



ARCATA HOUSE PARTNERSHIP

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Arcata CA, 95521
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Arcatahouse.org

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

March 14, 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. AHP's vision is to increase the capacity of the current adult shelter by purchasing and renovating the adjacent property. This project will address the priority of providing immediate emergency assistance to people experiencing homelessness (the target population). The expansion of the emergency assistance service for people who are homeless and may be chronically homeless, will address their immediate need of getting off the street and into a safe, warm, supportive environment.

AHP employs Housing Support Workers, Case Managers and a Site Manager to assist people to transition from homelessness to being sheltered. Then staff work with each person to identify and address their needs and barriers to permanent housing. The current staffing level can accommodate an increase in people served however, to increase staff availability and support additional funding will be sought.

AHP has staff who are capable of overseeing the purchase and renovation of the site and providing the support services necessary to expand this client 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 in 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 Spoor
Darlene A. Spoor, Ed.D.

2.0 Signature Affidavit

REQUEST FOR PROPOSALS – NO. DHHS2019-01
HOMELESS EMERGENCY AID PROGRAM
Attachment 1 – SIGNATURE AFFIDAVIT
(Submit With Proposal)

REQUEST FOR PROPOSALS – NO. DHHS2019-01 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	ARCATA HOUSE PARTNERSHIP
STREET ADDRESS:	1005 ELEVNETH ST.
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 agency and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS 2019-01 and declares that the attached Proposal and pricing are in conformity therewith.

Darlene Spoor
Signature
Darlene Spoor
Name

3/14/2019
Date
3/14/2019
Date

This agency hereby acknowledges receipt / review of the following Addendum(s), if any)
Addendum # [] Addendum # [] Addendum # [] Addendum # []
RFP NO. DHHS2019-01

3.0 Table of Contents

TABLE OF CONTENTS

1.0 INTRODUCTORY LETTER.....	COVER
2.0 SIGNATURE AFFIDAVIT.....	2
3.0 TABLE OF CONTENTS	3
4.0 PROFESSIONAL PROFILE.....	4
A. ORGANIZATION OVERVIEW	4
B. OVERVIEW OF QUALIFICATIONS AND EXPERIENCE	6
5.0 PROJECT DESCRIPTION	9
A. PROJECT DESIGN	9
B. PROJECT BUDGET	14
6.0 SUPPLEMENTAL DOCUMENTS.....	16
7.0 EXCEPTIONS, OBJECTIONS, AND REQUESTED CHANGES.....	17
8.0 REQUIRED ATTACHMENTS.....	18
ATTACHMENT 1: SIGNATURE AFFIDAVIT	19
ATTACHMENT 2: PROJECT BUDGET.....	20
ATTACHMENT 3: SUPPLEMENTAL DOCUMENTS.....	21
A. Administrative Policies	
1. Housing First.....	21
2. Conflict of Interest	24
3. Grievance	25
4. Non Discrimination.....	29
5. Accessibility.....	30
6. Fiscal and Accounting Policies	31
7. Coordinated Entry System	40
8. Data Collection.....	41
9. Record Retention	42
B. Licenses and Certificates.....	44
C. Job Descriptions	45
D. Evidence of Prior Program Performance	46
E. Audit Explanatory Letter.....	47
F. Legal Opinion Letter	51
G. Site Information.....	52
1. Comparable Market Analysis.....	53
2. Map.....	69

4.0 Professional Profile

Proposals shall include a clear and concise narrative that identifies the Proposer's ability to meet the program objectives, local funding priorities, requirements, specifications and standards set forth in this RFP. Humboldt County departments are not required to submit a Professional Profile if they submit a proposal.

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 prior organization names under which the Proposer has provided services and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP 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 and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP project.

Since 1991 the agency has been providing emergency shelter services to the neediest in the community. Purchasing, renovating and managing buildings that serve as emergency shelter has been a mission of the original organizations and the consolidated agency for 29 years.

d. The total number of government agencies for which the Proposer has provided services and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP 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 and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP project that has been brought by or against the AHP.

4. There are no fraud convictions related to the provision of services and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP 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.

B. 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 HEAP 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 and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP project, which includes specific examples of the outcomes and successes of such services and/or capital improvements, as applicable.

Performance Standards: AHP owns and manages 5 properties and buildings in Arcata and Humboldt County that are used as emergency shelters to serve individuals and families. Four of the five properties were purchased and received substantial renovation from funds provided by California Housing and Community Development, City and County Community Development Block Grant funds. The successful completion of those projects have allowed AHP to provide shelter and wrap around services for families and individuals.

These grant funds will support the purchase of the property at 5095 Boyd Rd. Arcata from a private owner. The single family home is currently rented to AHP by the owner and is adjacent to the adult shelter. Renovation of the building and property are expected to be:

External:

- Site improvements: driveway, entrance ramp and deck, install awning/weather protection over deck fence and gate

Internal

- Install a hard wired fire alarm and sprinkler system.
- Flooring
- Bathroom renovation
- Window replacement
- Security cameras
- Painting
- Furniture and furnishings (purchase 4 living room chairs/couches, 6 bunkbeds and mattresses, television, yard furniture, curtains for all rooms, towels, dishes, 2 washing machines and 2 clothes dryers.)

All improvements will meet the requirements of the Americans with Disability Act as required. AHP is committed to serving people with all levels of ability and need. Bids will be solicited, and subcontractors selected once this proposal has been approved.

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 and/or capital improvements equivalent to those that will be provided as part of the proposed HEAP project.

Arcata House Partnership has a process to solicit bids and hire subcontractors. Once these funds are approved and awarded to AHP the process will begin with the development of the scope of work, bids solicited, and a contract awarded.

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 and/or capital improvements as part of the proposed HEAP project, including, without limitation, job titles, responsibilities, special training, licenses and certifications.

Darlene Spoor, Executive Director of Arcata House Partnership has 35 years experience developing and managing affordable housing and properties for special use by non-profit social service providers. She has earned the designation Certified Property Manager from the Institute of Real Estate Management and is a licensed Construction Supervisor. She has an earned Doctor of Education / Administration and a Master of Science degree in non-profit administration. She is well versed in the construction and property management of facilities and with the administration and management of millions of dollars in development and operating funds.

Mary Fountain, Finance and Grants Manager has 15 years of experience providing accounting services. She manages the AHP fund accounts. All funds will be recorded as a separate fund, will be accounted for in this separate fund, and will be managed using the generally accepted accounting practices.

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 and/or capital improvements as part of the proposed HEAP 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 and all subcontractors will use the funds to ensure success in the purchase and renovation of the house and property to be used as an emergency shelter.

5.0 Project Description

Proposals shall include a clear and concise description of the proposed HEAP 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

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

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

a. How many individuals will be served by the proposed HEAP project and for what period of time? Initially, AHP will provide emergency shelter for 6 unrelated people at a time with the goal of expanding to 16 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 HEAP project will serve the entirety of Humboldt County. AHP manages the only 24-hour low barrier shelter in the county. This project will allow that program to expand to serve more people. The agency will continue to provide service to people throughout the county who are in need of emergency shelter services.

c. How the proposed HEAP 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 expansion will allow AHP to serve more 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 increasing shelter beds.

2. A detailed description of the sector(s) of the Target Population that the proposed HEAP 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 20 people, with dozens on the waiting list. This proposal will fund the purchase of a house adjacent to the adult shelter allowing AHP to increase the number of available beds.

3. A detailed description of any and all operating subsidies that will be provided as part of the proposed HEAP 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.
N/A

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

5. A detailed description of any and all capital improvements that will be provided as part of the proposed HEAP project which includes, without limitation, any and all applicable construction timelines, if applicable.

The property at 5095 Boyd Rd. Arcata will be purchased from a private owner. Renovation of the building and property are expected to be:

External:

- Site improvements: driveway, entrance ramp and deck, install awning/weather protection over deck fence and gate

Internal

- Install a hard wired fire alarm and sprinkler system.
- Flooring
- Bathroom renovation
- Window replacement
- Security cameras
- Painting
- Furniture and furnishings (purchase 4 living room chairs/couches, 6 bunkbeds and mattresses, television, yard furniture, curtains for all rooms, towels, dishes, 2 washing machines and 2 clothes dryers.)

Bids will be solicited, and subcontractors selected once this proposal has been approved.

TIMELINE: The property can be under a purchase agreement immediately upon approval of this proposal. Bids will be solicited during closing, and renovations will be scheduled to start once the purchase is complete. The work is expected to be completed within 4 months after closing. The building will be fully operational at that time.

6. A detailed description of how the proposed HEAP project will be staffed which includes, without limitation, a summary the process by which staffing levels will be determined and how such staffing will ensure the effective and efficient implementation of the proposed project.

The purchase of this property will increase shelter capacity. Currently the shelter is staffed 24 hours a day with Housing Support Workers, a Site Manager and a Case Manager. This level of staffing will continue until additional funding is secured to increase it so the program can more fully meet the needs of the people being served. The client service staff will be supervised by the Manager of Client Services with oversight from the Executive Director.

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.

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

7. A detailed description of how the proposed HEAP 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,
- and more.

8. A detailed description of the systems and processes that will be utilized to collect data related to, and evaluate the performance of, the services and/or capital improvements provided as part of the proposed HEAP 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 and/or capital improvements being provided and the steps that will be taken if identified performance targets are not met.

The Executive Director will provide daily or weekly project management oversight to ensure the renovations:

- are completed in a timely manner,
- meet the requirements of the bids, and

- stay within budget.

This proposal will fund the purchase and minor renovation of a building to be used to expand an already existing 24-hour low barrier shelter serving adults. **As the only 24-hour low barrier shelter in the county** the need for additional beds is great. The successful program will continue and expand into this building.

Program and client level data will continue to be recorded in the Homeless Management Information System (HMIS) database.

