

## Introductory Letter



DOING THE  
MOST GOOD

The Salvation Army  
3755 N. Freeway Blvd..  
Sacramento, CA 95834  
(916) 770-9288

May 18, 2020

Humboldt County Department of Health & Human Services  
507 F Street  
Eureka, California 95501

RE: RFP – DHHS2020-05

Please accept this application on behalf of The Salvation Army, Eureka (TSA) for funding to support the Rental Assistance Program. The Salvation Army, Eureka is seeking \$51,116 to cover the following expenses to implement the program:

Personnel Costs	\$3432.00
Operation Costs	\$884.00
Supply Costs	\$680.00
Transportation/Travel	\$120.00
Client Financial Assistance	\$46,000
Total Costs	\$51,116.00

TSA is currently operating food distribution and utility assistance programs and is seeking to expand its service offering to assist those that are currently homeless or at risk of being homeless.

We hope this request receives serious consideration. If you require additional information regarding the application, feel free to call (707) 442-6475) or email me at [lorretta.scott@usw.salvationarmy.org](mailto:lorretta.scott@usw.salvationarmy.org) .

Sincerely,

Lt. Lorretta Scott  
TSA, Eureka Corps Officer



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### 3.0 Signature Affidavit

**REQUEST FOR PROPOSALS – NO. DHHS2020-05  
HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM**

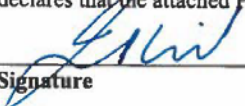
**ATTACHMENT A – SIGNATURE AFFIDAVIT  
(Submit with Proposal)**

REQUEST FOR PROPOSALS – NO. DHHS2020-05 SIGNATURE AFFIDAVIT	
<b>NAME OF ORGANIZATION/AGENCY:</b>	The Salvation Army, Eureka
<b>STREET ADDRESS:</b>	2123 Tydd, Street
<b>CITY, STATE, ZIP</b>	Eureka, CA 95501
<b>CONTACT PERSON:</b>	Lt. Lorretta Scott
<b>PHONE #:</b>	707-442-6475
<b>FAX #:</b>	
<b>EMAIL:</b>	lorretta.scott@usw.salvationarmy.org

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

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

The undersigned is an authorized representative of the above-named organization and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS2020-05 and declares that the attached Proposal and pricing are in conformity therewith.

  
 \_\_\_\_\_  
 Signature  
 Major Ivan Wild  
 \_\_\_\_\_  
 Name

5-13-20  
 \_\_\_\_\_  
 Date  
5-13-20  
 \_\_\_\_\_  
 Date

This agency hereby acknowledges receipt / review of the following Addendum(s), if any)  
 Addendum # [ 1 ] Addendum # [ 2 ] Addendum # [ ] Addendum # [ ]

# Professional Profile

## Organization Overview

The Salvation Army, Eureka

2123 Tydd Street, Eureka, CA

707-442-6475

Legal Status: 501 (c) 3: 94-1156347 (TIN)

The Salvation Army is an international movement with a mission of serving suffering humanity without discrimination. The Salvation Army has actively served the Northern California region for over 130 years. The Del Oro Division, headquartered in Sacramento, is responsible for administering all Salvation Army programs in 30 counties from the Central Valley to the Oregon border. Our programs vary from one community to the next, targeting the specific needs of each area. In 2017, the Del Oro Division served over 409,000 people.

For 130 years The Salvation Army (TSA) of Eureka has served Humboldt County. For many years TSA operations were headquartered in Old Town Eureka. In 1983 it relocated to the west corner of Tydd, sharing a campus with Silvercrest senior housing facility. The mission statement for the local Eureka Corps is to meet the spiritual and physical needs of the communities of Eureka and Humboldt County. The vision is to become a foundation of hope to the people of Eureka. The target population is any human that presents with an unmet need that impacts their ability to live a life of hope and dignity.

TSA Eureka on-campus programs include an emergency food pantry, prepared meals, a clothing closet, Narcotics Anonymous meetings, services for persons currently or formerly incarcerated, exercise classes, nutrition and pain management group support, senior activities and meals. There are other opportunities for men, women, and children such as men's outreach lunch, men's camp, women's ministries, Bible study, Troops, summer camp, social outings, tea parties, special events (veterans' day, Mother's Day, Father's Day). During the past fiscal year, TSA Eureka provided services to 4,360 men, women, and children from that location at 2123 Tydd Street, Eureka, CA.

