



# ARCATA HOUSE PARTNERSHIP

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Homeless Housing, Assistance and Prevention Program

RFP No. DHHS2025-01

Proposal

Submitted to:

Humboldt County Department of Health and Human Services

Attention: Amanda Hinkle, Administrative Services Officer

Email: [DHHS-ContractUnit@co.humboldt.ca.us](mailto:DHHS-ContractUnit@co.humboldt.ca.us)

Permanent Housing  
The Grove

## 1.0 Introductory Letter

Humboldt County Department of Health and Human Services  
Attention: Amanda Hinkle, Administrative Services Officer  
Email: DHHS-ContractUnit@co.humboldt.ca.us

April 4, 2025

Ms. Hinkle and Selection Committee,

Arcata House Partnership (AHP) is committed to serving the neediest of our community. For over 30 years we have been providing shelter, housing and support services to people who are homeless or at risk of becoming homeless. AHP is committed to continue providing permanent housing for people in Humboldt County through our Homekey 2 project. This 60-unit project has 40 units set aside for people who are chronically homeless and 20 units for people who are homeless or at risk of becoming homeless. People for the chronic units are prioritized through the Coordinated Entry System. People referred through this process are the most vulnerable in our county. Their high needs and vulnerability will require substantial supportive services to assist them as they transition from being homeless to being housed. Staff at this program will work to assist people to connect to services, make referrals, and provide access to the basic essentials. This program will allow AHP to continue to address immediate homelessness challenges. At the project known as The Grove, we take a multi-faceted approach to helping those who are newly housed. Each person is unique and faces individual challenges that require person-centered solutions. We connect each family or individual with resources to help address their situation. Our partnerships with other providers allow AHP staff to work together to ensure positive outcomes for those we serve.

Living at The Grove means that people have a permanent home. An apartment that is furnished and 24-hour staff support to ensure that the tenants are safe, the project is safe, and that people are working on getting and retaining housing.

The Authorized Representative for Arcata House Partnership is:

Dr. Darlene Spoor, Executive Director

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

With 1,573 unsheltered people identified in Humboldt County as homeless during the 2024 Point-In-Time count, the need for immediate access to housing is critical. AHP looks forward to working with the County to address this need.

Sincerely,  
Darlene Spoor

## 2.0 Signature Affidavit

**REQUEST FOR PROPOSALS NO. DHHS2025-01  
HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM**

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

REQUEST FOR PROPOSALS – NO. DHHS2025-01 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	Arcata House Partnership
STREET ADDRESS:	1005 Eleventh ST
CITY, STATE, ZIP	Arcata, CA 95521
CONTACT PERSON:	Darlene Spoor
PHONE #:	707-822-4528 x 106
FAX #:	
EMAIL:	dspoor@arcatahouse.org

Government Code Sections 7920.00, *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. DHHS2021-04 and declares that the attached Proposal and pricing are in conformity therewith.

  
Signature

Darlene Spoor

Name

Executive Director

Title

April 4, 2025

Date

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

RFP NO. DHHS2025-01

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#### 4.0 Professional Profile

## 4.1 Organization Overview

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

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

1. **Organization Name:** Arcata House Partnership,  
**Physical Address:** 1005 Eleventh Street Arcata, CA 95521  
**Mission Statement:** to provide advocacy for and services to the homeless and food insecure with compassion, dignity and empowerment  
**Legal organizational status:** 501(c)3  
**Current staffing level:** Executive Director, Leadership Team consisting of Director of Programs and Services, Manager of Human Resources, Chief Financial Officer, and Operations & Resource Development, Program Manager, and on-site client and housing support staff.
2. **A detailed description of the Proposer's current and previous business activities, including, without limitation:**
  - a. **The history of the Proposer's organization, including the date when the organization was founded and how innovation and high-quality performance is fostered thereby.**

**Arcata House Partnership (AHP)** is the result of a 2012 merger between two established and well-regarded nonprofit organizations with combined more than 30 years of experience providing services to the homeless in Humboldt County. AHP is currently the only non-profit organization that provides the full continuum of services to homeless people in the county that consists of Street Outreach, One-Stop or navigation services, Emergency Warming and Emergency Shelter services, long-term shelters, Permanent Supportive Housing, Rapid Rehousing, affordable housing solutions, and Pantry and food support services. The mission of AHP is to provide advocacy for and services to the homeless and food insecure with compassion, dignity and empowerment.