9. A detailed description of how the provision of the services and/or capital improvements that will provided as part of the proposed HEAP project will continue past the period in which HEAP 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. The purchase of the building and the property renovation will allow the program to expand services and is expected to continue indefinitely.

10. A detailed description of how the proposed HEAP 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.

11. For projects involving the purchase of land, rehabilitation of structures, or building of structures, detailed description of how the proposed HEAP 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.

Article XXXIV (Public Housing Project Law) provides guidance to support a conclusion about what rental housing project is or is not exempt. It refers to the development of low rent housing projects. HSC section 37001 further defines developments that must comply. Shelters are not included as needing to comply. **Therefore, Article XXXIV does not apply to this project.** This will be an emergency shelter not a low rent housing project. **No legal opinion is included in this proposal.**

B. Project Budget. The Project Description must contain a project budget which includes an itemized list of all of the expenditures of HEAP 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 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 ten percent (10%) of the overall cost of the proposed HEAP project, may be included in the proposed project budget.

The costs and expenses were estimated by professionals in their respective fields. No bids were sought. Once this proposal is funded specifications will be written and bids will be sought according to AHP procedures.

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

PROJECT BUDGET

A. Personnel Costs <i>Formula for salary calculations and any benefits should be clearly identified</i>	
Title:	
Hourly Rate of Pay or Salary Calculation:	
Duties Description:	
Total Personnel Costs:	
B. Operational Costs	
Item:	
Description:	
Total Operational Costs:	
C. Purchase Price:	\$320,000
D. Renovation Costs:	
Item: Site improvements Description: remove/dispose of concrete driveway and replace with crushed stone or decomposed granite; construct entrance ramp and deck using Trex materials; install awning/weather protection over deck; remove existing fence and install a 72" high chain link fence with double drive through gates. Solar power to gate with hard-wired electric backup and manual operation assistance as necessary.	91,200
Item: Fire Alarm and Sprinkler System Description: Install a hard wired fire alarm and sprinkler system.	\$35,000
Item: Flooring Description: remove existing flooring, replace/repair sub-floor as necessary and install commercial grade linoleum (roll or tile) and baseboards in kitchen, living room, hall, and 2 bedrooms on the first floor.	\$16,500
Item: Bathroom Description: remove closet, replace tub with shower only unit, mud/ceramic tile floor, sink, toilet and entrance door with privacy lock.	\$18,500
Item: Painting Description: Prime and 2 coats of paint on interior walls and ceilings.	\$6,000
Item: Windows Description: replace all windows with double hung and fixed double pane windows with safety screens,	\$17,000
Item: Furniture and Furnishings: Description: purchase 4 living room chairs/couches, 6 bunkbeds and mattresses, television, yard furniture, curtains for all rooms, towels, dishes, 2 washing machines and 2 clothes dryers.	\$21,000
Item: Security Cameras Description: purchase and install security cameras to view common areas inside house and entire yard and perimeter of house and property.	\$2,200
Total Renovation Costs:	207,400
Administrative Costs (10% of project budget)	
Total Project Cost:	527,400

RFP NO. DHHS2019-01

6.0 Supplemental Documentation

Proposals shall **include a list** of 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 that must be in place prior to execution of a HEAP Agreement, any and all required licenses and certification and/or accreditation documents, job descriptions, evidence of prior program performance and explanatory letters regarding relevant audit findings. If applicable, Proposals shall also include a legal opinion letter which demonstrates that the Proposer has considered both 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 HEAP project. Any conclusion that the proposed HEAP project is exempt from Article XXXIV must include a specific legal theory and project-specific facts which supports such a conclusion.

See Required Attachments Section 8.0

Attachment 3: A. Administrative Policies

- 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 (HMIS)
- 9) Record Retention

Attachment 3: B. Performance Standards

Attachment 3: C. Licenses and Certifications and/or Accreditation Requirements

Attachment 3: D Job Descriptions

Attachment 3: E. Evidence of Prior Program Performance

Attachment 3: F. Explanatory Letters Regarding Relevant Audit Findings

Attachment 3: G. Legal Opinion Letter (if applicable) that the Proposer has considered both 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 HEAP project

Attachment 3: H. Site Information

- 1) Comparable Market Analysis
- 2) Map

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 paragraph number of the referenced portion of this RFP. Protests based on any exception, objection or requested change shall be considered waived and invalid by the County, if the exception, objection or requested change is not clearly identified and adequately explained in the Proposal.

N/A

8.0 Required Attachments

Attachment 1: Signature Affidavit

Attachment 2: Proposed Budget

Attachment 3: Supplemental Documentation

Attachment 3: A. Administrative Policies

- 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 (HMIS)
- 9) Record Retention

Attachment 3: B. Licenses and Certifications and/or Accreditation Requirements

Attachment 3: C Job Descriptions

Attachment 3: D. Evidence of Prior Program Performance

Attachment 3: E. Explanatory Letters Regarding Relevant Audit Findings

Attachment 3: F. Legal Opinion Letter (if applicable) that the Proposer has considered both 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 HEAP project

Attachment 3: G. Site Information

- 1) Comparable Market Analysis
- 2) Map

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

ATTACHMENT 1 – SIGNATURE AFFIDAVIT
(Submit With Proposal)

REQUEST FOR PROPOSALS – NO. DHHS2019-01 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	ARCATA HOUSE PARTNERSHIP
STREET ADDRESS:	1005 ELEVNETH ST.
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 agency and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS 2019-01 and declares that the attached Proposal and pricing are in conformity therewith.

Darlene Spoor
Signature
Darlene Spoor
Name

3/14/2019
Date
3/14/2019
Date

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

RFP NO. DHHS2019-01

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

ATTACHMENT 2 – PROJECT BUDGET

A. Personnel Costs <i>Formula for salary calculations and any benefits should be clearly identified</i>	
Title:	
Hourly Rate of Pay or Salary Calculation:	
Duties Description:	
Total Personnel Costs:	
B. Operational Costs	
Item:	
Description:	
Total Operational Costs:	
C. Purchase Price:	\$320,000
D. Renovation Costs:	
Item: Site improvements Description: remove/dispose of concrete driveway and replace with crushed stone or decomposed granite; construct entrance ramp and deck using Trex materials; install awning/weather protection over deck; remove existing fence and install a 72" high chain link fence with double drive through gates. Solar power to gate with hard-wired electric backup and manual operation assistance as necessary.	91,200
Item: Fire Alarm and Sprinkler System Description: Install a hard wired fire alarm and sprinkler system.	\$35,000
Item: Flooring Description: remove existing flooring, replace/repair sub-floor as necessary and install commercial grade linoleum (roll or tile) and baseboards in kitchen, living room, hall, and 2 bedrooms on the first floor.	\$16,500
Item: Bathroom Description: remove closet, replace tub with shower only unit, mud/ceramic tile floor, sink, toilet and entrance door with privacy lock.	\$18,500
Item: Painting Description: Prime and 2 coats of paint on interior walls and ceilings.	\$6,000
Item: Windows Description: replace all windows with double hung and fixed double pane windows with safety screens,	\$17,000
Item: Furniture and Furnishings: Description: purchase 4 living room chairs/couches, 6 bunkbeds and mattresses, television, yard furniture, curtains for all rooms, towels, dishes, 2 washing machines and 2 clothes dryers.	\$21,000
Item: Security Cameras Description: purchase and install security cameras to view common areas inside house and entire yard and perimeter of house and property.	\$2,200
Total Renovation Costs:	207,400
Administrative Costs (10% of project budget)	
Total Project Cost:	527,400

RFP NO. DHHS2019-01

REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 SUPPLEMENTAL DOCUMENTS

A. Administrative Policies

1. Housing First

Housing First Practices and Progressive Engagement

All AHP projects shall operate in a manner consistent with housing first practices and progressive engagement and assistance practices, including the following:

- Ensuring low-barrier, easily accessible assistance to all people, including, but not limited to, people with no income or income history, and people with active substance abuse or mental health issues.
- Helping participants quickly identify and resolve barriers to obtaining and maintaining housing.
- Seeking to quickly resolve the housing crisis before focusing on other non-housing related services.
- Allowing participants to choose the services and housing that meets their needs, within practical and funding limitations.
- Connecting participants to appropriate support and services available in the community that foster long-term housing stability.
- Offering financial assistance and supportive services in a manner which offers the minimum amount of assistance initially, adding more assistance over time if needed to quickly resolve the housing crisis by either ending homelessness, or avoiding an immediate return to literal homelessness or the imminent risk of literal homelessness. The type, duration, and amount of assistance offered shall be based on an individual assessment of the household, and the availability of other resources or support systems to resolve their housing crisis and stabilize them in housing and

AHP supports Homeless Prevention activities funded within Humboldt County that follow the same program requirements for type, duration, and amount of assistance provided, unless sufficient written justification for any differences is provided by the CoC and HCD approves such justification.

Arcata House Partnership
Progressive Rules Policies and Procedures
2017

Introduction

Arcata House Partnership (AHP) is committed to the Housing First concept and to the provision of Progressive Engagement. AHP practices are designed to identify persons experiencing homelessness, and to provide the services necessary to help those persons quickly regain stability in temporary and permanent housing.

Emergency Shelter

Coordinated Entry Participation and Program Screening, Triage and Access

All referrals to the program, including screening for program eligibility and prioritization, will occur according to the CoC's Coordinated Entry System protocols.

All people requesting shelter are screened for other safe and appropriate housing options (temporary or permanent) and resources to obtain/maintain their housing. People who have other safe and appropriate housing options or resources are diverted away from emergency shelter and instead offered problem-solving assistance and immediate linkage to homelessness prevention assistance, as needed, desired and available.

All people requesting shelter are also screened for critical health and safety needs to identify people with more severe service needs and provide an appropriate response.

Program admission is prioritized for people with the most urgent and severe needs (as defined in s 8409, Core Practices). Access to emergency shelter is provided without preconditions, such as sobriety or ability to pay program fees. Program participants are referred to other forms of homeless assistance in the CoC service area according to the CoC's coordinated Entry System procedures.

