks, dispensers, mirrors, hooks and make modifications to the system to fit our needs. We did a trial run on Sunday November 3rd to check all system operations and assess volunteer preparedness. We were ready to roll!

AHHA's Shower Care-A-Van went into Service on November 12th, operating in the parking lot of Humboldt County's main library on Third Street in Eureka. After the first outing it became apparent that our ADA compliant restroom shower was problematical. The shower pan was not well sealed and needed to be repaired before it could be put into service. This shower could not be used until repaired. The manufacturer came out and took care of the repairs needed on November 21st. However, it also became apparent that the toilet masticator resulted in a power delivery problem. It is necessary to use a generator when off the grid to avoid shutting down the power. We needed to augment the operation with a generator and that has taken care of the power distribution issue.

From that point, we have been able to operate consistently at the initial and primary site of the main library every Tuesday throughout the quarter. After doing a successful trial run to Redway, completing 16 showers, recording costs and time constraints for the mobile unit, volunteer hours and our driver salary, coordinating and collaborating with Southern Humboldt Housing Options for food and clothing and additional volunteer assistance, and partnering with Redwoods Rural Health/Dental Center for space to operate, including power and water, we anticipate expanding mobile shower service to Southern Humboldt. We are discussing at least one, maybe two times per month. With this expansion we have proven that our model for engaging the communities who want the mobile shower services works well. It involves collaborating with affiliated community volunteers, agency staff, and the service population to provide clothing, food and volunteers to work the showers respectively. We hope to continue this relationship building in other areas in the county, and provide minimally one outing a month. With 8 service days a month, with four in Eureka, we can include Arcata, McKinleyville and

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The shower and restroom service provided by AHHA is meeting the needs of the unhoused. Our guests live outside with the exception of a few. Our patrons are a diverse array of mostly individuals, a few consider themselves a family. We serve mostly men, and in Eureka as opposed to Redway, it was predominantly men where Eureka seems to be a ratio of about 3 men to every two women. Some of our guests say they stay at the Rescue Mission and many of them are connected in some ways to the system through probation, St. Vincent dePaul Dining Facility's free meals and St. Joseph's Community Resource Center located there, DHHS services and work related resources, as well as Open Door through Mobile Medical. Some of our regular guests have been assessed and admitted to Waterfront and other support programs. Most of our guests freely share what they are doing for food and shelter, and most rely on sources such as Free Meal, HACHR, AHHA, the Mission or a few other local groups like Food Not Bombs, or community people and churches who regularly provide food. Some folks buy groceries, other frequent fast food establishments. Some have SSI or SSDI or some other form of support, but minimal. We provide almost all our visitors with some hygiene products whether they shower or not from combs and brushes, to dental kits including tooth brushes, feminine products, condoms, soaps, shampoo, conditioner, deodorant, razors. Hygiene products fill a serious need for the unhoused.

With each outing we also provide food and clothing as well as showers and restroom facilities. Generally, we have fed and provided needed clothing to approximately 30 to 50 guests each time we are out, while our showers have averaged far fewer due to time constraints and mechanical issues. If guests are not signed up by 9:30 they are generally not going to get into the showers as we must stop services in enough time to clean and sanitize the restrooms and take down the pop up care center, usually by 11:20. Each patron is allowed 20 minutes in the shower and 10 minutes of hot water. We have averaged about 15 showers per outing in the second quarter.

We referred all of our guests whom we know are without a safe place to be, people on the streets, to the Winter shelter program, which filled immediately, Arcata House Partnership, the Veterans Resource

Center and to the shelters for men and women (Mission). Some were able to access motels, transitional housing or recovery programs to reduce the length of time spent outside.

We do have youth coming to the showers and we have reached out to the programs that address local youth homelessness. We have referred youth to those programs and believe that the outcome has been positive based on feedback from the guests as well as the programs. We will continue to work on developing relationships or partnerships with these programs to reduce the numbers experiencing homelessness, the lack of resources and support.

