

1.0 Introductory Letter



**ARCATA HOUSE
PARTNERSHIP**

1005 11th St
Arcata CA, 95521
T: 707 822-4528
F: 707 822-1225
Arcatahouse.org

Humboldt County Department of Health and Human Services
Attention: Jarod Proffitt, Administrative Services Officer
507 F Street
Eureka, CA 95501

September 27, 2019

Mr. Proffitt and Selection Committee;

Arcata House Partnership (AHP) is committed to serving the neediest of our community. For 29 years we have been providing shelter and support services to people who are homeless. As the only agency in the county to manage a 24-hour low barrier shelter, AHP is committed to continuing that service. This project will address the priority of providing immediate emergency assistance to people experiencing homelessness (the target population). The continuation of the emergency shelter in the county will provide supportive services designed to quickly end homelessness for program participants.

AHP employs Housing Support Workers, Case Managers and a Site Manager to assist people to transition from homelessness to being sheltered, then housed. Staff work with each person to identify and address their needs and barriers to permanent housing. Funds from this grant will support the current staffing level and a modest plan to increase staff. AHP is also approaching other funding sources to help fully fund the cost to run this shelter program.

AHP has staff who are capable of providing the support services necessary to offer this service.

The Authorized Representative for Arcata House Partnership is:

Darlene Spoor, Ed.D.; Executive Director

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

With 1,470 unsheltered people identified in Humboldt County as homeless during the 2019 Point In Time count and 263 in Arcata/Manila, the need for immediate access to 24-hour low barrier shelter service is critical. AHP looks forward to working with the County to address these needs.

Sincerely;

Darlene A. Spoor, Ed.D.

Table of Contents

1.0	Introductory Letter	2
2.0	Table of Contents	3
3.0	Signature Affidavit	4
4.0	Professional Profile	6
4.1	Organizational Overview	6
4.2	Overview of Qualifications and Experience	8
5.0	Project Description	11
5.1	Project Design	11
5.2	Project Budget	16
6.0	Supplemental Documentation	17
7.0	Exceptions, Objections and Requested Changes	18
8.0	Required Attachments	19
	Attachment A: Signature Affidavit	20
	Attachment B: 2-Year Proposed Budget	21
	Attachment C: Admin Policies, Procedures, Best Practices	22

3.0 Signature Affidavit

**REQUEST FOR PROPOSALS – NO. DHHS2019-02
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM**

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

REQUEST FOR PROPOSALS – NO. DHHS2019-02 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	Arcata House Partnership
STREET ADDRESS:	1005 Eleventh Street
CITY,STATE,ZIP	Arcata, CA 95521
CONTACT PERSON:	Darlene Spoor
PHONE #:	707-822-4528
FAX#:	707-822-1225
EMAIL:	Dspoor.ahp@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 organization and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS2019-02 and declares that the attached Proposal and pricing are in conformity therewith.

Signature

Date

Name

Date

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

4.0 Professional Profile

4.1 Organization Overview

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

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

1. **Organization Name:** Arcata House Partnership,
Physical Address: 1005 Eleventh Street Arcata, CA 95521
Mission Statement: to provide advocacy for and services to the homeless and food insecure with compassion, dignity and empowerment
Legal organizational status: 501(c)3
Current staffing level: Executive Director, Leadership Team consisting of Manager of Client Services, Operations Manager, Finance and Grants Manager and Property Manager. Support staff as necessary.

2. A detailed description of the Proposer's current and previous business activities, including, without limitation:

- a. **The history of the Proposer's organization, including the date when the organization was founded and how innovation and high-quality performance is fostered thereby.**

