



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. This project will address the priority of providing immediate emergency assistance to people experiencing homelessness (the target population). The continuation of this emergency shelter will provide supportive services designed to quickly end homelessness for program participants.

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

AHP has staff who are capable of 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

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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.

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

In 2018 our data shows that if people are able to remain in the shelter for more than 90 days they have a 71% success rate of getting and staying permanently housed. If someone stays less than 90 days they have a 50% success rate of moving into permanent housing, staying with family or friends, or going to a hotel.

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

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

3. A detailed description of the relevant qualifications and experience of the members of Proposer's staff, and the members of each subcontractor's staff, that will be providing services 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 an earned Doctor of Education / Administration (Ed.D) and a Master of Science degree in non-profit administration. Dr. Spoor is well versed in the administration and management of millions of dollars in development and operating funds for non-profit agencies.

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

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

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

4. A detailed description of how the qualifications and experience of the members of Proposer's staff, and the members of each subcontractor's staff, that will be providing services 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 will use the funds to ensure success in providing staff assistance and support to people who are homeless. Up to 20 homeless adults at a time will be able to stay in the only 24-hour low barrier emergency shelter in the county.

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

- Fund a portion of the current staffing level, and

- Support an increase in staff.

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

5.0 Project Description

Proposals shall include a clear and concise description of the proposed 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? AHP provides emergency shelter for a maximum of 20 unrelated adults at a time who are homeless with the goal of expanding by 6 or the maximum allowable as approved by the Humboldt County Zoning Department. The emergency shelter is expected to be operational indefinitely.

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

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

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

health, or substance use needs, and ensure people have the support and skills necessary to transition from being homeless to being housed.

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

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

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

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

2. A detailed description of the sector(s) of the Target Population that the proposed 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 a maximum of 20 people, with dozens on the waiting list. This proposal will fund the continued operation of the emergency shelter.

3. A detailed description of any and all operating 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.

AHP has and will continue to apply for funding from multiple sources. Once funded by an Emergency Solutions Grant, we were notified today (3/14/2019) that those funds are no longer be available for this program. AHP does receive \$100,000 from DHHS to support the program.

On the budget it has been noted that supportive services and peer coaching salaries will be funded from a \$100,000 DHHS contact. A CalFresh grant along with support from faith partners provide food and meals so that each person can receive three healthy meals each day they are in the program. Each year AHP submits proposals to other funding sources. We are waiting to hear if some of them have been funded for 2019.

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.

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

5. A detailed description of 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.

N/A

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 shelter is staffed 24 hours a day with Housing Support Workers, a Site Manager and a Case Manager. This level of staffing will continue and when possible will increase so the program can more fully meet the needs of the people being served. The adult shelter program staff are 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 and data supports that with 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,
- veteran services
- family resource centers
- 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.

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

9. A detailed description of how the provision of the services and/or capital improvements that will be 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. This three-year funding plan will allow the program to continue and potentially 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 reflect the actual cost to staff the emergency shelter for 2 years. Staff salaries are calculated showing step increases annually. Operational costs show the estimated increases in utilities and services expected over a three year period.

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

2 YEAR PROJECT BUDGET

(This is not the complete program budget)

A. Personnel Costs <i>Formula for salary calculations and any benefits should be clearly identified</i>	
Title: Housing Support Workers Hourly Rate of Pay or Salary Calculation: year 1 \$15.39; year 2 \$16.93 Duties Description:	\$486,928
Title: Case Manager / Site Manager Hourly Rate of Pay or Salary Calculation: the \$100,000 per year needed to cover this cost will be covered by a separate DHHS contract. Duties Description:	
Title: Benefits Hourly Rate of Pay or Salary Calculation: 30% Duties Description:	\$146,078
Total Personnel Costs:	\$633,006
B. Operational Costs	
Item: Utilities year 1 \$17160; year 2 \$18876 Description: telephone, internet, gas and electric, water, security, trash	\$51,636
Item: Insurance for 2 years Description: general liability, workers compensation, vehicle, and all supplements	\$37,900
Item: Maintenance and Repairs Description: year 1 \$13750; year 2 \$17188 (25% increase in time and materials per year)	\$41,938
Item: Equipment Purchase and Installation Description: year 1-2 commercial refrigerator; air handler, computer and printer; residential refrigerator, coffee urns, pots and pans, serving bowls/trays, dishware and utensils, towels and sheets, washer and dryer	\$10,500
Total Operational Costs:	\$141,974
C. Supplies:	
Item: Description:	
Total Supplies Costs:	
D. Transportation:	
Item: Vehicle and Travel Description: purchase 1-7 passenger van \$26,000 plus \$3,000 annually for 2 years for gas and repairs	\$32,000
Item: Description:	
Total Transportation Costs:	\$32,000
E. Other Costs:	
Item: Description:	
Item: Description:	
Total Other Costs:	\$0
Administrative Costs (10% of project budget)	\$80,698
Grand Total	\$887,678