**Street Outreach and One-Stop Services:** A person's first contact might be when they are provided with a free lunch from our Outreach staff who visit multiple communities four days each week. An outreach worker rides on the van and engages potential clients with information and referrals. They carry a cell phone and can make appointments for case management or refer people to community resources on the spot. People may make an

appointment to meet with a Case Manager at the One-Stop program, who can help with immediate needs (food, hygiene, transportation, referrals to services, crisis counseling) or facilitate enrollment in a local shelter. A chronically homeless person, who may not have the ability to maintain housing without support, may be referred to our Permanent Supportive Housing or Rapid Re-housing programs, which provide a rental subsidy and extensive long-term case management. Families and single adults may move into one of our Emergency Shelter programs, where they have the opportunity to save money and develop the skills they need to be independently housed. On evenings when inclement weather could impact a person's health, AHP in partnership with six local faith partners, gathers people at our facility for dinner, a shower and a change of clothing and then transports them to a location to spend the night out of the cold. Each person's needs are different, but the goal of all of the programs is to provide each person with the support they need to move out of homelessness.

**Shelter:** since 1991 AHP has provided shelter for our most vulnerable citizens. Beginning as a partnership with area faith partners, the organization was formed to provide shelter to those in need. As the need grew so did the commitment to this service. Eventually purchasing and renovating a number of properties. Currently, AHP owns and operates 4 locations as family shelters and 2 locations as adult only shelters. The shelter program has transformed over the years depending on funding and need. The shelters were run as night-by-night shelters and as long-term shelters. Currently, all of the shelters are run as long-term stay shelters (up to 90 days) with intensive case management. Funding determines the staffing available for each of the shelters. In addition, each year AHP is committed to providing whatever level of emergency day center/ overnight shelter support that is possible. From November 15<sup>th</sup> to March 15<sup>th</sup> the agency opens services and generally cots for people who are not served in the other shelter programs. Funding dictates if the program opens for a day warming center where warm food, showers, dry clothing and connection to client service staff is provided and if an overnight emergency shelter is offered where people have access to a warm / dry location to be, cots, blankets, dinner and breakfast, and safety. As part of the AHP portfolio, people being served in one program has access to staff and support in other programs like the One-Stop services.

**Housing:** AHP received funds in 2010 to provide Permanent Supportive Housing (PSH) through a small grant from HUD. Since then, the agency has consistently received funding and provided support through PSH and RRH rental assistance to people meeting the target population of the funding source. In 2021 the agency, with the support from a Homekey Project, purchased the first of 2 affordable housing projects. One 18-unit project in Eureka and one 60-unit project in Arcata. These permanent housing projects offer housing to people who are chronically homeless, currently homeless but not chronic, or people at risk of becoming homeless. In 2024 / 2025 AHP provides support for 43 PSH/RRH vouchers and 78 units of permanent housing through the Homekey projects also known as The Grove and Ke-Mey-Ek' Place. AHP provides intensive case management and staff support to anyone who is in the program.

- b. The total number of years the Proposer has been operating under the present organization name, and any other organization names under which the Proposer has provided services equivalent to those that will be provided as part of the proposed homelessness assistance project.**

**Arcata House Partnership (AHP)** has been operating under its present name for 13 years. AHP is the result of a 2012 merger between two established and experienced nonprofit organizations:

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

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

- c. The number of years the Proposer has been providing services equivalent to those that will be provided as part of the proposed homelessness assistance project.**

For 34 years the agency has been providing services to the neediest in the community. Providing kindness and access to basic needs like food, showers, bathrooms, clean dry clothing, staff to connect and refer to partner agencies for specialized services, and more has been at the core of AHPs service to the community. AHP has provided street outreach, food and shelter since 1991. As the need grew, AHP responded by added PSH, RRH and permanent housing to their services.