Arcata House Partnership (AHP) is the result of a 2012 merger between two established and well-regarded nonprofit organizations with combined 29 years of experience providing services to the homeless in Humboldt County. AHP is currently the only organization that provides the full continuum of services to homeless people in the county. The mission of AHP is to provide services from street outreach to permanent supportive housing, to helping people develop self-sufficiency and secure permanent housing. A person's first contact might be when he/she is provided with a free lunch from the licensed catering truck that serve multiple communities four days each week. An outreach worker rides on the truck and engages potential clients with information and referrals. They carry a cell phone and can make appointments for case management or refer people to community resources on the spot. People may make an appointment to meet with a Case Manager at the One-Stop program, who can help with immediate needs (food, hygiene, transportation, referrals to services, crisis counseling) or facilitate enrollment in a local shelter. A chronically homeless person, with a permanent disability (who may not have the ability to maintain housing without support) may be referred to our permanent supportive housing or rapid re-housing programs, which provide a rental subsidy and extensive long-term case management. Families and single adults may move into one of our emergency shelter programs, where they 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 religious congregations, gathers people at our facility for dinner, a shower and a change of clothing and then transports them to a church to spend the night out of the cold. Each person's needs are different, but the goal of all of the programs is to provide each person with the support he or she needs to move out of homelessness.

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

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

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

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

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

Since 1991 the agency has been providing emergency shelter services to the neediest in the community. Providing kindness and access to basic needs like shelter, food, and staff to connect and refer to housing and partner agencies for specialized services, and more has been at the core of AHP's service to the community.

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

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

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

3. There is no litigation regarding the provision of services equivalent to those that will be provided as part of the proposed CESH 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 CESH project.

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

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

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

4.2 Overview of Qualifications and Experience

The Professional Profile must contain an overview of the Proposer's qualifications and experience regarding the provision of services and/or capital improvements equivalent to those that will be provided as part of the proposed CESH 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 CESH project, which includes specific examples of the outcomes and successes of such services.

AHP has managed shelters for people who are homeless for 29 years. The adult shelter was run as a night-by-night program until 2016 when changed to the only 24-hour low barrier shelter in the county. The family shelter program has been run as a 24-hour low barrier program since its inception. The adult shelter currently serves a maximum of 20 people at a time who are homeless with dozens on the waiting list.

In 2018 our data shows that if people are able to remain in the shelter for more than 90 days they have a 71% success rate of getting and staying permanently housed. If someone stays less

than 90 days they have a 50% success rate of moving into permanent housing, staying with family or friends, or going to a hotel.

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 CESH project.

Arcata House Partnership is aware of the legal and procedural requirements pertaining to the provision of services as part of the CESH 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 CESH project, including, without limitation, job titles, responsibilities, special training, licenses and certifications.

Darlene Spoor, Executive Director of Arcata House Partnership has 35 years of experience developing and managing 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 non-profit administration. Dr. Spoor is well versed in the administration and management of millions of dollars in development and operating funds for non-profit agencies.

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

Crystal Miller, Adult Shelter Site Manager is currently enrolled in a degree program at the College of the Redwoods. She has earned the following professional certifications; Peer Support and Recovery, Trauma Informed Care, and Case Management Essentials. She brings 2 years of lived experience and has been at AHP nearly 3 years managing the adult shelter.

Laurel Coleman, Case Manager has a Bachelor of Arts degree in anthropology. She began at AHP as a Housing Support Worker and showing great potential, was quickly promoted. She has earned the following professional certifications: Trauma Informed Care, and Case Management Essentials.

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 CESH 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 in providing staff assistance and support to people who are homeless. Up to 20 homeless adults at a time will be able to stay in the only 24-hour low barrier emergency shelter in the county.

The current staffing level at the shelter is one person per shift with the support of a full-time case manager and site manager. These grant funds will allow AHP to do the following:

- Fund a portion of the current staffing level, and
- Support an increase in staff.

A modest increase in staff will allow AHP to better serve the homeless population that benefits from this program and services. People will be able to stay at the shelter while they get connected with services, address issues limiting their housing options, recover from illness or injury, reunify with their families, and just “be” as they prepare for and find employment. Individual needs are different, but the goal of this only 24-hour low barrier emergency shelter is to provide each person with the support he or she needs to move out of homelessness to being permanently housed.