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

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

2 YEAR PROJECT BUDGET

(This is not the complete program budget)

A. Personnel Costs <i>Formula for salary calculations and any benefits should be clearly identified</i>	
Title: Housing Support Workers Hourly Rate of Pay or Salary Calculation: year 1 \$15.39; year 2 \$16.93 Duties Description:	\$486,928
Title: Case Manager / Site Manager Hourly Rate of Pay or Salary Calculation: the \$100,000 per year needed to cover this cost will be covered by a separate DHHS contract. Duties Description:	
Title: Benefits Hourly Rate of Pay or Salary Calculation: 30% Duties Description:	\$146,078
Total Personnel Costs:	\$633,006
B. Operational Costs	
Item: Utilities year 1 \$17160; year 2 \$18876 Description: telephone, internet, gas and electric, water, security, trash	\$51,636
Item: Insurance for 2 years Description: general liability, workers compensation, vehicle, and all supplements	\$37,900
Item: Maintenance and Repairs Description: year 1 \$ 13750; year 2 \$17188 (25% increase in time and materials per year)	\$41,938
Item: Equipment Purchase and Installation Description: year 1-2 commercial refrigerator; air handler, computer and printer; residential refrigerator, coffee earns, pots and pans, serving bowls/trays, dishware and utensils, towels and sheets, washer and dryer	\$10,500
Total Operational Costs:	\$141,974
C. Supplies:	
Item: Description:	
Total Supplies Costs:	
D. Transportation:	
Item: Vehicle and Travel Description: purchase 1-7 passenger van \$26,000 plus \$3,000 annually for 2 years for gas and repairs	\$32,000
Item: Description:	
Total Transportation Costs:	\$32,000
E. Other Costs:	
Item: Description:	
Item: Description:	
Total Other Costs:	\$0
Administrative Costs (10% of project budget)	\$80,698
Grand Total	\$887,678

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 led 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, i.e. 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.

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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.

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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.

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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 Street office
Licenses	P	11 th Street 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.

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B. Required Licenses and Certifications and/or Accreditation Documentation

N/A

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C. Job Descriptions

- Manager of Client Services
- Case Manager
- Housing Support Worker

Manager of Client Services

Job Description

The Manager of Client Services provides support to and oversight of the case management services provided in our Permanent Supported Housing, Rapid Rehousing, Shelters, and One-Stop programs. This position is responsible for supporting the organization and staff, creating a positive image to the community, and ensuring regulatory and funding requirements are met according to legal and ethical standards. This senior position is a full-time permanent position. Position is Exempt. Benefits include sick and vacation time, paid holidays, and a flexible health reimbursement account.

Essential Functions:

- Supervise Case Managers and provide crisis intervention / management;
- Oversee program management in accordance to ethical and legal standards
- Connect Case Managers to other resources and services;
- Provide direct client contact as needed;
- Ensure that all files are accurate and timely in case records;
- Maintain monthly reporting and data entry into HMIS as required;
- Supervise and schedule work study students and volunteers
- Data Collection and program assessment using HMIS and other tools;
- Lead the on-call and emergency response team.

Minimum Qualifications:

- Bachelor's Degree with three years progressively responsible work experience in a comparable position; Graduate Degree preferred;
- At least 2 year of staff supervision experience;
- Able to manage situations with creativity, diplomacy, sensitivity and confidentiality;
- Knowledge of homelessness and comfort with the homeless population;
- Must be a leader and a team player with a commitment to relationship-building;

Preferred Qualifications:

- Experience with collaborate management style,
- Comfort with computers, including spreadsheets and databases
- Experience interacting with a variety of people including those who may display behaviors consistent with serious mental illness and/or chronic homelessness;
- Able to prioritize, initiate and follow through on projects and organize workloads to meet deadlines;
- Strong interpersonal skills and written and verbal communication skills;
- Valid California driver's license with a clean driving record and insurable with our insurance company;

Adult Shelter Case Manager/Site Manager

Arcata House Partnership is a local non-profit addressing the needs of homeless families and individuals. Arcata House Partnership is seeking an additional member of our case management team to provide comprehensive and integrated social services to individuals in the adult shelter. The Adult Shelter is a shelter facility in which all clients' primary goal is to secure independent housing.