Attached you will find an Excel data sheet with cumulative data for the Shower Care-A-Van services noting each day/date of mobile hygiene services (showers), meals and clothing distribution.

Date	Location	Instances of service - Showers	Instances of service - Food	Instances of service - Clothing
11/3/2019	Faith Center Foursquare Church	5	0	0
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12/31/2019	Eureka Public Library	20	55	40
Totals:		140	331	255

Shower Driver and Operator Job Description

The attached job description is for the Shower Care-A-Van Driver and Operator position.



Affordable Homeless Housing Alternatives, Inc.

JOB POSTING **Shower Trailer Driver/Operator** **Accepting Applications Until Position is Filled**

Do you enjoy driving and working for a great cause? Affordable Homeless Housing Alternatives (AHHA), a 501(c)(3) non-profit serving individuals experiencing homelessness, is seeking a part-time driver for their Shower Care-A-Van mobile shower program.

Shift: Variable hours in the range of 7:00 AM - 4:00 PM most likely Tuesdays, Thursdays or Sundays

Salary: \$15.00 /hour

Part-time position

Responsibilities and Duties:

- Drive AHHA's 1-ton GMC passenger van hauling the 22' mobile shower trailer from the parking location to the service site and returning to the parking spot at the end of each shift
- Coordinate with AHHA office or volunteer coordinator regarding volunteers needing transport to the service location and number of volunteers needed
- Work with volunteer coordinator to stock shower supplies before each shift
- Fill-up fresh water tanks before service days and dump wastewater tanks 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 and overall site issues that may arise during operation
- Coordinate volunteers on site and make sure they have signed in
- Conduct short debrief with volunteers at the end of each service day

Qualifications:

- Class C License in good standing
- Willing to submit a background check/ drug checks and provide employment references
- Ability to lift 30-50 pounds

Experience:

- Truck driving: 1 year (required)
- Driving: 5 years (preferred)

Please submit a resume or work history and cover letter to: ahha.humco@gmail.com

We are seeking two passionate individuals to help support our program that are genuinely interested in helping our most vulnerable community members living outside. If you are really interested in this job, please give us a call and we will do our best to work with you. Thank you!

Affordable Homeless Housing Alternatives, Inc (AHHA)
Office: 840 E Street #18, Eureka, Ca 95501
PO Box 3794, Eureka, Ca 95502

707-267-4035
www.ahha-humco.org
ahha.humco@gmail.com

Outreach Services and Volunteer Coordinator Job Description

The attached job description is for the Outreach Services and Volunteer Coordinator position.

Affordable Homeless Housing Alternatives

Outreach Services and Volunteer Coordinator: Job Description, Duties and Salary



Affordable Homeless Housing Alternatives (AHHA)

With the vision that *everyone has a human right to a safe and legal place to live*, AHHA strives to provide information, education, advocacy, and policy development for affordable housing with the homeless in Humboldt County. AHHA's goal is to establish a resident and nonprofit co-managed *Micro Housing Villages* in metro Eureka with community kitchens, gardens, rest-rooms / showers, and micro-businesses. Additionally, AHHA hopes to establish across the Humboldt County area – *Camp Sanctuaries for cars / RVs, tent camping, hygiene stations, youth camps, farm-worker housing, and community coalitions guiding the assimilation of the homeless within the general community as contributing members.*

Essential Responsibilities

Outreach Services and Volunteer Coordinator is responsible for support services for AHHA's Shower Care-A-Van and street outreach to connect people with basic benefits and services as well as coordinating AHHA's volunteers for various programs and tracking metrics of performance for the organization. This individual must have strong skills in communication, organization, and management.