5.0 Project Description

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

5.1 Project Design. The Project Description must contain a description of the overall design of the proposed CESH project, which includes, without limitation, all of the following information:

1. A detailed description of the overall goals of the proposed CESH project, which includes, without limitation, all of the following information:

a. How many individuals will be served by the proposed CESH project and for what period of time? AHP provides emergency shelter for a maximum of 20 unrelated adults at a time who are homeless with the goal of expanding by 6 or the maximum allowable as approved by the Humboldt County Zoning Department. The emergency shelter is expected to be operational indefinitely.

b. How the proposed CESH project will serve the entirety of Humboldt County. AHP manages the only 24-hour low barrier shelter in the county. These funds will allow this program to continue and to expand to serve more people. The agency will continue to provide services to people who are homeless throughout the county who are in need of emergency shelter.

c. How the proposed CESH project will assist in the County's effort to end homelessness in Humboldt County. Often a person's first opportunity to leave homelessness is through a shelter program. As the only 24-hour low barrier shelter in Humboldt County, people enter, have a few days to catch their breath and just "be" before their primary job becomes preparing for and finding housing.

This program allows AHP to continue to serve people in the Adult Shelter Program. This program provides people with a safe place to live for 1 day to 6 months. The shelter program gives people an opportunity to save money for permanent housing and offers extensive wraparound case management/care coordination. Case managers help people with applications for housing, benefits and employment and provide them with transportation to appointments and housing searches. They connect and refer people to services offered by our partners and other community agencies that meet their individual needs.

Staff work with each person to identify needs and overcome barriers to housing. People will be preparing to enter the workforce, a Rapid Re-Housing program, a Permanent Supportive Housing program, and/or to apply for other sources of support as needed. People stay at the emergency shelter while staff work to find appropriate housing. Staff work with dozens of agencies and organizations throughout the county to ensure that the connections and referrals made will enhance a person's life, meet their physical, mental health, or substance use needs,

and ensure people have the support and skills necessary to transition from being homeless to being housed.

A person might enter the shelter following a referral from the countywide central intake system and a screening meeting with the case management team. Someone may be brought to the shelter in the middle of the night by Arcata Police Department, the Sheriff's office, or referred by the emergency department of a local hospital, concerned citizen, partner agencies, local schools, churches and more. People can also self-refer.

When people are welcomed to the shelter they enter a "house" with a living room, daily meals, a shared dining room, their own bed, and socialization growth opportunities to help them transition from homelessness to being permanently housed.

Orientation includes information about shelter routines and policies and a commitment to adhere to them. People meet with the case manager to set weekly and monthly goals that address their personal barriers to housing. Each person has an opportunity to meet with their case manager at least once a week to work on their goals. They are also encouraged to attend weekly house meetings. Adults must be employed or actively seeking employment or appropriate benefits. AHP has adopted a Housing First and Harm Reduction approach to service. People do not have to be alcohol or drug free but must refrain from keeping or using these substances on AHP property. People must agree to follow shelter program rules, help with household chores and save a portion of their income in a trust account to be used for housing and moving costs when housing is secured.

Funding from this grant will directly serve to end homelessness in Humboldt County by supporting AHP to continue to provide supportive services designed to quickly end homelessness for adult shelter program participants.

2. A detailed description of the sector(s) of the Target Population that the proposed CESH project will serve and how the project will benefit the individuals being served thereby.

The emergency shelter serves the neediest in our community. This program welcomes adults who are homeless, often chronically homeless, have physical and mental health concerns, have experienced trauma (assault, rape, violence), and are in need of emergency shelter. Currently the emergency shelter houses a maximum of 20 people, with dozens on the waiting list. This proposal will fund the continued operation of the emergency shelter.

3. A detailed description of any and all operating and/or flexible housing subsidies that will be provided as part of the proposed CESH project which includes, without limitation, any and all other sources of financing that will be utilized to support the project, any and all applicable construction timelines and any and all applicable unit breakdowns and affordability levels, if applicable.