Housing First, Progressive Engagement and Assistance Practices

Participants and staff understand that the primary goals of the emergency shelter are to:

- Provide temporary accommodation that is safe, respectful and responsive to individual needs; and
- Re-house participants in permanent housing as quickly as possible, regardless of other personal issues or concerns

Participants are expected to be actively working on re-housing plans and engaging in related assistance to overcome immediate and direct barriers to securing housing. Participant assessment focuses on:

- Immediate health and safety needs relevant to providing temporary accommodation; and
- Information relevant to securing housing, including: participant preferences, factors that would cause a landlord to reject a person's application (past evictions, criminal history,

etc); factors that directly let to housing instability or homelessness in the past (failure to pay rent, lease violations etc.); and other information necessary to link participants to financial assistance and housing-related resources.

Participants are assisted with creating and updating individualized Housing Plans designed to re-house and stabilize participants as quickly as possible. Staff helping to re-house participants are aware of and know how to access a wide array of housing options (public/private, subsidized/unsubsidized, all local permanent supportive housing, etc.) directly or through the CoC's coordinated entry system to help participants achieve their Housing Plan goals.

Participants are provided or connected to housing location and placement assistance, including financial assistance for move-in costs, to achieve their Housing Plan goals. Assistance is provided:

- For all participants who cannot otherwise exit on their own;
- Without additional preconditions, such as employment or sobriety; and
- With understanding that housing may cost greater than 30% of participant income and be precarious.

Staff are aware of and know how to access other community resources (e.g., legal services) that can help participants achieve their housing placement and stabilization goals.

Participation in services is unrelated to obtaining permanent housing is voluntary.

Exits to other homeless situations are avoided, even when program rules are violated. People who pose an imminent risk of harm to themselves or others may be exited to more appropriate assistance, such as a more intensive program, hospital or other emergency responder.

Participants only move to other emergency shelter or transitional housing when:

- They desire and choose;
- More appropriate to meet their health and safety needs (e.g., persons in early recovery; domestic violence survivors; those who need special accommodations); and
- No permanent housing solution (with or without supportive services) is currently available that is a similar or better match for their preferences and needs.

All service providers receiving CA ESG funds shall take actions to create an effective, welcoming and affirming environment for all program participants and employees, including, but not limited to, persons of different races, ethnicities, sexual orientation, gender identities and gender expressions

REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 SUPPLEMENTAL DOCUMENTS

A. Administrative Policies

2. Conflict of Interest

From Personnel Handbook

Conflict of Interest: I understand that as an employee of Arcata House Partnership, Inc, a federal contractor, that it is a conflict of interest for me to participate in the decision making process related to procurement if I or any member of my family, my partner or any organizations employing anyone who is related to me has a direct financial interest or benefit from that procurement. In addition, I understand that it is a conflict of interest for me to accept any gratuity, favors, or anything of monetary value from a contractor, consultant or other entity whose services are procured for the organization.

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

**Arcata House Partnership
Board Member Agreement**

I understand that as a member of the Arcata House Partnership Board of Directors, it is not legal for me to have a personal or financial interest or benefit from any activity of the organization. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

As a Board member, I agree

- Not to have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for myself or for those with whom I have family or business ties.
- Not to participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved.
- Not to solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.

This agreement includes my tenure and one year thereafter. Participation by homeless individuals who also are participants under the program in policy or decision making under §583.300(f) does not constitute a conflict of interest.

Signature of Board Member

Date

REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 SUPPLEMENTAL DOCUMENTS

A. Administrative Policies

3. Grievance

Excerpt from Arcata House Partnership
Intake and Case Management Practices

Standards for grievances

AHP strives to maintain a happy environment that assists clients to be as independent and successful as possible. If a complaint arises, AHP encourages disagreements to be resolved at the lowest possible level. If a client brings a complaint to the Case Manager a record will be made in their file. The Case Manager will hear the grievance within 72- hours (work days Monday - Friday) of the complaint being filed. This will include the gathering of facts, testimony from other clients and staff and issuing a decision on the resolution of the grievance. The Case Manager will meet with the client in a confidential area. The Case Manager will document the grievance(s) which shall contain a description of the grievance and the resolution or disposition of said grievance. Documentation shall be retained in the client's file.

When a complaint cannot be resolved between a client and a Case Manager the Case Manager's Supervisor will within 48-hours (work days Monday - Friday), collect information regarding the complaint, the actions that the Case Manager took to resolve the complaint, review any applicable laws and procedures and meet with the client. If no resolution can be made, then the client will be informed of their right to contact HUD.

If a complaint or grievances regarding operations of the program is filed, then the Executive Director will review the complaint and make a final determination.

These policies and procedures shall be freely available to all clients and AHP staff. Copies of the grievance policies will be clearly marked and made available to the clients during intake. A summary of the program grievance resolution policies and procedures shall be prominently displayed in common areas in the program locations.

Grievance Procedure

In the event of a dispute or disagreement, all clients will be expected to follow this procedure. It is our hope that your concerns will be resolved at the lowest possible level. Grievances must be brought forward, **in writing**, before the incident date is 14 days old. *AHP* will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Executive Director or assignee will be responsible for such arrangements.

Levels of Resolution:

Level 1: Direct Resolution: The direct resolution process consists of a meeting or meetings between the parties involved without others in attendance.

Level 2: Informal Resolution: The informal resolution process consists of a meeting between the parties involved and the Case Manager. If the dispute is with an AHP staff member, skip to level 3.

Level 3: Informal Management Resolution: The management resolution process consists of a meeting between the parties and the Manager of Client Services (mediator). Every attempt should be made to resolve the dispute at this level.

Level 4: Formal Mediated or Executive Resolution: The mediated resolution process consists of a meeting or meetings between the parties involved with the Executive Director (mediator) and or assignee in attendance. For ESG funded Programs, outside mediation services may be used.

All decisions at each level will be sent in writing to the client, within 10 working days and retained in the client file and the AHP master Grievance File.

Name of person filing grievance: _____ Date of Incident: _____
Incident/details, you may attach more pages or addition info. Please include date incident occurred.

Action or relief you want:

Signed by writer: _____ Date: _____

Please return this form to AHP, Attn: Grievance 1005 11th Street, Arcata CA 95521

AHP STAFF ONLY: Date received by AHP: _____ Given to: _____ Follow up sent: _____

1 of 3 pages Policy\AHP Grievance 2019 2.docx

A reasonable accommodation may be requested at any time.

September 2018

Resolution & Hearing Guidelines and Procedure

Hearings will not be held on the following zero tolerance policy topics:

Illegal drugs on premises
Selling or distribution of drugs
Possession of weapons on AHP property
Violence, intimidation or aggression on AHP property, or towards AHP Staff, other service providers or clients, per program rules
Destruction or waste of AHP property or other client's property
Lack of qualification to meet program requirements

Please refrain from public commentary regarding any disputes until the matter has progressed through the dispute resolution process.

Informal Resolution-Levels 1 to 3

The goal of the informal meeting is to settle the problem without the need for a formal meeting. If you have a complaint and request a meeting you will have a meeting at one of the levels listed in the Grievance Procedure.

Once requested, the informal meeting must be held with you and AHP within **10 working days** of your request. AHP is required to give you the decision, in writing within 10 days. This is typically done thru certified mail or in person. If the decision is not in your favor, you are entitled to request a formal meeting (Level 4). Information and forms will be included in your written response from AHP to request a formal meeting.

Present your request for a resolution meeting on time. You must personally present your grievance in writing or in person to our office at 1005 11th Street, Arcata, CA 95521. You must present your grievance within a reasonable time, not to exceed **14 days after the reason for the grievance or dispute arose**.

While you may present your grievance orally, it is recommended that you state your grievance in writing. The grievance may be simply stated, but you must specify the specific grounds for the grievance **and** the action or relief you seek.

Your Rights At Informal, Management or Mediated Resolution & Hearings:

You can bring as much evidence to the meeting as you need. However, the mediator will determine if it relates sufficiently to the meeting to be considered. AHP will be allowed to view all your evidence, as well you can view AHP's evidence.

You will allowed before the meeting to examine and copy at your expense, all documents, records, and regulations (evidence) that are relevant to the meeting. Please make an appointment by calling 822-4528.

You can bring someone to represent you at the meeting, but you also must be present. If you miss the meeting date and time, AHP will hold the meeting on time, with the evidence presented. Meetings will only be rescheduled due to very dire circumstances, ie hospitalization.

2 of 3 pages

You and AHP can have witnesses to support your respective positions, with the right to non-aggressively question each other's witnesses.

The meeting will be private. It will be recorded.

Those present at the meeting must conduct themselves in an orderly, calm fashion. Failure to do so is sufficient grounds for the mediator to render an adverse decision to the unruly parties.

The mediator will prepare a written, dated, and signed summary of the discussion and answer to your grievance within a reasonable time, not to exceed 10 days. AHP will mail or deliver one copy to you, place one in your file at AHP and one in AHP's master file of grievances.

AHP will provide Reasonable Accommodations at any time during the process to the meeting participants.

AHP does not retaliate against any person for making a complaint, testifying, assisting, or participating in any manner in the Grievance process, informal or formal meeting.

If AHP is unable to remedy the situation, and you wish to further escalate your initial complaint you may contact:

HUD-San Francisco Regional Office
Dept. of Housing and Urban Development
One Sansome Street, Suite 1200
San Francisco, CA 94104
Phone: (415) 489-6400
Email: CA_Webmanager@hud.gov
Fax: (415) 489-6419
TTY: (800) 877-8339 or dial 7-1-1

OR

California Department of Housing and Community Development
PO Box 31
Sacramento, CA 95812-0031
Phone: (800) 952-8356
Email at ombudsman@hcd.ca.gov

REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 SUPPLEMENTAL DOCUMENTS

A. Administrative Policies

4. Non Discrimination



ARCATA HOUSE | 1005 11th Street | ARCATA, CA | 95521 | 707-822-4528

Non Discrimination Policy

Arcata House Partnership is committed to a policy of anti-discrimination regarding employees, applicants, housing, programs, and clients based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, actual or perceived sexual orientation, gender identity or any other consideration made unlawful by Federal, State or local laws.