Examples of Duties:

- Interview and select applicants for the program;
- Identify and help clients overcome housing barriers
- Work closely with the Housing Specialist to identify independent housing options
- Conduct client meetings and life skills education, when appropriate;
- Support clients in applying for mainstream benefits (veterans benefits, CalFresh, SSI);
- Provide clients with support in obtaining mental, dental, and preventive and primary care;
- Provide clients with support in obtaining substance use treatment services;
- Provide nutrition counseling, and CalFresh education
- Provide transportation to clients to obtain the above services and benefits;
- Encourage client independence;
- Report program outcomes accurately (electronic HMIS and written reports);
- Maintain accurate client case notes and other documentation as required; and
- Provide crisis management;
- Assist with creating goals and encouraging client independence.
- Work with the site-manager to identify volunteer needs and site supervision

In addition, the following abilities are required:

- Knowledge of and compliance with mandatory reporting laws
- Understand and maintain client confidentiality
- Effective interviewing skills
- Working effectively with a diverse population of clients in frequently stressful situations
- Knowledge of local community services network
- Excellent written and oral communication skills
- Attention to detail
- Teamwork skills
- Ability to sit for four hours or stand for two hours
- Ability to walk, bend, stoop, reach and lift at least 25 pounds

Minimum Qualifications:

BA/BS in Social Work, Psychology or related field preferred; and

2 years demonstrated case management experience with the homeless preferred or low-income, at risk clients (with a history of substance abuse, family violence or mental illness for a social service agency) or

Any combination of education and experience that provides the ability and experience to perform the assigned duties.

Housing Support Worker

Arcata House Partnership is hiring for an on-call Housing Support Workers to provide support at the Adult Shelter. With a part-time and intermittent schedule, on-call staff provide relief to full time staff when needed. The Adult Shelter provides 24 hour emergency shelter to adults without children who are homeless.

Qualified applicants:

Comfortable working with people who are homeless and have substance use and/or mental health issues.

Ability to work in a fast paced environment.

Ability to work well on a team.

Must work well under pressure.

Excellent customer service skills.

Committed to working with the homeless and disconnected population.

Must be flexible. Ability to multi task.

Ability to maintain confidentiality in all aspects of the work environment.

Basic computer knowledge.

Minimum Qualifications:

- Knowledge of trauma informed care and harm reduction
 - Familiarity with working with mental health and substance use
 - Comfortable working with people who are homeless
 - Ability to remain calm under pressure
 - Able to physically lift 25 pounds
 - Ability to adapt to new and challenging situations
-
- The Housing Support Worker will-
 - Ensure clients are complying with program guidelines and procedures.
 - Delivers services with safety, respect and effectiveness.
 - Assess client needs and offer assistance.
 - Monitors client behavior. Follows all policies and procedures of the organization.
 - Prepare rooms for clients. Facilitates sleeping arrangements and storage of personal items.
 - Monitors and maintains shower and laundry
 - Maintains order and assists in keeping all assigned areas clean and free of spills, trash and safety hazards.
 - Checks daily activities and chores as assigned to clients.
 - Perform daily meal and occupancy counts.
 - Perform other duties as assigned by the case manager or director.
 - Complete all agency logs and incident reports in a timely manner.
 - Provide immediate and professional response to any security /safety emergency or disturbance within or immediately outside facility

Work schedule is part time, on-call, on an as needed basis. Schedules include days, evenings, nights, and weekends. Benefits include paid vacation, holiday and sick time.

Our employees are our most valuable asset.

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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.

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

In 2018 our data shows that if participants are able to remain in the shelter for more than 90 days they have a 71% success rate of getting and staying permanently housed. If someone stays less than 90 days they have a 50% success rate of moving into permanent housing, staying with family or friends, or going to a hotel.

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E. Explanatory Letters Regarding Relevant Audit Findings



Certified Public Accountants

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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.



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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

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F. Legal Opinion Letter

N/A