- d. The total number of government agencies for which the Proposer has provided services equivalent to those that will be provided as part of the proposed homelessness assistance project.**

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

- Housing and Community Development (HCD) – Emergency Solutions Grants
- City of Arcata – Community Development Block Grant, General Fund
- County of Humboldt –Department of Health and Human Services, Department of Probation, Cal Fresh
- Housing and Urban Development (HUD)

- 3.** There is no litigation regarding the provision of services equivalent to those that will be provided as part of the proposed HHAP project that has been brought by or against the AHP.
- 4.** There are no fraud convictions related to the provision of services equivalent to those that will be provided as part of the proposed HHAP project.
- 5.** There are no current or prior debarments, suspensions or other ineligibility to participate in public contracts.
- 6.** There are no violations of local, state and/or federal regulatory requirements.
- 7.** There are no controlling or financial interests that Arcata House Partnership has in any other organizations, and Arcata House Partnership is not owned or controlled by any other organizations. Arcata House Partnership does not hold a controlling or financial interest in any other organizations.

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

The professional profile must contain an overview of the Proposer's qualifications and experience regarding the provision of services equivalent to those that will be provided as part of the proposed homelessness assistance project, which includes, at a minimum, all of the following information:

- 1. A detailed description of the Proposer's, and each subcontractor's, overall experience regarding the provision of services equivalent to those that will be provided as part of the proposed homelessness assistance project, which includes specific examples of the outcomes and successes of such services, as applicable.**

AHP has managed shelters, permanent housing, permanent supportive housing, and rapid rehousing services for people who are homeless for over 30 years. The agency

practices progressive engagement which means that we begin working with people where they are, help them identify what services they need as they work to become sheltered or housed, then work with them to connect and refer to the services that will best meet their needs.

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

**Outcomes and Successes** – AHP currently manages permanent supportive housing, rapid rehousing and permanent housing with supportive services throughout Humboldt County. The agency continues to adapt and adjust to provide connection and support for people throughout the county. AHP wants to continue this service and to expand the capacity. Currently 121 people throughout the county are being served by AHP housing programs. Ke-mey-ek' Place provides 17 permanent housing units with one live-in unit and The Grove provides 60 permanent housing units for people who are homeless.

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

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

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

Darlene Spoor, Executive Director of Arcata House Partnership has over 35 years of experience developing and managing services and affordable housing and properties for special use by non-profit social service providers. She has an earned Doctor of Education/Administration degree (Ed.D) and a Master of Science degree in nonprofit administration. She has earned the Certified Property Manager Designation from the Institute of Real Estate Management and is a licensed general contractor. Dr. Spoor is

well versed in the administration and management of millions of dollars in development and operating funds for non-profit agencies. She has been leading the agency since 2016.

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

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

Street Outreach staff have solid relationships that have been built with people who are homeless in the community. They often have lived experience and will be providing service as part of this program.

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

Under the direction of the Executive Director, the staff of AHP will use the funds to ensure success by providing staff assistance and support to people who were formerly homeless and are now housed. With adequate funding AHP staff will work to provide essential services needed for members of the Target Population to connect to services and to move into permanent housing and retain housing while addressing other urgent care needs;

To ensure success, the staffing level to provide service was determined by HCD when the project was originally funded. The qualifications of these staff include relevant education, years of experience serving this population and ongoing training to ensure we reach our program objectives and provide the best service possible. Seven full time staff will provide client service (aka case management) and housing support. People will be provided with:

- Support to get and retain housing
- 24-hour on-site support
- Access to trained professionals who know and understand the services and service providers in the county and beyond
- Access to connection and referral services; and
- Oversight by a seasoned staff supervisor

Financial support to fund program operations will allow AHP to provide these services for the target population who will benefit from this program and services. People will be referred from the CES, get connected with services, address issues limiting their housing stability, be connected with partner agencies, and reunify with their families as they prepare for and receive support. Individual needs are different, but the goal of this service is to provide each person with the support he or she needs to get and retain permanent housing.

## 5.0 Project Description

## **5.1 Project Design**

The project description must contain a description of the overall design of the proposed homelessness assistance project, which includes, without limitation, all of the following information

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

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

The Grove provides 40 units of affordable housing for people who are chronically homeless and 20 units of affordable housing for people who are homeless or at risk of becoming homeless. The number of people served will be determined by the number of people in each family.