In determining eligibility, “family” includes LGBT individuals, couples, and their families (regardless of biological or legal relationship) and also prohibits inquiries into sexual orientation or gender identity.

A disabled applicant should inform Arcata House Partnership in writing the accommodation needed.

REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 SUPPLEMENTAL DOCUMENTS

A. Administrative Policies

5. Accessibility

Retrieved from:

**Arcata House Partnership
Progressive Rules Policies and Procedures
2017**

Emergency Shelter

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REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 SUPPLEMENTAL DOCUMENTS

A. Administrative Policies

6. Fiscal and Accounting Policies

Arcata House Partnership
Financial Policy and Procedure Handbook

Basic Policy Statement

Arcata House Partnership is committed to responsible financial management. The board and staff will work together to make certain that all financial matters of the organization are addressed with care, integrity and in the best interest of Arcata House Partnership.

The policy and procedural guidelines contained in this handbook are designed to:

1. Protect the assets of Arcata House Partnership
2. Ensure the maintenance of accurate records of all financial activities
3. Provide a framework of operating standards and behavioral expectations
4. Ensure compliance with federal, state, and local legal and reporting requirements
5. Ensure compliance with the contractual obligations of all of Arcata House Partnership's public and private funding sources

The Executive Director of Arcata House Partnership is responsible for administering these policies and ensuring compliance with procedures that have been approved by the Board of Directors. Exceptions to written policies may only be made with the prior approval of the Board. The Board of Directors may approve changes or amendments to these policies at any. A complete review of the policies will be conducted by the finance committee and approved by the Board every two years.

Procedures do not require board approval.

Every employee is expected to be familiar with and operate within the parameters of these policies and guidelines.

Lines of Authority

The Board of Directors has the authority to execute any policies it deems to be in the best interest of the organization within the parameters of the organization's articles of incorporation, bylaws or state, federal and local law.

The Finance Committee (ED, Board President, Treasurer, Fiscal Accountant, Grants Manager and others who are appointed each year by the Board) has the authority to oversee the development of the annual budget, perform regular reviews of the organization's financial activity and determine the allocation of investment deposits, when applicable.

The Executive Director has the authority to make spending decisions within the parameters of the approved budget; employ and terminate personnel; create and amend operating procedures and controls; make decisions regarding the duties and accountabilities of personnel and the delegation of decision-making authority; enter into contractual agreements within board designated parameters.

Staff members have the authority, to make spending decision within the parameters of the approved department or program budget subject to the approval of the Executive Director.

Indemnity Policy

To the full extent that it shall have under applicable law and in the manner prescribed or permitted by applicable law, Arcata House Partnership may indemnify any past, present or future Director, Employee or Agent against all costs, expenses, and liabilities including attorney's fees, actually and necessarily incurred by or imposed upon them in connection with or resulting from their involvement with Arcata House Partnership.

No such reimbursement or indemnity shall relate to any expense incurred or settlement made in connection with any matter arising out of their negligence or misconduct as determined either by a court of competent jurisdiction or, in the absence of such a determination, by Arcata House Partnership acting on the advice of counsel.

Arcata House Partnership shall purchase and maintain insurance on behalf of any person who is or was serving at the request of Arcata House Partnership as a Director, officer, employee, agent, staff, volunteer or other capacity against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such.

Investment Policy

The investment objectives of Arcata House Partnership, in order of importance, shall be the safety of principal, liquidity and a competitive rate of return.

General Investment Guidelines

Arcata House Partnership's Board of Directors shall have the primary responsibility for the administration of the investment policy, and for establishing any specific guidelines as to the mix and quality of the investment accounts.

Selection of Investments

The finance committee appointed by the Board of Directors is responsible for selecting appropriate investments. External groups (investment managers, bank custodians and/or investment consultants) may be consulted if the finance committee so chooses. Final approval of all investments is by a majority vote of the Board of Directors.

The Board will provide the finance committee with guidance as to the amount of risk that is acceptable. In order to reduce overall risk, the Board will consider a mix of investments, which may include fixed-income investments (low risk/lower return) with some equity investments (investments with higher returns accompanied by higher risks).

Procedures

Financial controls and operating procedures

Operating procedures: Arcata House Partnership has on site staff, consisting of at minimum, a Fiscal Accountant, who is primarily responsible for designing and maintaining the accounting system, daily fiscal operations, and providing monthly reports to the Executive Director and the Board. The Operations Manager is cross trained on the Fiscal Accountant duties and accounting systems. AHP also maintains an independent outside Bookkeeping Consultant who is familiar with Arcata House Partnership accounting software, Policies and Practices as well as grant funding and GAAP. This is in addition to our independent audit each year.

Financial Management Requirements

Arcata House Partnership MUST

Document funds to the level of expenditures in a manner that adequately establishes that such funds have not been used in violation of the restriction and prohibition of applicable statutes.

Ensure that claims for reimbursement of program salary costs are supported by hours recorded on time sheets. Such hours must be actual time worked by funded staff and not budgeted (estimated) staff time.

Arcata House Partnerships financial management system must adhere to the following standards:

Accurate, current and complete disclosure of the financial results of contracted activities must be made in accordance with the reporting requirements of the grant or sub-grant and reflect expenditures in accordance with the required cost classification categories and budgets.

Adequate accounting records must be maintained that provide information specific to the receipt and use of grant funds. Such records must contain information pertaining to the grant, sub-grant, and or grant awards obligations, unobligated balances, assets, liabilities, outlays or expenditures, revenue, and program income.

Effective administrative and internal controls must be maintained for all grant and or grant cash, real and personal property and other grant assets. Arcata House Partnership must safeguard all such property and must ensure that assets are used only for authorized purposes.

Written procedures for determining the reasonableness, and allowability of cost in accordance with the specifications of the terms of the grant, cost principles, and program regulations.

Accounting records must be supported by source documentation such as cancelled checks, paid invoices, payroll records, receipts, time and attendance records, grant award documents, etc. Proper procedures and methods to meet audit standards including storage and retention of source documentation to support accounting records are required.

Adequately document all costs in a manner consistent with GAAP. Examples include: retaining evidence of attempt to conduct competitive bidding for services or supplies if required, and maintaining adequate time records for those employees who charge time against a federal grant. It is extremely important to document the rationale for incurring costs that are not immediately and easily determined to be necessary and reasonable for the program at the time the expenditure is made.

Other Requirements

The annual budget is prepared prior to the end of the preceding fiscal year by the finance committee and approved by the board at its final meeting of each year.

The finance committee will review the budget and the adequacy of insurance coverage at least once a year.

Within 30 days following the close of each month, the Fiscal Accountant will provide a financial report for the prior month to the board. Monthly reports will include receipts, disbursements, receivables and payables by funding source. Monthly reports will also include budget variations between actual and budgeted expenditures and income for each funding source.

The budget is reviewed by the finance committee each June and adjusted as necessary to reflect changing conditions.

A chart of accounts is available and utilized to assign receipts and expenditures to the appropriate accounts.

An audit will be conducted by an independent CPA at the close of each fiscal year. Copies of the audit report will be made available to Board Members, funders and other appropriate agencies.

The fiscal period of the organization shall be from January 1 to December 31.

Separation of duties

General Policies:

- Every financial transaction requires the participation of at least two people.
- Checks may not be signed by the person who writes checks or the Fiscal Accountant
- Checks within the budget that are written for \$5,000 shall be signed by at least two people, neither of whom is the check writer or payee.
- Bank statements will be reconciled by someone other than the check signer

- Deposit documentation and reconciliation are to be prepared by a person other than the one recording the receipts

Safeguarding Assets

The Executive Director shall have primary responsibility for ensuring that proper Financial Management procedures are maintained and that the policies of the Board are carried out.

The finance committee shall provide fiscal oversight in the safeguarding the assets of the organization, and shall have primary responsibility for ensuring that all internal and external financial reports are accurate.

All financial records will be filed at the main office, located at 1005 11th Street, Arcata, CA or stored at 611 15th Street.

Bank statements will be reconciled by the Fiscal Accountant on a monthly basis and reviewed periodically by the treasurer.

All property of significant value will be inventoried and labeled. Inventory records will contain description, serial numbers, and date of purchase, receipt, valuation and date of valuation. The inventory will be reviewed at least once each year.

Appropriate insurance for assets will be maintained.

Payroll Procedures:

The Executive Director, within the parameters authorized by the Board, authorizes all personnel expenditures. All changes in employment, wages or benefits must be authorized by the Finance Committee and are subject to Board approval.

The Executive Director maintains all personnel files. Personnel files are to be maintained at the main office for all employees.

The Executive Director reviews all timesheets for accuracy, signs them and submits them to the Fiscal Accountant for payment.

The Fiscal Accountant monitors the usage of vacation and sick time and the weekly medical stipends.

The Fiscal Accountant will generate the payroll checks and tax deposit checks and send them to the Executive Director. The Executive Director will review the payroll register for proper processing of amounts before signing and distributing checks. The ED may not sign the Executive Director's paycheck.

All payroll tax checks are prepared within 15 days of when the payroll is prepared. The taxes are monthly.

Accounting Procedures:

The Fiscal Accountant is responsible for inputting the financial data into the computer for the purpose of generating financial reports. Only the Fiscal Accountant and the President of the Board of Directors will have access to any passwords to the computer.

Detailed printouts of cash receipts and cash disbursements are to be obtained. The Fiscal Accountant is responsible for comparing the detailed printouts to source documents for accuracy.

All subsidiary account balances are reconciled to the control accounts monthly. The bank statements are reconciled on a monthly basis and discrepancies resolved.