TSA Eureka has no legal issues that would prevent the provision of services. This includes litigation, fraud convictions, debarments, any local, state and/or federal regulations. There are no other organizations that hold any financial or controlling interest in TSA Eureka.

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

We currently provide PG&E energy assistance through dollar energy. We do have social services in the form of food pantry and clothing closet. We are hoping to have funding through the TL Williams grant to start a job readiness workshop/ resume writing classes and computer lab in October. We are part of the COC here in Humboldt county and we get funding in the form of EFSP through united way we also hope to get some money from rental assistance from the supplemental CARES money for the next phase of funding.

### **Project Description**

The goal of The Salvation Army rental assistance program is to prevent homelessness. The program is designed based on the guiding principles to prevent homelessness as cited by the National Alliance to Prevent homelessness. The following principles influence the services provided through the program:

1. Crisis Resolution – We acknowledge that every situation that could result in homelessness is a crisis for the person experiencing the situation. Every effort will be made to ensure rapid resolution to mitigate the crisis.
2. Client Choice, Respect Accountability – The Salvation Army (TSA) rental assistance program will incorporate the following: rapid assessment and triaging, focus on personal safety, de-escalation of the person's emotional reaction, create action steps and accountability measures. The primary outcome is to empower the client towards prevention of homelessness.
3. Provide the minimum assistance necessary for the shortest time possible – The aim of the program is to “let go” as soon as possible. Clients in need of additional services will be referred to community partners of additional support services. Failure to move clients forward will prevent others in need of services from obtaining the help the need.
4. Maximize community resources – The program will not duplicate services available in the community. Rather tSA will work in collaboration with other housing programs through the Continuum of Care to optimize resources in available to the community.

5. The right resources to the right people at the right time – TSA prevention program strives to target people who have the highest risk of becoming homeless but who also have a good chance of remaining housed if they receive assistance.

Additionally, the program will adhere to the Humboldt County Housing First Principles and comply with the goals and objectives of the Humboldt County Continuum of Care.

### **Project Design**

TSA rental assistance program will target individuals and families at risk or becoming homeless that have the proven ability to maintain housing after the crisis has been averted. Priority will be given to families with children under the age of 18. Client crisis may have arisen due to unforeseen circumstances due to medical issues, conflict with family, financial setback, conflict between tenant and landlord etc. The greater the crisis the greater the priority for assistance. Clients deemed not appropriate for the program will be referred to other appropriate community-based services such as legal-aid, consumer counseling, fair employment-housing, and work force development.

TSA rental assistance will partner with other community service programs in Humboldt county to ensure seamless services for the client. Those agencies

The TSA rental assistance program will focus on eliminating the risk to homelessness at the present time. If the resolution to the crisis requires more than the program can accomplish, the client will be referred to one of the community partners below.

- Public and private agencies that administer emergency financial assistance
  - St. Vincent de Paul

Food for People

- Community Info and Referral
  - 211
- Public and private first responders-- police, domestic violence shelters, homeless outreach services, hospital emergency rooms, etc.
  - Community Safety Engagement team
  - Betty Chinn
  - Rescue Mission
  - Humboldt Domestic Violence
  - Breaking the Cycle
  - Crossroads
  - Humboldt Recovery Center
  - Waterfront Recovery

- Legal services
  - Legal Services of Northern California
- Local housing authority/public housing: subsidies and subsidized housing
  - Humboldt Housing Authority
- Private market landlords, housing management companies
- Specialized supportive housing programs
  - Betty Chinn
  - Rapid Rehousing
  - Veteran's resource Center
  - Senior Resource Center
  - Area 1 Agency on Aging
- Utility companies
  - Dollar Energy (REACH)
  - Water companies
- Job training and employment services, temporary labor agencies
  - Cal Jobs
  - Up-lift Eureka
  - Department of Rehabilitation
  - Express employment
  - Pathway to Payday
- Childcare resources and public programs that subsidize childcare
  - Changing Tides
  - College of the Redwoods child development center
  - Child Development Lab Humboldt State University
  - Northcoast Children's Services
  - RCAA
- Consumer Credit Counseling Service (CCCS) agencies
- Mental health and chemical health assessment and treatment providers
  - DHHS
  - Open Door
  - UIHS
- Youth development and child welfare providers
  - Child Welfare Services DHHS
  - CASA of Humboldt

**Goal:** The goal of the program is to prevent homelessness through the provision of one-time rental assistance to low income clients at risk of homelessness.