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

People for this project are referred through the Coordinated Entry System. The use of this system ensures that homeless services in the county are aligned, working as efficiently and fairly as possible.

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

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

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

Funding from this grant will directly serve to end homelessness in Humboldt County by supporting AHP to continue to staff a permanent housing project and to provide essential services needed as unsheltered members of the Target Population move to

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

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

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

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

The Governor made a commitment to the people of California that affordable housing would be developed and ran to address the homeless crisis. He released the Homekey funding to do just that. The intent of the program was to quickly develop affordable housing while ensuring their long-term viability. Understanding that the project would house those people who were not likely to be able to pay the entire rents because of their income limits, the original plan was to provide a limited amount of operational support through Homekey while the project worked to secure more stable funding. The Governor addressed this by saying that other funding support would be given to cities and counties to support these projects. There was also the discussion that these projects would work with the local housing authorities to secure long-term project-based funding. With the recent restrictions set out by our new administration, it is unclear if there will be project-based support for this project any time soon. As part of the Governor's priority and to ensure housing support for many people, this funding source is critical to its success. AHP is committed to ensuring the long-term viability of these affordable housing units and is requesting support for funds to provide continued success of this project.

With the CoCs willingness to develop a process to use the prioritize system to better serve all populations and support projects like this one by supporting the project's intent, projects like this one will be managed in a way that supports long-term financial

viability. This change will allow projects to implement their mission and regulatory agreements. I am thankful that this has been made a priority at the CoC level and that this is happening immediately so that we can all be successful.

The total project budget is expected to be \$1,212,635. This project is expected to receive \$240,000 in tenant rental assistance to support its operation. Funding will come from tenant rent contributions, and any housing assistance vouchers that are applied to this project. Funding sources might include: Housing Choice, Moving on, VASH, RRH from other sources or any other subsidy available to a tenant.

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

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

- 24-hour staff to ensure safety and security of the tenants and the project
- A minimum of one experienced client service staff (aka Case Manager) funded through this program will be available

Staff will provide support to ensure that the people from the target population - unsheltered – get and retain housing. Staff will work to identify services that each person needs, to connect and refer them, and to assist with their housing goals and assist each person with proper services to transition from being homeless to retaining housing.

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

The Program Manager will provide program oversight for the on-site staff of this program.

AHP is supportive of working within the CES. The bigger concern is how the CoC manages the CES and prioritization and how it works with us. First, the language in this question says “the County’s” Coordinated Entry System (CES). It is the CoC’s CES, right? There is also a continued concern that the CES only prioritizes people who are chronically homeless. This restricts the intent of the project and limits its ability to manage the program. For many years the CoC has been discussing the need to look at prioritization differently. Yes, serving people who are chronically homeless is critical but this program was developed to also serve people who are homeless or at risk of becoming homeless BEFORE they become chronic. The CoC has recently developed a committee to look at the language and prioritization processes. Once the CoC approves a plan to prioritize people who meet a broad range of definitions, the CES will remove any restrictions on projects like this one.

With the CoCs willingness to develop a process to use the prioritize system to better serve all populations and support projects like this one while supporting the project’s intent, projects like this one will be managed in a way that supports long-term financial viability. This change will allow projects to meet their mission and regulatory agreements. I am thankful that this has been made a priority at the CoC level and that this is happening immediately so that we can all be successful.

AHP is committed to using the CES and this project does require it. The HHAP 5 funding is essential to the stabilization of the project for the next year. Changes in the CES prioritization process will support this project into the future.

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

N/A

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

Program and client level data will be recorded in the Homeless Management Information System (HMIS) database which AHP staff have used for years. This information is used to quantify participant success, to evaluate the program, and to support funding requests. Additional data may be collected using a proprietary system. AHP will collect as much data as possible on each person who accesses these services and will enter them into the HMIS database.