A trial balance on the general ledger totals should be obtained and compared to detailed reports for accuracy.

Disbursement Policy

The Executive Director may approve expenditures up to the amounts set by the operating budget as approved by the Board. The Board must approve any unbudgeted items.

The Executive Director or Grants Manager will initiate expenditure reports in writing, utilizing the check request form, and approved within specified authority.

The Executive Director approves check requests after comparing to supporting documentation. The Fiscal Accountant prints the pre-numbered checks only with approved requests. Check signers should review checks for accuracy and may request documentation, if desired.

All disbursements are made by check in response to an approved check request form or timesheet. Two signatures are required on all organizational checks over the amount of \$5,000.

The checks print in three parts. One copy of the check is sent to the vendor with the check. The other copy is filed with the supporting documentation.

All voided checks must be defaced and retained either on the check stub or with canceled checks.

Blank checks are stored in a locked drawer in the custody of the Fiscal Accountant. Blank checks may not be signed in advance.

The Fiscal Accountant marks invoices and checks requests "paid" and forwards them to the Grant Manager for filing in individual grant files.

An authorized check signer may pay bills online. All bills to be paid online are prepared by the Fiscal Accountant and initialed or signed by the person paying them. All online receipts are filed with the paid bills.

Receipts

All incoming cash (including checks and money orders) is receipted with pre-numbered triplicate receipts. One copy remains in the receipt book and the other is given to the person who provided the cash. The third copy is sent to the Fiscal Accountant with the corresponding deposit slip. This includes payments in the form of cash, checks or money orders from clients for the client housing account, payments from funders and donations and grants.

The Executive Director will be responsible for preparing the documentation on receipts for deposits and making deposits at the bank.

All receipts are documented on yellow copies of receipts, which are given to the Fiscal Accountant, who prepares the detailed cash receipt listing for the general ledger.

This listing is compared to the cash journal located in the office to ensure that all postings equal the amounts deposited.

Cash Receipt Procedures

All checks and cash received through the mail are endorsed immediately upon opening and recorded in the cash receipts book listing the payer's name and address, the amount and the purpose of the cash (donation, grant, client housing account, etc.).

The Executive Director shall prepare the bank deposits and yellow copies of receipts that are forwarded to the Fiscal Accountant.

The Executive Director shall code all receipts according to the chart of accounts and send them to the Fiscal Accountant to post to the general ledger on a timely basis.

Receipt Writing Procedures:

When an employee accepts money, he/she shall create a receipt for the payment—The receipt should have the date on the check, not the date of the entry and include

- a. name of donor/client/funder (written clearly and spelled correctly)
- b. complete address
- c. amount of payment
- d. "for" the exact reason for the payment i.e.
 - Apartments First! rent for February
 - CHA for February
 - In-kind donation of 2013 toyota/broken TV set or whatever it is
 - FRL (a check that came in one of our donation envelopes)
 - Repayment of loan
 - Donation
 - Grant

2. Please add relevant notes to the receipt—in memory of..., in honor of... (please include name and address if someone should be notified of the tribute and let grants manager know so she can write a letter

3. Grant payment—let grants manager know if you receive a payment on a grant—if you aren't sure, please ask.
4. If you receive a donation of over \$500, please inform Executive Director so it may be acknowledged immediately.
5. If you have generated a thank you letter or other correspondence yourself, please note it on the receipt
6. All payments from artists for the Artist's Guild need to be sent to our endowment at HAF. Please receipt them in our receipt book and then send them to HAF—as a donation in the name of the artist.
7. Please sign the receipt
8. If you are reimbursing Arcata House Partnership for something, please have someone else write and sign your receipt

Contract Management

All grant funds must be accounted for and expended in compliance with the contract that governs that grant. The Grants Manager will be responsible for overseeing the management of all contracts and grants.

Funds from all grants will be drawn down in a timely manner in accordance with the policies of the funder. Federal funds will be drawn down monthly on the 15th of the month for the expenditures allocated to the grant being drawn on during the previous month. More frequent draw downs may be made on a case-by-case basis to ensure adequate cash flow.

Procurement Policy

The following policies and procedures shall be followed when Arcata House Partnership purchases equipment, materials, supplies, property, or services from an outside source.

Equipment is defined as tangible, no expendable, property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit. Supplies are defined as all tangible property other than equipment costing less than \$1,000.

All vendors will be notified of and compliant with the equal opportunity policy of Arcata House Partnership.

Conflict of Interest

All directors, employees, or agents who participate in the selection or acceptance of a contract for equipment, materials, supplies, or services must comply with the conflict of interest policy. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

Each employee and/or board member will agree in writing

- Not to have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for the individual him/herself or for those with whom he/she may have family or business ties.

- Not to participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved.
- Not to solicit or accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements for personal use.

Contracting Procedure

Staff shall conduct a cost analysis and document the analysis in the procurement files in conjunction with every purchase over \$10,000. The procurement file should include a justification for the lack of competition if competitive bids or offers are not obtained.

If a contract is competitively bid, Arcata House Partnership will enter into a contract with the winning bidder that specifies the equipment, materials, supplies, property, or services to be purchased and the payment terms. The winning bid need not be the least expensive, but the process for determining the choice must be documented.

REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 SUPPLEMENTAL DOCUMENTS

A. Administrative Policies

7. Coordinated Entry System

Emergency Shelters are not required to participate in the Coordinate Entry System however AHP strives to serve the most needs. Often people who are being served by the Rapid Re-Housing program managed by AHP will placed in the shelter while staff are working to prepare for and locate housing for them. All people in the Rapid Re-Housing program will be from the Coordinated Entry System prioritized list.

REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 SUPPLEMENTAL DOCUMENTS

A. Administrative Policies

8. Data Collection (HMIS)

AHP has adopted the ESG written Standards of the Humboldt Housing and Homeless Coalition (HHHC) – otherwise known as the Continuum of Care.

Standard XVI. Standards for Homeless Management Information System (HMIS) Participation states:

1. All recipients providing services under ESG within Humboldt County, except for victim service providers covered by the Violence Against Women Act (VAWA), shall actively utilize the Humboldt County Homeless Management Information System (HMIS), to enter data on people served and assistance provided;
2. HMIS data must be entered into the system within five business days; and
3. Recipients must follow established HMIS procedures for ensuring confidentiality of client records.

REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 SUPPLEMENTAL DOCUMENTS

A. Administrative Policies

9. Record Retention

Retrieved from: Arcata House, Partnership
Financial Policy and Procedure Handbook

Record Retention (numerals indicate number of years records will be stored, P=permanently)

Record	Keep for	location
Accounts payable records	7	Northtown Storage*
Accounts receivables records	7	Northtown Storage*
Audit	P	Northtown Storage*
Audit reports (internal)	7	Northtown Storage*
Bank statements and reconciliation	7	Northtown Storage*
Canceled checks	7	Northtown Storage*
Check registers	P	Northtown Storage*
Deposit slip duplicates	7	Northtown Storage*
Expense analysis and distribution schedules	7	Northtown Storage*
Financial statements	P	Northtown Storage*
Fixed assets records	P	Northtown Storage*
General ledgers	P	Northtown Storage*
Invoices	7	Northtown Storage*
Journals/cash receipt books	7	Northtown Storage*
Payroll records	7	Northtown Storage*
Employee contracts	7	n/a
Earnings records	7	Northtown Storage*
Employee personnel files	7	Locked cabinet in office
Employment applications	1 year	Locked cabinet in office
Insurance records	P	Northtown Storage*
Retirement and pension plans	P	n/a
Timesheets	7	Northtown Storage*
Training materials	P	11 th St Office
Travel records	7	Northtown Storage*
Annual reports	P	Binder in 11 th St. Office
Bonds	P	n/a
Budgets	7	Computer file/grant mgr. office
Contracts (after expiration)	7	Northtown Storage*

Correspondence (general)	7	11 th St. Office
Correspondence (legal)	P	Northtown Storage*
Insurance policies (after expiration)	7	Northtown Storage*
Inventories	7	11 th Street office
Leases	7	11 th St—Apts. 1 st office
Licenses	P	11 th st office
Minutes	P	Northtown Storage*
Office equipment records	7	11 th Street office
Property records	P	Northtown Storage*
Profit and loss statements	P	Northtown Storage*
Depreciation schedules	P	Northtown Storage*
Employee withholding statements	7	Northtown Storage*
Tax bills and statements	P	n/a
Tax returns and work papers	P	Northtown Storage*

*current records are in a locked file in Fiscal Accountant's office—immediate past year's records go to the auditor. Following the audit, records are stored in the Northtown Storage, in a locked file cabinet in a locked garage.

REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 SUPPLEMENTAL DOCUMENTS

B. Required Licenses and Certifications and/or Accreditation Documentation

N/A

REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 SUPPLEMENTAL DOCUMENTS

C. Job Descriptions

N/A

REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 SUPPLEMENTAL DOCUMENTS

D. Evidence of Prior Program Performance

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.

AHP owns and manages 5 properties and buildings in Arcata and Humboldt County that are used as emergency shelters to serve individuals and families. Four of the five properties have been purchased and received substantial renovation from funds provided by California Housing and Community Development, City and County Community Development Block Grant funds. The successful completion of those projects have allowed AHP to provide shelter and wrap around services for families and individuals.

REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 SUPPLEMENTAL DOCUMENTS

E. Explanatory Letters Regarding Relevant Audit Findings

MMARTIN
HHUTCHISON &
HHOHMAN

Certified Public Accountants

2601 Harrison Avenue, Eureka, CA 95501

THOMAS W. MARTIN
RETIREE
RICHARD A. HUTCHISON
MICHELLE A. HOHMAN

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(707) 445-8476 • fax (707) 445-8477

January 29, 2018

To the Board of Directors

Arcata House Partnership

We have audited the financial statements of Arcata House Partnership for the year ended December 31, 2016, and have issued our report thereon dated January 29, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 22, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Arcata House Partnership are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2016. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements was:

Management's estimate of the estimated lives of assets is based on the nature and use of the asset. We evaluated the key factors and assumptions used to develop the depreciation method in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements was:

The disclosure of Notes Payable in Note 6 to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.