AHP has and will continue to apply for funding from multiple sources. Once funded by an Emergency Solutions Grant, we were notified (3/14/2019) that those funds are no longer available for this program. AHP did receive a \$100,000 contract from DHHS to support the program. That non-renewable contract will end June 30, 2020. A CalFresh grant along with support from faith partners who provide food and meals so that each person can receive three healthy meals each day they are in the program. Each year AHP submits proposals to other funding sources. We are waiting to hear which ones have been funded for 2020.

4. A detailed description of any and all rental assistance, housing stabilization, housing relocation and/or emergency housing intervention services that will be provided as part of the proposed CESH 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.

AHP is the only non-profit agency that manages Permanent Supportive Housing and Rapid Re-Housing grants serving Humboldt County. When people enter the emergency shelter an intake is completed. If people meet the criteria for these funding sources (chronic homelessness) then they are placed on the Coordinated Entry System list. If their scores qualify them to be within the top 100 (the list is quite lengthy) they may be selected to receive a housing voucher from one of the two programs. In addition, everyone who enters the emergency shelter is encouraged and assisted to apply to all of the subsidized housing programs in the area. Once income is established (social security, disability, general relief, employment etc.) each person is required to put a percentage of their income into a savings account that will be used to pay for housing applications as well as security and first month's rent. That account can also be used for other needs related to moving into permanent housing. Funding from this grant will provide supportive services designed to quickly end homelessness for adult shelter program participants.

5. A detailed description of how the proposed CESH 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 project

Housing Support Workers provide the line duties to ensure that the facility is safe and clean and that the people entering the shelter are provided with proper services to assist them to transition from being homeless to being in a shelter then to move to permanent housing. These staff provide 24- hour coverage. This proposal will fund 2 people per shift 24 hours a day 7 days a week during the 8:00 am – 4:00 pm and 4:00 pm to midnight shifts. It will fund one person per shift for the midnight to 8:00 am shift.

The Case Manager and Shelter Manager work with each person to identify their housing plans and to assist them to overcome barriers to being permanently housed and to being in the shelter. They work 40 hours per week.

All people who enter the shelter are encouraged to participate in case management services. These services include an initial evaluation, identification of barriers to housing and actions that need to be taken to secure housing. These actions are prioritized into weekly and monthly goals. Services may also include a benefits analysis, and assistance with applications for benefits and/or employment. Case Managers 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. Case managers work with providers (with the client's permission) to insure compliance with care plans, and even being present at medical appointments to ensure that instructions are understood and followed.

The Manager of Client Services provides program oversight to this program. Fifteen percent of this position's time is spent supervising and supporting the selection, intake, and shelter and case manager duties for this program.

AHP believes and data supports that with staff support, people are more likely to be successful preparing for and transitioning into permanent housing.

6. A detailed description of how the proposed CESH 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 50 consultants, volunteers, and partner agencies throughout the county that provide assistance and support for the people staying at the shelter. 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.

7. 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 CESH 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.

Program and client level data will continue to be recorded in the Homeless Management Information System (HMIS) database. This information is used to quantify participant success, to evaluate the program, and to support funding requests.

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

The AHP adult shelter program has been in existence since 2003 with support from community partners, funding sources, the City of Arcata and Humboldt County. This two-year funding plan will allow the program to continue and potentially expand services and is expected to continue indefinitely.

9. A detailed description of how the proposed CESH project adheres to the County’s Housing First Principles, which includes specific programmatic examples, as appropriate.

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

- People are admitted, screened and selected regardless of their physical and mental health, sobriety or use of substances, participation or completion of treatment, or participation in services.
- People are not rejected on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that indicate a lack of “housing readiness.”
- The program accepts referrals directly from individuals, shelters, street outreach, drop-in centers, and other parts of crisis response system frequented by vulnerable people experiencing homelessness.

- Supportive services emphasize engagement and problem-solving. Service plans are highly individual-driven.
- Use of alcohol or drugs in and of itself (without other program violations) is not considered a reason for termination of services.
- Staff are trained in and actively employ evidence-based practices for engagement such as motivational interviewing.
- Services are informed by a harm reduction philosophy that recognizes that drug and alcohol use and addiction are a part of peoples' lives and staff engage in non-judgmental communication regarding drug and alcohol use.
- Policies and regulations related to the shelter program do not inhibit the implementation of the Housing First approach.