**5.1(A7) A detailed description of any and all construction and/or remodeling services, including, without limitation, conversion of hotels and motels to permanent housing and construction of new navigation centers and emergency shelters, that will be provided as part of the proposed homelessness assistance project which includes, without limitation, any and all other sources of financing that will be utilized to support the project, any and all applicable construction timelines and any and all applicable unit breakdowns and affordability levels.**

N/A

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

- AHP has established staffing levels that will be implemented for this project. One full-time staff member will be on site at all times to provide services. This proposal will fund 8 staff people who provide service at this project.
- Staff funded through this proposal will be supervised by the Program Manager

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

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

- medical,
- mental health,
- substance use,
- legal,
- community corrections,
- domestic violence,
- financial assistance and benefits,
- job training / preparation and employment,
- food subsidy or food assistance,
- reunification,
- crisis stabilization,
- housing search and application assistance,
- religious support,

- veteran services,
- family resource centers,
- and more.

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

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

Performance data is analyzed monthly by the Manager of each department and the Executive Director. Points of contact will be measured, the number of phone calls taken will be measured, the number of people who access the showers at the One Stop location will be counted, the number of people who utilize the mail service will be counted, hygiene bags distributed to people will be counted, and all will be tracked to measure effectiveness of the project.

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

AHP will continue to solicit funding for this much needed service beyond the funding period. If the number of people experiencing unsheltered homelessness significantly declines in Humboldt County, the level of need might diminish. If the level of need is adjusted then the staffing pattern will adjust as well to reflect the actual needs of the community.

**5.1(A12) A detailed description of how the proposed homelessness assistance project adheres to the County's Housing First Principles, which includes specific programmatic examples.**

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

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

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

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

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

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

**5.1(B) The project description must include a project budget which includes an itemized list of all of the expenditures of HHAP funds associated with the proposed project in a form substantially similar to the budget template that is attached hereto as Attachment B – Proposed Budget and incorporated herein by reference as if set forth in full. In addition to the above-referenced budget information, Proposals should also include a detailed explanation**

**of how the costs and expenses in each budget line item were estimated and the justification for such costs and expenses. It should be noted that startup expenses, and administrative costs not to exceed seven percent (7%) of the overall cost of the proposed homelessness assistance project, may be included in the proposed project budget.**

In an effort to ensure that the HHAP funds are stretched as far as possible, the budget presented here is a bare bones budget. There is no expectation of salary adjustments in 2025 2026. Utility increases have been estimated. There is no room for reduction in any of the line items. Costs were determined by reviewing expenses for the last 12 months, adjusting for changes in rent receipts recently, and adjusting for the expected increases in insurance and utilities.

The question for me as an evaluator would be . . . if this project had a plan to operate and be managed adequately, then why is there such a large deficit. The short answer is that the expenses are much higher than originally projected.

- Tenant referrals – Tenants who have moved into this project have had a much higher rate of service needs than originally expected.
- The people referred caused nearly 85% of the units to need a complete renovation once a person vacates - \$102,000 in repair and replacement expenses last year and a high vacancy rate while the work was completed. There is also a very high cost for legal fees – nearly \$30,000, and because of safety concerns we have had to increase the staffing needs at the project to a cost of nearly \$623,000.

I say this not as a reason to not fund this project because it is a critical part of the affordable housing plan here in Humboldt County, but as an opportunity to revisit the CoC's support of this and programs like it.

**REQUEST FOR PROPOSALS – NO. DHHS2025-01  
HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM**

**ATTACHMENT B  
(Submit with Proposal)**

<b>A. Personnel Costs</b>	
<i>Formula for salary calculations and any benefits should be clearly identified</i>	
<b>Title:</b> 1 FTE Program Manager <b>Hourly Rate of Pay or Salary Calculation:</b> \$34.50/hr <b>Duties Description:</b> Oversee client service and housing support staff	\$71,760
<b>Title:</b> 2 FTE client service staff <b>Hourly Rate of Pay or Salary Calculation:</b> \$26/hr <b>Duties Description:</b> provide housing stabilization and retention services, connection and referral services	\$108,160
<b>Title:</b> 4 FTE housing support staff <b>Hourly Rate of Pay or Salary Calculation:</b> \$23/hr <b>Duties Description:</b> provide housing stabilization and retention services	\$191,360
<b>Title:</b> 1 FTE maintenance <b>Hourly Rate of Pay or Salary Calculation:</b> \$28/hr <b>Duties Description:</b> maintenance	\$58,240
<b>Title:</b> Benefits <b>Hourly Rate of Pay or Salary Calculation:</b> 45% <b>Duties Description:</b>	\$193,284
<b>Total Personnel Costs:</b>	<b>\$622,804</b>
<b>B. Operational Costs</b>	
<b>Item:</b> consulting services <b>Description:</b> legal/financial/repairs	\$55,000
<b>Item:</b> utilities <b>Description:</b> PG&E, water, trash, internet, cable	\$200,000
<b>Item:</b> insurance <b>Description:</b> insurance / property, liability	\$60,000
<b>Item:</b> maintenance / repairs <b>Description:</b> maintenance supplies	\$70,000
<b>Item:</b> capital repairs <b>Description:</b> repairs to be amortized	\$25,000
<b>Item:</b> replacement reserve (required) <b>Description:</b> replacement reserve fund	\$50,000
<b>Item:</b> equipment replacement <b>Description:</b> unit equipment replacement (cooktop, refrigerator etc)	\$7,500
<b>Total Operational Costs:</b>	<b>\$467,500</b>