Certified Public Accountants

2601 Harrison Avenue, Eureka, CA 95501

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RETIRED
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Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 25, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

Finding #1

While reviewing the internal control structure of the organization, we noted the handling of cash and/or checks received for the organization does not routinely involve two individuals.

Recommendation

Although difficult in a small organization, proper internal accounting controls require the handling of all receipts and disbursement functions by at least two individuals.

Finding #2

During the review of the grant supporting documents and the grant postings to the QuickBooks General Ledger, we noted grant receipts co-mingled with similar grants in the same classification. This was the same grant for two different periods. This made it difficult to account for each individual grant.

Recommendation

We recommend each grant, for each separate grant period, be maintained in individual files both physically and in the computerized records.

Finding #3

In reviewing the funds held for clients, we noted a deposit and disbursements in the account that were not client funds. Transactions for the clients in the bank account did not agree with postings in the client liability account.

**MARTIN
HUTCHISON &
HOHMAN**

Certified Public Accountants

2601 Harrison Avenue, Eureka, CA 95501

Recommendation

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We recommend non-client funds be removed from the designated bank account and the account be reconciled with the liability account on a monthly basis. All transactions in the client funds bank account should have corresponding entries in the client funds liability account.

Finding #4

During the course of the audit, there were numerous adjustments to the general ledger recommended and posted by the auditor. This indicates accounts are not being reviewed for accuracy with outside documentation on a timely basis. The discovery and correction of these errors may be considered an impairment on our independence in relation with these Financial Statements.

Recommendation

We recommend that the agency bookkeeper and management review on a monthly basis all balance sheet accounts for accuracy and make appropriate adjustments. A pre-audit examination of the information pertaining to the Financial Statements should be done by an outside accountant prior to the next audit engagement.

Finding #5

While reviewing the General Ledger, information was presented on a Desktop QuickBooks file as well as an online version of the QuickBooks file. Previously reported information was missing and bank accounts were not reconciled, therefore the online version contained insufficient information to be audited. Requested work papers were also not provided to the auditor on a timely basis.

Recommendation

We recommend having an outside accountant review the General Ledger and Source Documents prior to the Audit engagement.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors charged with governance and, if appropriate, management of Arcata House Partnership and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Martin, Hutchison, & Hohman, CPAs

REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 SUPPLEMENTAL DOCUMENTS

F. Legal Opinion Letter

N/A

REQUEST FOR PROPOSALS – NO. DHHS 2019-01
HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3: SUPPLEMENTAL DOCUMENTS

G. Site Information

1) Comparable Market Analysis

5095 Boyd Rd. Arcata, CA 95521

February 20, 2019

Kate,

I have finished the CMA on the Boyd Road property. This was a tough one as there are not many sales that are similar. After looking at all of the comps and thinking about the condition and added features, I think the CMA listing price recommendation of \$336,417 is as close as you will get without a fullblown appraisal.

I also am enclosing the information from the county. This property has sold 4 times. Three of those are in our MLS and I have included the data sheets for you. I also have included the county assessor's records from Parcel Quest.

Most recent sale 6/16/2009 \$304,000 This sale was not in MLS

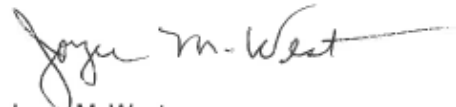
Sold 10/29/2004 \$279,500

Sold 10/10/2002 \$205,000

Sold 8/5/1995 \$140,000

Hope this helps.

Sincerely

A handwritten signature in cursive script that reads "Joyce M. West". The signature is written in dark ink and includes a long horizontal flourish extending to the right.

Joyce M. West

Community Realty

707-496-3933

2/20/2019

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Comparable Market Analysis

5095 Boyd Road, Arcata, CA, 95521

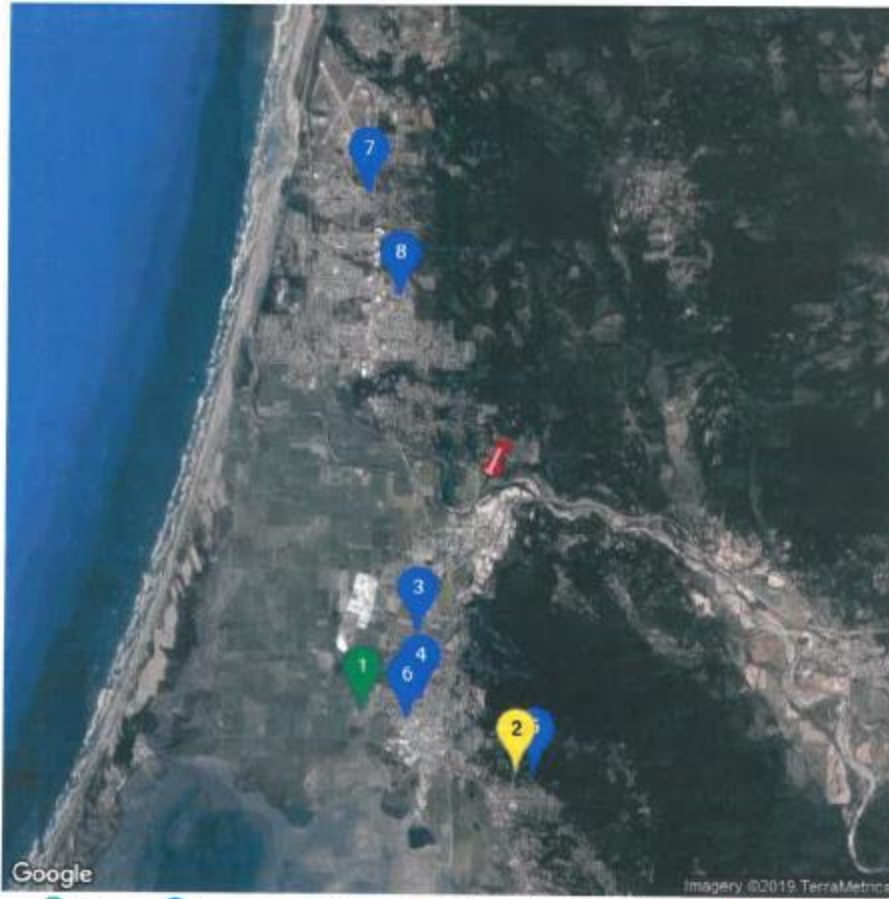
Prepared for Kate Newby—Wednesday, February 20, 2019



Joyce West
Community Realty /jw1
2850 E Street
Eureka, CA 95501
707-496-3933
westjoyce@aol.com
<http://communityrealty.net>
DRE #: 00679932

This report is not an appraisal and is not intended to meet the requirements set out in the Uniform Standards of Appraisal Practice. If an appraisal is desired, the services of a licensed appraiser should be obtained.

Map of Subject And Comparable Properties



	Address	MLS #	Status	Distance from Subject
Subject	5095 Boyd Road , Arcata CA 95521			
1	2034 Adams Court , Arcata CA 95521	251960	Active	3.12m
2	750 Beverly Way , Arcata CA 95521	251968	Pending	3.36m
3	1630 27th Street , Arcata CA 95521	251794	Sold	1.95m
4	1541 L Street , Arcata CA 95521	252051	Sold	2.67m
5	1792 Beverly Drive , Arcata CA 95521	250043	Sold	3.38m
6	1088 N Street , Arcata CA 95521	249538	Sold	2.94m
7	1524 Underwood Road , McKinleyville CA 95519	248738	Sold	4.01m
8	2231 William Court , McKinleyville CA 95519	249967	Sold	2.72m

2/20/2019

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CMA Prepared for Kate Newby by Joyce West

5095 Boyd Road , Arcata CA 95521

Subject



Address	5095 Boyd Road , Arcata, CA 95521
Bedrooms	3
Baths	1.00
Main House SqFt	1500.00
Lot Size	.25 - .49 Acres
Lot Acres	
Style	Farmhouse
Year Built	1917
Garage Type	Det





2/20/2019

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CMA Prepared for Kate Newby by Joyce West

5095 Boyd Road , Arcata CA 95521

Comparable Properties

	Subject	251960	251968	251794
				
	5095 Boyd Road Arcata CA 95521	2034 Adams Court Arcata CA	750 Beverly Way Arcata CA	1630 27th Street Arcata CA
Distance From Subject		3.12	3.36	1.95
List Price		\$395,000	\$332,500	\$410,000
Original List Price		\$400,000	\$415,000	\$410,000
Sold Price				\$410,000
Status		Active	Pending	Sold
Status Date		02/07/2019	01/11/2019	11/01/2018
Days on Market		101	123	24
Adjustment		+/-	+/-	+/-
Bedrooms	3	4	3	3
Baths	1	2	2	1
Main House SqFt	1,500	2,000	1,568	1,128
Lot Size	.25 - .49 Acres	.25 - .49 Acres	Oversized	City
Lot Acres		0.28	0.24	0.28
Style	Farmhouse	Contemporary		Victorian
Year Built	1917	1960	1983	1890
Garage Type	Det	Attached	Attached	None
Adjusted Price	\$336,417	\$395,000	\$332,500	\$410,000