**Objectives:**



1. Conduct community education and outreach in Humboldt County.
2. Identify at least 50 clients in need of rental assistance that are facing eviction or in need of deposit.
3. Provide at least 36 clients with a one-time rental assistance payment of no more than \$1,500.
4. Refer all clients in need of additional support services to community partners.

### **Program activities**

The Program will target families in Humboldt County: 1. Who have a history of housing, 2. who are at risk of being evicted from housing they rent, or 3. in need of down payment assistance. All will have very low incomes. The one-time rental assistance will be offered to 24 families in rental arrears per year. Program outreach will be conducted at local shelters, county aid offices, domestic violence programs, substance abuse treatment centers, law enforcement agencies, and other community partners that provide services to this target population. All written materials will be multi-lingual and contain basic information regarding program qualifications. Applications will be taken year-round, decisions for funding will be made monthly, towards the middle of the month for payment on or around the 1st of the month. Payments will be made directly to the landlords. Details on program policies and application are included on the proposal in section on Supplemental Documentation.

**Staffing** – The program will be administered by three staff persons:

**Social Service worker:** The Social Services worker will commit 4 hours per week to the project. Duties will entail outreach, and client screening; processing applications; negotiating with landlords; referring clients out for additional services; ranking clients for funding and issuing check requests. The Social Services Manager will also attend community meetings as appropriate. The Social worker will maintain all client files and perform data processing in funders database, as well as the TSA client records database.

**Administrative Assistant:** The Administrative Assistant will submit check request to Accounting and monitor check delivery to landlords.

**The Corps Officer** is responsible for overall daily program management. The Corps Officer will approve clients for funding and funds release prior to check request submission to accounting. The Corps officer will conduct bi-weekly meetings with staff to make decisions on funding requests.

We anticipate serving 2-3 clients a month up to \$1,500 per month.

### Timeline

<b>Step</b>	<b>Activity</b>	<b>Responsible</b>	<b>Date</b>
1.1	Secure grant contract, hire staff	Corps Officer	60 days from award
1.2	Prepare Outreach materials, conduct program outreach	Social Services worker	90 days from award
2.1	Client Intake – interview clients and process applications	Social Services worker	Month 3 – month 12 after contract award
2.2	Rate applications for funding- notify client and landlord	Social services worker and Corps officer	Bi-Monthly
2.3	Refer clients for outside services	Social services worker	Ongoing activity
3.1	Process checks for payment – submit check requests to finance for processing	Administrative Assistant	Bi-Monthly- around 15 <sup>th</sup> of the month
Bi-	Track check processing and payment to landlord	Administrative Assistant	Bi-Monthly
4.1	Update HMIS database and TSA database	Social Services worker	Monthly
4.2	Attend monthly CoC meetings	Social Services worker and Corps Officer	Monthly