<b>C. Supplies</b>	
Item: office supplies Description: copy paper, paper towels, pens etc	\$6,500
Item: program supplies Description: sheets, blankets, pillows, towels, pans etc for direct client use	\$30,000
<b>Total Supply Costs:</b>	<b>\$36,500</b>
<b>D. Transportation/Travel (<i>Travel expenses must follow Humboldt County Travel Policy Limits</i>)</b>	
Item: mileage Description: for client transportation	\$6,500
<b>Total Transportation/Travel Costs:</b>	<b>\$6,500</b>
<b>E. Administrative Costs</b>	
Item: Administrative costs at 7% Description:	<b>\$79,331</b>
<b>Total Other Costs:</b>	<b>\$1,212,635</b>
<b>Request from HHAP</b>	<b>972,635,</b>

The Grove	
2025 / 2026 12 Month Budget	
Income	
tenant rents	240,000
HHAP request	948,565
Total Income	1,188,565
Expenses	
Personnel	622,804
Operational Costs	467,500
Supplies	36,500
Transportation	6,500
Administrative	79,331
Total	1,212,638

## 6.0 Supplemental Documentation

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

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

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

Home > Home Page Dashboard  
Type here for Global Search

**Enter Data As Provider Search**

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

**Provider Number**  
Enter or scan a Provider ID number to search for that Provider.  
Provider ID #  Submit

**Provider Search Results**

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

Showing 1-12 of 12  
Exit

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

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

Program specific guidelines in place include:

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

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

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

## **8.0 Required Attachments**

**Proposals that do not contain each of the following attachments will be considered nonresponsive and rejected by the County:**

- **Attachment 1 – RFP Signature Affidavit (See Section 6.4)**
- **Attachment 2 – Project Budget (See Section 6.6(B))**
- **Attachment 3 – Supplemental Documentation (See Section 6.7)**

**REQUEST FOR PROPOSALS NO. DHHS2025-01  
HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM**

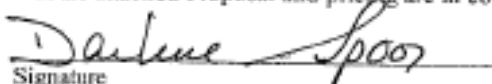
**ATTACHMENT A – SIGNATURE AFFIDAVIT  
(Submit with Proposal)**

REQUEST FOR PROPOSALS – NO. DHHS2025-01 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	Arcata House Partnership
STREET ADDRESS:	1005 Eleventh ST
CITY, STATE, ZIP	Arcata, CA 95521
CONTACT PERSON:	Darlene Spoor
PHONE #:	707-822-4528 x 106
FAX #:	
EMAIL:	dspoon@arcatahouse.org

Government Code Sections 7920.00, *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. DHHS2021-04 and declares that the attached Proposal and pricing are in conformity therewith.

  
Signature

Darlene Spoor

Name

Executive Director

Title

April 4, 2025

Date

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

RFP NO. DHHS2025-01

**REQUEST FOR PROPOSALS – NO. DHHS2025-01  
HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM**

**ATTACHMENT 2 (B)  
(Submit with Proposal)**

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**ATTACHMENT 3**  
**HUMBOLDT COUNTY HOUSING FIRST PRINCIPLES**

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

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- Human Resources Policies and Procedures
- Job Description
- Best Practices
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