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4/9

2/20/2019

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Subject

252051

250043

249538

5095 Boyd Road
Arcata CA 955211541 L Street
Arcata CA1792 Beverly Drive
Arcata CA1088 N Street
Arcata CA

Distance From Subject		2.67	3.36	2.94
List Price		\$300,000	\$333,000	\$399,000
Original List Price		\$30,000	\$365,000	\$425,000
Sold Price		\$300,000	\$300,000	\$385,000
Status		Sold	Sold	Sold
Status Date		09/25/2018	09/13/2018	06/22/2018
Days on Market		2	155	91
Adjustment		+/-	+/-	+/-
Bedrooms	3	3	4	3
Baths	1	2	2	2
Main House SqFt	1,500	1,200	1,600	1,114
Lot Size	.25 - .49 Acres	City	Oversized	Oversized
Lot Acres		0.12	0.15	0.13
Style	Farmhouse			Victorian
Year Built	1917	1950	1955	1900
Garage Type	Det	None	None	None
Adjusted Price	\$336,417	\$300,000	\$300,000	\$385,000

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5/9

2/20/2019

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Subject

248738

249967



5095 Boyd Road
Arcata CA 95521



1524 Underwood Road
McKinleyville CA



2231 William Court
McKinleyville CA

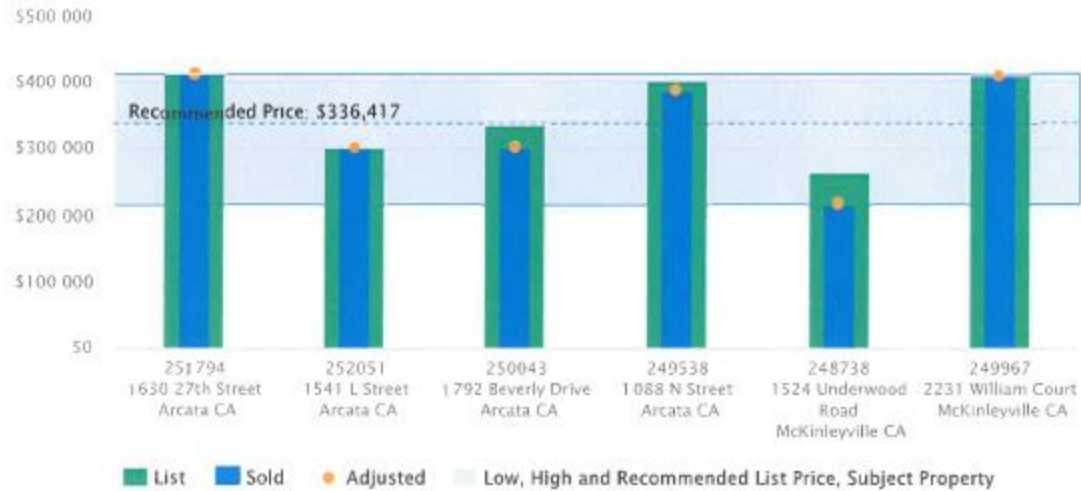
Distance From Subject		4.01	2.72		
List Price		\$262,900	\$407,000		
Original List Price		\$275,000	\$407,000		
Sold Price		\$216,500	\$407,000		
Status		Sold	Sold		
Status Date		06/15/2018	03/24/2018		
Days on Market		148	10		
Adjustment		+/-	+/-		+/-
Bedrooms	3	4	3		
Baths	1	2	2.5		
Main House SqFt	1,500	1,700	1,711		
Lot Size	.25 - .49 Acres	.25 - .49 Acres	.25 - .49 Acres		
Lot Acres		0.33	0.29		
Style	Farmhouse	Ranch	Ranch		
Year Built	1917	1965	1975		
Garage Type	Det	Attached	Attached		
Adjusted Price	\$336,417	\$216,500	\$407,000		

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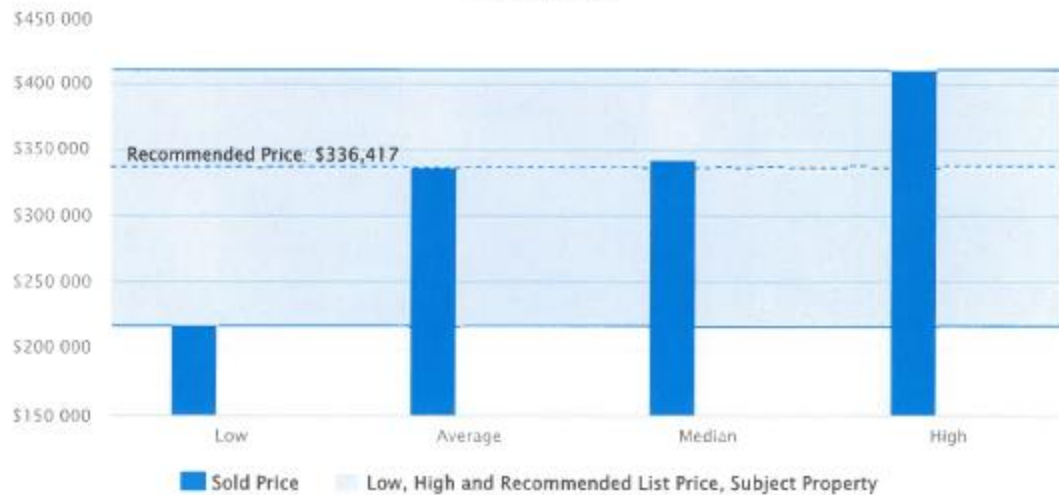
6/9

Price Analysis

List, Sold and Adjusted Prices
Closed Listings



Low, Average, Median, and High Sold Prices
Closed Listings



2/20/2019

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Summary of Closed Listings

MLS #	Address	List Price	DOM	Sold Date	Sold Price	Total Adjustments	Adjusted Price
251794	1630 27th Street, Arcata CA	\$410,000	24	11/01/2018	\$410,000	-	\$410,000
252051	1541 L Street, Arcata CA	\$300,000	2	09/25/2018	\$300,000	-	\$300,000
250043	1792 Beverly Drive, Arcata CA	\$333,000	155	09/13/2018	\$300,000	-	\$300,000
249538	1088 N Street, Arcata CA	\$399,000	91	08/21/2018	\$385,000	-	\$385,000
248738	1524 Underwood Road, McKinleyville CA	\$262,000	148	06/12/2018	\$216,500	-	\$216,500
249967	2231 William Court, McKinleyville CA	\$407,000	10	03/20/2018	\$407,000	-	\$407,000

Summary of Pending Listings

MLS #	Address	Orig. List Price	DOM	List Price	Total Adjustments	Adjusted Price
251968	750 Beverly Way, Arcata CA	\$415,000	123	\$332,500	-	\$332,500

Summary of Active Listings

MLS #	Address	Orig. List Price	DOM	List Price	Total Adjustments	Adjusted Price
251960	2034 Adams Court, Arcata CA	\$400,000	101	\$395,000	-	\$395,000

Low, Average, Median, and High Comparisons

	Closed	Pending	Active	Overall
Low	\$216,500	\$332,500	\$395,000	\$216,500
Average	\$336,417	\$332,500	\$395,000	\$343,250
Median	\$342,500	\$332,500	\$395,000	\$358,750
High	\$410,000	\$332,500	\$395,000	\$410,000

Overall Market Analysis (Unadjusted)

Status	#	List Vol.	Avg. List Price	Sold Vol.	Avg. Sold Price	Avg. Sale/List Price	Avg. Main House SqFt	Avg. List \$/Main House SqFt	Avg. Sold \$/Main House SqFt	Avg. DOM
Closed	6	2,111,900	351,983	2,018,500	336,417	0.95	1,409	262.05	251.97	72
Pending	1	332,500	332,500	0	0	0.00	1,568	212.05	0.00	123
Active	1	395,000	395,000	0	0	0.00	2,000	197.50	0.00	101
Overall	8	2,839,400	354,925	2,018,500	336,417	0.95	1,503	247.73	251.97	82

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8/9

2/20/2019

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CMA Prepared for Kate Newby by Joyce West

5095 Boyd Road , Arcata CA 95521

Listing Price Recommendation



Low	\$216,500
High:	\$410,000
Recommended	\$336,417



1 Property Address: 5095 BOYD RD ARCATA CA 95521-4409

Ownership

County: **HUMBOLDT, CA**
 Assessor: **MARI WILSON, ASSESSOR**
 Parcel # (APN): **507-261-003-000**
 Parcel Status: **ACTIVE**
 Owner Name: **RAMP RUDOLPH F TR**
 Mailing Address: **370 A CALIFORNIA AVE ARCATA CA 95521**
 Legal Description:

Assessment

Total Value:	\$344,048	Use Code:	3100	Use Type:	RESIDENTIAL
Land Value:	\$135,807	Tax Rate Area:	103-008	Zoning:	
Impr Value:	\$208,241	Year Assd:	2018	Census Tract:	12.00/3
Other Value:		Property Tax:	\$3,781.40	Price/SqFt:	
% Improved:	60%	Delinquent Yr:			
Exempt Amt:		IHO Exempt:	N		

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	06/16/2009	10/29/2004	10/10/2002	06/16/2009
Document Number:	2009R13108	2004R37256	2002R33012	2009R13108
Document Type:	GRANT DEED	GRANT DEED		
Transfer Amount:	\$304,000	\$279,500	\$205,000	
Seller (Grantor):	SHERER RANDY & SCHAFF SA			

Property Characteristics

Bedrooms:	Fireplace:	Units:
Baths (Full):	A/C:	Stories:
Baths (Half):	Heating:	Quality:
Total Rooms:	Pool:	Building Class:
Bldg/Liv Area:	Park Type:	Condition:
Lot Acres:	Spaces:	Site Influence:
Lot SqFt:	Garage SqFt:	Timber Preserve:
Year Built:		Ag Preserve:
Effective Year:		

2/14/2019

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1/2

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***** Private Report - Not For Public Use *****

Address: 5095 Boyd Road, Arcata, CA 95521		List Number: 213367	
Status	Sold	Type of Property	Residential
Cross Street	GIUNTOLI LANE	List Price	\$ 279,500
Bedrooms	3	Baths	1.00
Total Rooms	6	Main House SqFt	1324
Garage Type	Detached	Gar Sts	2
Year Built	1920	Style	Farmhouse
Appearance	Good	Construction Status	
Gated Entry		Historic Registry	
Lot Dimensions	83x122	Lot Size	.25 - .49 Acres
House Color		Area	North Bay
Subdivision		School District	Arcata
Tax Year		Taxes	

APN: 507-261-3-

Public Remarks: NO SHOWINGS UNTILL 10/04/04. NO EXCEPTIONS. DONT EVEN CALL UNTILL OCT4th. Drive-by OK. Nice country feel. Newer MIL unit over garage. Will schedual ample time for showing and presenting offers.