**Project Budget**

**REQUEST FOR PROPOSALS – NO. DHHS2020-05  
HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM**

**ATTACHMENT B – PROPOSED BUDGET  
(Submit with Proposal)**

<b>A. Personnel Costs</b>	
<i>Formula for salary calculations and any benefits should be clearly identified</i>	
<b>Title:</b> Social Services Worker <b>Hourly Rate of Pay or Salary Calculation:</b> \$13/hr * 4 hrs/wk <b>Duties Description:</b> Performs daily operations of program - outreach, client intake, processing, and referrals	\$ 2704.00
<b>Title:</b> Administrative Assistant <b>Hourly Rate of Pay or Salary Calculation:</b> \$14.hr * 1 hr.wk <b>Duties Description:</b> Processing check requests	\$ 728.00
<b>Total Personnel Costs:</b>	\$ 3432.00
<b>B. Operational Costs</b>	
<b>Item:</b> occupancy (Electricity) <b>Description:</b> Monthly charges prorated to hourly use for program	\$ 832.00
<b>Item:</b> Internet & phone <b>Description:</b> Monthly charges prorated based on program use	\$ 52.00
<b>Total Operational Costs:</b>	\$ 884.00
<b>C. Supplies</b>	
<b>Item:</b> Printing, paper, client files <b>Description:</b> cost for printing (.08/copy), paper & file folders	\$ 200.00
<b>Item:</b> Postage <b>Description:</b> Postage & Envelopes	\$ 240.00
<b>Item:</b> Advertisement <b>Description:</b> Outreach and Marketing	\$ 240.00
<b>Total Supply Costs:</b>	\$ 680.00
<b>D. Transportation/Travel (Travel expenses must follow Humboldt County Travel Policy Limits)</b>	
<b>Item:</b> Local Mileage <b>Description:</b> Local outreach & meetings	\$ 120.00
<b>Item:</b> <b>Description:</b>	\$
<b>Total Transportation/Travel Costs:</b>	\$
<b>E. Other Costs</b>	
<b>Item:</b> Financial Assistance <b>Description:</b> Additional aid for clients with outstanding debt, ie water bills, electric bills	\$ 6,000.00
<b>Item:</b> Housing Assistance <b>Description:</b> Assistance to clients to help secure permanent housing	\$ 40,000.00
<b>Item:</b> <b>Description:</b>	\$
<b>Total Other Costs:</b>	\$ 46,000.00
<b>Grand Total:</b>	\$ 51,116.00

## Supplemental Documentation

### The Salvation Army Eureka Corps

#### Rental Program Procedures

##### **Intake and assessment:**

Qualifying clients will be prescreened over the phone and then given an appointment time through the social service office. Information from qualifying clients will be transferred to a standard intake application. Assessment worksheets and intake requirements will accompany finished application form.

1. Explore all resources with client before referring to our program.
2. Do not limit or exclude help from other agencies
3. Have client follow through with tasks that would alleviate their current situation, including obtaining exact costs of items requested and supplying receipts of items requested.
4. When all other options and resources have been explored and no further help can be found, then refer client to intake form for the emergency fund. Client is not to fill out intake form themselves. This is the responsibility of the agency providing services.
5. Prioritize applications for submission (highest priority). Emphasis should be given to applicants who are working or have verified employment probabilities. In the near future. Any such information must be shown on the application. This is not a firm criteria but should be explored.

Once application is submitted please explain to the client:

1. There is a process that they must go through to determine eligibility. Never guarantee the money!
2. We will need to check to see if there is money available (money for the fund is not constant, and so a person could be eligible yet there may not be any money).
3. The money will go directly to the vendor (landlord, etc.), NEVER to the client.
4. Applicants being considered for new funds must account for security deposit at old address. This information should be noted by application assessment worksheet.
5. It could take up to two weeks for vendors to receive their money.
6. The client's income must be adequate to continue to meet all expenses.
7. If there is a question, problem, or change of circumstances applicant should re-contact agency immediately.

##### **Application requirements:**

1. All household members must be listed on application, i.e. spouse, roommate, partner, and must have social security numbers.
2. Photo ID of all primary applicants
3. Evidence of minors living in residence, i.e., photocopy of social security card and/or birth certificate.
4. The name and address of the recipient of the check must be legible, and preferably printed. This is true of all information on the intake form.
5. Telephone number of the check recipient must be clearly listed, as a call to the vendor is necessary for verification when check is being mailed.
6. Include a copy of all critical family needs and well as copies of rental/lease or mortgage agreements and salary verification.
7. Include complete addresses and zip codes.