Accreditation	6-months experience working in or managing a volunteer program. Bachelor's degree in Nonprofit Management, Human Resources, or Social Work may be beneficial.
Other Requirements	Strong communication and management skills. General competency in various business software (MS-Word, MS-Excel, Google Docs, etc.).
Work Schedule	30-hours weekly; may involve weekend time commitment.
Salary Range	\$31,200

Outreach Services and Volunteer Coordinator Job Description

Outreach Services and Volunteer Coordinator ensures that the needs of our Shower Care-A-Van guests and the interests of volunteers are served and that the volunteer support for the AHHA organization remains competently well-staffed. They may coordinate and schedule volunteers on an ongoing basis in *campaign / community development / advisory board / media capacities or in the organization of single events*. Volunteer Coordinator must also keep existing volunteers informed via *newsletters* or other AHHA communications.

AHHA ahha.humco@gmail.com PO Box 3794, Eureka, CA 95503-3794

Volunteer Coordinator must be detail-oriented and organized, since they may work on many projects at once. They must also be outgoing and communicate effectively with a variety of people. Volunteer Coordinator must also adhere to the values of the AHHA organization and convey its purpose to others.

Outreach Services and Volunteer Coordinator Duties

Outreach Services and Volunteer Coordinator must match interested volunteers with an opportunity that suits their skill set and best serves the AHHA organization. Volunteer Coordinator must make an effort to ensure that individual volunteers feel comfortable with their placements, are trained and fully understand their responsibilities. Volunteer Coordinator may conduct interviews to determine the roles that prospective AHHA volunteers will take.

Volunteer Coordinator must also maintain communication with existing volunteers. Since volunteer services greatly contribute to the AHHA organization's functions, it is important that they feel appreciated and stay informed.

Outreach Services candidate must be comfortable and experienced in street outreach services, as their duties will include continuing the direct support services of the organization, including but not limited to: meeting the population where they're at and providing education on options available, referrals and assistance in applying for basic benefits such as GR, SNAPS or CalFresh, MediCal, SSI and other necessities such as housing and shelter. Duties include tracking the number of showers and services provided (clothing, meals, laundry vouchers, bus passes and motel vouchers) to our guests, and on Shower Care-A-Van days, be available for intake as well as follow-up, and during specified office hours and our regularly monthly meeting.

Volunteer Coordinator Salary Range

PayScale.com reported that most **Outreach Services** and **Volunteer Coordinators** earned between \$28,000 and \$44,000 annually as of July 2018. *Nonprofit, Healthcare, and Social Service* organizations are among the industries that frequently employ individuals in this position. Educational Accreditation and Volunteer Management Experience will determine a prospective AHHA candidate's compensation level. |

7.0 EXCEPTIONS, OBJECTIONS AND REQUESTED CHANGES

AHHA has no exceptions, objections or requested changes to the HHAP RFP.

8.0 REQUIRED ATTACHMENTS

Attachment 1- RFP Signature Affidavit

AHHA’s signed signature affidavit is attached below.

**REQUEST FOR PROPOSALS – NO. DHHS2019-01
HOMELESS EMERGENCY AID PROGRAM**

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

REQUEST FOR PROPOSALS – NO. DHHS2019-01 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	Affordable Homeless Housing Alternatives (AHHA)
STREET ADDRESS:	P.O. Box 3794
CITY, STATE, ZIP	Eureka, CA 95502-3794
CONTACT PERSON:	Nezzie Wade
PHONE #:	(707) 267-4035
FAX #:	N/A
EMAIL:	ahha.humco@gmail.com

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

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

The undersigned is an authorized representative of the above-named agency and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS 2019-01 and declares that the attached Proposal and pricing are in conformity therewith.

<u>Nezzie Wade</u> Signature	<u>3/11/2019</u> Date
<u>Nezzie Wade</u> Name	<u>3/11/2019</u> Date

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

Attachment 2- Project Budget

AHHA's Shower Care-A-Van Outreach Services and Operations budget for the year 2020-2021 is attached below.