Agent Remarks:

Directions: Boyd parallels 299 of Gentoli. Take left fork after Arcata recycling Center

View: Woods Fenced: Fully Levels: 2 Story Flooring: Carpeted; Vinyl 1st Floor: Dining Room; Kitchen; Laundry; Living Room; Master Bedroom 2nd Floor: 2nd Bedroom; 3rd Bedroom Kitchen: Countertops Tile; Elec; Hood; Range; Refrig	Utilities: Circuit Breaker; Electric; Propane; Telephone; TV Cable Heating: Propane; Wall; Woodstove Water: Public Sewer: Private Siding: Asbestos; Horizontal; Wood Foundation: Post/Piers Construction: Wood Frame Roof: Composition Shingle Insulation: Unknown	Garage: Auto Door Opener Lot Description: Flat; River View; Sloping Driveway: Concrete Road: Deadend; Gravel; Private Miscellaneous: Privacy: Yes; Alley: No; Sidewalk: No RV Parking: Room for RV Parking Schools: Elementary School; Middle School; Sunnybrae; High School: Arcata Zoning: Light Industrial Possession: At Close of Escrow Financing Terms: Conventional
---	---	---

2nd Unit	Yes	Buyer Compensation:	2.50	Buyer Compensation %	
Days On Market	11	Orig. List Price	\$ 279,500	Type:	Owner
List Date	09/24/2004	Pended Date	10/04/2004	Occupant	
Expire Date		Sold Price	\$ 279,500	Sold Date	10/29/2004
Listing Type	Exclusive Right To Sell			Status Change Date	11/01/2004

LM: Phil Jurick, Broker, B.B.A. (707) 499-8600 philjurick@gmail.com
 LO: California Real Estate (707) 444-3005 chris.dannewitz@mac.com -- DRE #: 01873870
 SM: Rita King ritamarie10@suddenlink.net http://www.humboldtcoastfront.com
 SO: California Real Estate (707) 444-3005 -- DRE #: 01873870

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1/1

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***** Private Report - Not For Public Use *****

Address: 5095 Boyd Road, Arcata, CA 95521				List Number: 208014	
Status	Sold	Type of Property	Residential		
Cross Street	GIUNTOLI LANE	List Price	\$ 205,000		
Bedrooms	3	Baths	1.00		
Total Rooms	6	Main House SqFt	1324		
Garage Type	Detached	Gar Stls	2		
Year Built	1920	Style	Farmhouse		
Appearance	Good	Construction Status			
Gated Entry		Historic Registry			
Lot Dimensions		Lot Size	.25 - .49 Acres		
House Color		Area	North Bay		
Subdivision		School District			
Tax Year		Taxes			
APN: 507-261-3-					
Public Remarks: COMP PURPOSES ONLY -- MAIN HOUSE PLUS STUDIO APT. ABOVE DETACHED GARAGE.					
Agent Remarks:					
Directions:					
View: Woods		Utilities: Circuit Breaker; Electric; Propane;		Garage: Auto Door Opener	
Fenced: Fully		Telephones; TV Cable		Lot Description: Flat; River View; Sloping	
Levels: 2 Story		Heating: Propane; Wall; Woodstove		Driveway: Concrete	
Flooring: Carpeted; Vinyl		Water: Public		Road: Deadend; Gravel; Private	
1st Floor: Dining Room; Kitchen; Laundry; Living		Sewer: Private		Miscellaneous: Alley: No; Sidewalk: No	
Room; Master Bedroom		Siding: Asbestos; Horizontal; Wood		RV Parking: Room for RV Parking	
2nd Floor: 2nd Bedroom; 3rd Bedroom		Foundation: Post/Piers		Zoning: Light Industrial	
Kitchen: Countertops Tile; Elec; Hood; Range;		Construction: Wood Frame		Possession: At Close of Escrow	
Refrig		Roof: Composition Shingle		Financing Terms: Conventional	
Insulation: Unknown					
2nd Unit	Yes	Buyer Compensation:	2.50	Buyer Compensation	%
Days On Market	1	Orig. List Price	\$ 205,000	Type:	
List Date	10/16/2002	Pended Date	10/16/2002	Occupant	Tenant
Expire Date		Sold Price	\$ 205,000	Sold Date	10/16/2002
Listing Type	Exclusive Right To Sell			Status Change Date	10/16/2002
LM: Rick Miller					
LO: (707) 839-5441 suewho1@aol.com -- DRE #: 01144007					
SM: Rick Miller					
SO: Forbes & Associates (707) 839-5441 -- DRE #: 01144007					

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1/1

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***** Private Report - Not For Public Use *****

Address: 5095 Boyd Road , Arcata , CA 95521				List Number: 114891
Status	Sold	Type of Property	Residential	No Photo Available
Cross Street	GIUNTOLI LANE	List Price	\$ 142,500	
Bedrooms	3	Baths	1.00	
Total Rooms		Main House SqFt	1324	
Garage Type	Detached	Gar Stls		
Year Built	75	Style		
Appearance	Very Good	Construction Status		
Gated Entry		Historic Registry		
Lot Dimensions		Lot Size	.25 - .49 Acres	
House Color		Area	North Bay	
Subdivision		School District	Pacific Union	
Tax Year		Taxes		
APN: 507-261-3-				
Public Remarks: REMODELED FARM HOUSE WITH COUNTRY CHARACTER IN VERY GOOD COND. STUDIO APT (VACANT) ABOVE GARAGE *PREV. RENTED FOR \$400. MO. HUGE YARD W/ ROOM FOR GARDENING & ORCHARD. GREENHOUSE & SHED.				
Agent Remarks:				
Directions:				
View: Woods Fenced: Partial Levels: 2 Story Kitchen: Barbeque; Countertops Tile; Hood; Remodeled Kitchen		Dining: Dine in Kitchen Living: Ceiling Fan Heating: Propane; Wall Water: Public Sewer: Private Foundation: Post/Piers; Slab Construction: Manufactured Roof: Shake Insulation: Dual Pane Window; Partially Insulated		Miscellaneous: Alley: No; Sidewalk: No RV Parking: Room for RV Parking Zoning: Light Industrial Possession: Close Escrow +3 Days Financing Terms: Cash; Conventional Access Instructions: Call Listing Office; Lockbox
2nd Unit	No	Buyer Compensation:	3.00	Buyer Compensation %
Days On Market	91	Orig. List Price	\$ 142,500	Type:
List Date	01/28/1995	Pended Date	04/28/1995	Occupant
Expire Date		Sold Price	\$ 140,000	Owner
Listing Type	Exclusive Right To Sell			Sold Date
				Status Change Date
LM:	M Babich			
LO:	babi-a			
SM:	Vicki Cooper			
SO:	Forbes & Associates (707) 839-5441 -- DRE #: 01144007			

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From: Community Realty

02/14/2019 14:42

#358 P.001/001

Date Feb 19 2019
 Receipt #
 Cash Check
 Initials

APPLICATION FOR PROPERTY CHARACTERISTICS

Parcel # 507-261-003# 1600
FEE: \$25.00

NOTICE: Information concerning property characteristics is maintained solely for assessment purposes and is not continuously updated by the Assessor. Although every effort is made to maintain accurate property records and to provide correct information to the Applicant, neither the County nor the Assessor assumes any liability for errors, omissions or approximations with respect to the property characteristics provided below.

Applicant's Name: Joyce M. West Telephone: 269-2400
 Company Name: COMMUNITY REALTY Fax: 269-2410
 Address: 2850 E ST. EUREKA, CA. 95501
 I will pick up the information ☐ or, I would like it mailed ☐ faxed ☒ (be sure to include fax #)
 APPLICANT'S SIGNATURE Joyce M. West DATE 2-14-19

FOR ASSESSOR'S USE ONLY

Use Code #: 3100 Class Code: D5 Year Built: 1917
 Lot Size: x ft. sq. ft or 0.33 acres
RESIDENTIAL Total Room Count: 6
 Total Area: 1704 sq. ft. Garage: sq. ft. No. of bedrooms: 2
 Floor 1: 1084 sq. ft. Carport: sq. ft. No. of baths: 1
 Floor 2: 620 sq. ft. COP: 45 sq. ft. Living Room: 1
 Floor 3: sq. ft. SHED: 144 sq. ft. Dining room:
 Basement: sq. ft. sq. ft. Family room: 1
 Heating: WALL UNIT, BASEBOARD Fireplace: Kitchen:

MULTIFAMILY. Total Number of units: Studios: 1 bed: 2 bed: TPZ. Redwood, acres Site I: Site II: Site III: Site IV:
Site V: Whitewood, acres Site I: Site II: Site III: Site IV:
Site V: AGRICULTURAL. Grazing land: acres Building Site: acre(s)

Additional Information: RES #2: D5 CLASS, BUILT 1983, 480 SF,
STUDIO Apt w/ 1 Bath & 1 Kitchen - WOODSTOVE
GARAGE: 480 SF, WD DECK: 72 SF, STAIRS: 27 SF

* See reverse for explanation.

Appraiser Initials

Humboldt County Assessor's Office
 825 Fifth Street, 3rd Floor Room 300, Eureka, California 95501
 (707) 445-7663 FAX: (707) 445-7410

HOMELESS EMERGENCY AID PROGRAM

ATTACHMENT 3 – SUPPLEMENTAL DOCUMENTATION

G. Site Information

2) Map

5095 BOYD RD ARCATA, CA 95521