5.2 The Project Description must contain a project budget which includes an itemized list of all of the expenditures of CESH funds associated with the proposed project in a form that is substantially similar to the budget template that is attached hereto as Attachment B – Proposed Budget. In addition to the above-referenced budget information, Proposals should also include a detailed explanation of how the costs and expenses in each budget line item were estimated and the justification for such costs and expenses. It should be noted that startup expenses, and administrative costs not to exceed five percent (5%) of the overall cost of the proposed CESH project, may be included in the proposed project budget.

The costs and expenses reflect the actual cost to staff the emergency shelter for 2 years. Staff salaries are calculated showing step increases annually. Operational costs show the estimated increases in utilities and services expected over a two-year period.

6.0 Supplemental Documentation

N/A

7.0 Exceptions, Objections and Requested Changes

N/A

8.0 Required Attachments

Attachment A – RFP Signature Affidavit

Attachment B – Project Budget

Attachment C – Supplemental Documentation

**REQUEST FOR PROPOSALS – NO. DHHS2019-02
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM**

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

REQUEST FOR PROPOSALS – NO. DHHS2019-02 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	Arcata House Partnership
STREET ADDRESS:	1005 Eleventh Street
CITY,STATE,ZIP	Arcata, CA 95521
CONTACT PERSON:	Darlene Spoor
PHONE #:	707-822-4528
FAX#:	707-822-1225
EMAIL:	Dspoor.ahp@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 organization and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS2019-02 and declares that the attached Proposal and pricing are in conformity therewith.

Signature

Date

Name

Date

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

**REQUEST FOR PROPOSALS – NO. DHHS2019-02
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM**

ATTACHMENT B – 2-YEAR PROPOSED BUDGET

A. Personnel Costs	
<i>Formula for salary calculations and any benefits should be clearly identified</i>	
Title: Housing Support Workers Hourly Rate of Pay or Salary Calculation: year 1 \$15.39; year 2 \$16.93 Duties Description: on-site staff to assist with stability and transition to housing	\$ 372,699
Title: Case Manager / Site Manager Hourly Rate of Pay or Salary Calculation: year 1 \$18.13, year 2 \$19.94 Duties Description: case management and housing prep/search	\$ 158,366
Title: Manager of Client Services Hourly Rate of Pay or Salary Calculation: \$10,000 / year Duties Description: supervisor	\$ 20,000
Title: Benefits Hourly Rate of Pay or Salary Calculation: 30% Duties Description:	\$ 165,320
Total Personnel Costs:	\$ 716,385
B. Operational Costs	
Item: Utilities and site expenses Description: gas, electric, trash, water, insurance	\$ 27,200
Item: Maintenance Description:	\$ 7,000
Total Operational Costs:	\$ 34,200
C. Supplies	
Item: Program supplies and expenses Description: towels, sheets, laundry soap, cleaning products	\$ 8,250
Total Supply Costs:	\$ 8,250
D. Transportation/Travel (<i>Travel expenses must follow Humboldt County Travel Policy Limits</i>)	
Item: Description:	\$ 2,500
Item: Description:	\$
Total Transportation/Travel Costs:	\$ 2,500
E. Administrative Costs	
Item: Administrative costs at 5% Description:	\$ 38,067
Item: Description:	\$
Total Other Costs:	\$
2-year budget Grand Total:	\$ 799,402

**REQUEST FOR PROPOSALS – NO. DHHS2019-02
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM**

ATTACHMENT C

AHP Administrative Policies, Procedures and Best Practices being implemented include:

- 1) Housing First
- 2) Conflict of Interest
- 3) Grievance
- 4) Non-Discrimination
- 5) Accessibility
- 6) Fiscal and Accounting Policies
- 7) Coordinated Entry System
- 8) Data Collection (Coordinated Entry System and HMIS)
- 9) Record Retention