A. Personnel Costs	
Title: Part-time Mobile Shower Driver and Operator Hourly Rate of Pay or Salary Calculation: \$15/hour + employment services fees and taxes= \$23/hour x 20 hours/week x 52 weeks/year Duties Description: Pick up trailer from RV storage lot and setup on-site, oversee mobile shower operations, pack-up the trailer, dump waste, bring to RV storage lot and fill with water. Record usage and keep mileage logs current. Report any maintenance issues to AHHA.	\$23,920
Title: Outreach Services and Volunteer Coordinator Hourly Rate of Pay or Salary Calculation: \$20/hour + employment services fees and taxes= \$32/hour x 30 hours/week x 52 weeks/year Duties Description: 2 days per week: Support services for mobile shower and street outreach to connect people with basic benefits and services. 3 days per week: Coordinate volunteers for AHHA's programs, including Shower volunteers and track organization's metrics of performance.	\$49,920
Total Personnel Costs:	\$73,840
B. Operational Costs	
Item: Mobile Shower Maintenance Costs Description: Cost/year to maintain truck based on average engine maintenance costs (\$800), 1-2 tires per year (\$500)	\$1,300
Item: Mobile Shower Laundry services Description: Mission Linen fees to pick up 30 dirty towels and drop off 30 clean towels and cleaning rags 2x/week x 52 weeks/year. Based on 2019 operating data.	\$4,855
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 2019 operating data.	\$2,800
Item: Mobile Shower Program Insurance Description: Insurance costs for the truck, trailer, volunteers and guests, paid once/year	\$2,700
Total Operational Costs	\$11,655
C. Supplies	
Item: Daily supplies to stock the mobile hygiene station Description: <i>In-kind donations</i> from community members and Care for the Poor support funding, or similar. Supplies include toilet paper (\$400), paper towels (\$400), body soap (\$300), cleaning supplies (\$1,200), shampoo and conditioner (\$600), towels for guests (\$400) = \$3,300/year	\$0
Total Supply Costs	\$0
D. Transportation/ Travel (Travel expenses follow Humboldt County Travel Policy Limits)	
Item: Fuel to transport truck and trailer	\$2,000

Description: Fuel costs for 2 days/week of service, \$70/tank refill, tank filled roughly 2x/month x 12 months/year. Adjusted based on 2019 data.	
Total Transportation/ Travel Costs	\$2,000
E. Other Costs	
Item: Direct Support Funds: Laundry Vouchers Description: Provide one laundry voucher to each shower guest (2,080 shower guests/year x \$5.50/load)	\$11,440
Item: Direct Support Funds: HTA Transit Passes Description: Provide one day pass to each shower guest (2,080 shower guests/year x \$5.25/HTA day pass)	\$13,720
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:	\$27,960
Grand Total:	\$115,455

Attachment 3- Supplemental Documentation

Our primary policy is one that all are welcome and all of our decisions must include homeless participation and someone with lived experience of homelessness needs to be involved in decision-making. If further documentation is requested, we are happy to comply.

HEAP Quarterly Report October to December, 2019

The attached report includes the Shower Care-A-Van metrics from October, 2019 to December, 2019.

December 31, 2019



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

RE: HOMELESS EMERGENCY AID PROGRAM QUARTERLY REPORT - October through December, 2019
CONTRACTOR: Affordable Homeless Housing Alternatives, Inc.

Dear Mr. Profit,

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Salary: \$15.00 /hour

Part-time position

Responsibilities and Duties:

- Drive AHHA's 1-ton GMC passenger van hauling the 22' mobile shower trailer from the parking location to the service site and returning to the parking spot at the end of each shift
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Qualifications:

- Class C License in good standing
- Willing to submit a background check/ drug checks and provide employment references
- Ability to lift 30-50 pounds

Experience:

- Truck driving: 1 year (required)
- Driving: 5 years (preferred)

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Outreach Services and Volunteer Coordinator Job Description

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Affordable Homeless Housing Alternatives

Outreach Services and Volunteer Coordinator: Job Description, Duties and Salary



Affordable Homeless Housing Alternatives (AHHA)

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Other Requirements	Strong communication and management skills. General competency in various business software (MS-Word, MS-Excel, Google Docs, etc.).
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Salary Range	\$31,200

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