## Eligibility Criteria

1. General program criteria
  - a. All other sources must be exhausted before use of this fund, i.e. savings account, other agency services.
  - b. Only families with children under the age of 18 in the household, disabled individuals determined by applicant agency, seniors over 60 and transitioning emancipated foster youth in need of housing assistance will be eligible.
  - c. Funds must be used to:
    - i. Maintain family stability
    - ii. Reunite family unit
    - iii. Retain individual independence
2. Local Criteria
  - a. This one-time assistance will make a substantive long-term difference in the situation of the applicant
  - b. Applications will be taken and granted on a monthly basis, in order of most need no more than 4 applications a month depending on available funding. Funding up to an estimated \$18,000 per year or \$1,500 per month.
  - c. Client must be able to match funds 50%
  - d. Either prevention or intervention can be done, as long as the assistance will be likely to produce long-term change or prevent negative change.
  - e. We will not distinguish between eligible target groups, but applications should be prioritized for need.
  - f. The program only serves Humboldt county residents.
  - g. Third-party providers may be out of county.
  - h. Assistance provided will be the minimum necessary to successfully reduce the desired change or prevent long-term change.
  - i. Agencies should make an effort to coordinate this assistance with other resources available to the applicant.
  - j. For housing assistance, the applicant's ongoing rent or mortgage payment should generally not exceed 65% of their income.

### **Priorities/Guidelines:**

1. No permanent housing- applicant is staying in emergency shelter.
2. Reunification of family- children who are in foster placement and there are plans for reunification within a three-month period.
3. Eviction- when the unlawful detainer has been filed.
4. Foreclosure- when the foreclosure papers have been filed.
5. Emergency housing repairs- when health conditions are immediately threatened.
6. Costs to secure new housing- necessary in emergency situations, such as to leave a battered/ abusive living environment.
7. Delinquent rent/mortgage payment- when a written notice has been issued.
8. Any critical family needs that lead to household stability

### **Expenses Covered:**

Housing Deposit, payment of rent to avoid eviction; payment of mortgage to avoid foreclosure.

Utility assistance for delinquent bills if not eligible for HEAP or REACH.

**The Salvation Army, Eureka**  
**Rental Assistance Project**  
**2123 Tydd Street, Eureka, CA.**  
***Administrative Line: 707442-6475***

**RENTAL ASSISTANCE PROJECT POLICY**

- Families must submit the following documents before they are eligible to receive financial assistance: **a) documentation demonstrating legal custody of children under 18, b) photo ID's for family members 18 and over, c) proof of income/benefits, and d) average monthly expenses/budget.**
- Families *who are currently housed* must also submit the following documents before they are eligible to receive financial assistance: **a) proof of rent amount, b) proof of amount of rent owed through end of current rent period, c) length of residency, d) landlord contact information, and e) eviction notice or summons (if applicable).**
- Families *who are NOT currently housed* must also submit **proof of homelessness** before they are eligible to receive financial assistance.
- Families who submit necessary documentation and qualify to receive services will be required to attend an initial assessment where they will be assigned a case manager.
- Families will develop a case plan with their case manager addressing barriers to obtaining or maintaining housing including credit history, budgeting, substance abuse, mental health, physical health, disability, income, etc.
- Families receiving financial assistance must maintain monthly contact with the assigned case manager through arranged office appointments, home visits (if needed), or telephone conferences. Families who arrange for office visits will be eligible for drop-in services once a month where they may receive transportation assistance, food (canned goods, snacks, juice), hygiene products, diapers, and clothing.
- Families must contact their case manager if any relevant changes occur while receiving services such as, but not limited to, **a) change in contact information, b) change in housing situation, c) notice of eviction/summons, d) change in income/benefits, e) change in custody of a child, f) any other change that could jeopardize their housing stability.**
- Families need to meet with a financial counselor at TSA Eureka at least once, before assistance is provided. **NOTE: This meeting is mandatory. You won't receive financial assistance if you miss this requirement!**
- Families who receive financial assistance will be entering into an **interest free loan agreement**. The amount of every on time monthly payment will be matched by TSA Eureka and client will be eligible to access funds in the future (based on availability). Late payments will be accepted but will not be matched by TSA Eureka. Families who fail to make payments will NOT be able to use this resource again.
- Families must agree to allow us to contact anyone, including your landlord and employer, regarding your tenancy and/or your household income. Families must agree to allow the individuals we contact to provide us with the related documentation that we request.
- Families who receive financial assistance must wait one year before they are eligible to apply for another loan.

PLEASE NOTE THAT IF YOU FAIL TO COMPLY WITH ANY OF THE TERMS OF THIS POLICY, WE MAY NOT BE ABLE TO ASSIST YOU.

**This policy was read by me or to me. I understand and agree to its terms.**

Client 1 Signature  
Manager

Client 2 Signature

Date

Case



**Exceptions, Objections and Requested Changes**

**N/A**