

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

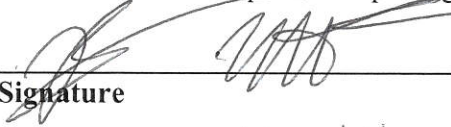
ATTACHMENT A – SIGNATURE AFFIDAVIT
(Submit With Proposal)

REQUEST FOR PROPOSALS – NO. DHHS2019-01 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	City of Eureka Community Services Department
STREET ADDRESS:	531 K st.
CITY, STATE, ZIP	Eureka, CA 95501
CONTACT PERSON:	Brian Millett
PHONE #:	707-441-4240
FAX #:	N/A
EMAIL:	BMillett@ci.eureka.ca.gov

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.


Signature
Brian Millett
Name

03/15/19
Date
03/15/19.
Date

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

**HOMELESS EMERGENCY AID PROGRAM(HEAP)
PROPOSED BUDGET**

A. Personnel Costs	Totals
Title: Co-Pilot Program Coordinator # 1(Temp Part Time – No Benefits) Hourly Pay Rate: \$21.175 Formula for Salary Calculation: 28 hrs/wk x \$21.175/hr x 52 wks Duties Description: This position is responsible for developing training materials, recruiting volunteers to serve as co-pilots, facilitating initial interviews, trainings and orientations with new co-pilots, as well as partnering up co-pilots with participants and facilitating the weekly co-pilot meetings.	\$30,830.80
Title: Co-Pilot Program Coordinator # 2(Temp Part Time – No Benefits) Hourly Pay Rate: \$21.175 Formula for Salary Calculation: 28 hrs/wk x \$21.175/hr x 52 wks Duties Description: This position is responsible for developing training materials, recruiting volunteers to serve as co-pilots, facilitating initial interviews, trainings and orientations with new co-pilots, as well as partnering up co-pilots with participants and facilitating the weekly co-pilot meetings.	\$30,830.80
Title: City Beautification Program Crew Leader # 1(Temp Part Time – No Benefits) Hourly Pay Rate: \$18.881 Formula for Salary Calculation: 8 hrs/wk x \$18.881/hr x 52 wks Duties Description: This position is responsible for gathering materials, setting up beautification projects, and supervising the work crew's beautification projects twice a week.	\$7,854.496
Title: City Beautification Program Crew Leader # 2(Temp Part Time – No Benefits) Hourly Pay Rate: \$18.881 Formula for Salary Calculation: 8 hrs/wk x \$18.881/hr x 52 wks Duties Description: This position is responsible for gathering materials, setting up beautification projects, and supervising the work crew's beautification projects twice a week.	\$7,854.496
Title: City Beautification Program Assistant Crew Leader # 1(Temp Part Time – No Benefits) Hourly Pay Rate: \$15.332 Formula for Salary Calculation: 8 hrs/wk x \$15.332/hr x 52 wks Duties Description: This position is responsible for assisting the Work Crew Leader in gathering materials, setting up beautification projects and supervising the work crews as they require to be physically broken up into two separate groups.	\$6,378.112
Title: City Beautification Program Assistant Crew Leader # 2(Temp Part Time – No Benefits) Hourly Pay Rate: \$15.332 Formula for Salary Calculation: 8 hrs/wk x \$15.332/hr x 52 wks Duties Description: This position is responsible for assisting the Work Crew Leader in gathering materials, setting up beautification projects and supervising the work crews as they require to be physically broken up into two separate groups.	\$6,378.112

**HOMELESS EMERGENCY AID PROGRAM(HEAP)
PROPOSED BUDGET**

Title: Outreach and Response Team Members # 1(Temp Part Time – No Benefits) Hourly Pay Rate: \$21.175 Formula for Salary Calculation: 28 hrs/wk x \$21.175/hr x 52 wks Duties Description: These positions will be responsible for direct outreach to homeless members of the community, as well as utilizing the technology based resource guide to respond to community partners who reach out with direct interface with homeless members of the community in need of emergency response and resource management.	\$30,830.80
Title: Outreach and Response Team Members # 2(Temp Part Time – No Benefits) Hourly Pay Rate: \$21.175 Formula for Salary Calculation: 28 hrs/wk x \$21.175/hr x 52 wks Duties Description: These positions will be responsible for direct outreach to homeless members of the community, as well as utilizing the technology based resource guide to respond to community partners who reach out with direct interface with homeless members of the community in need of emergency response and resource management.	\$30,830.80
Title: Homeless Services Program Coordinator(Temp Part Time – No Benefits) Hourly Pay Rate: \$18.881 Formula for Salary Calculation: 20 hrs/wk x \$18.881/hr x 52 wks Duties Description: This position will assist the Homeless Services Programs Supervisor in the supervision of all of the new UPLIFT programming and activities.	\$19,636.24
Title: Administrative Assistant(Temp Part Time – No Benefits) Hourly Pay Rate: \$21.175 Formula for Salary Calculation: 28 hrs/wk x \$21.175/hr x 52 wks Duties Description: This position will be strictly responsible for all administrative duties and responsibilities such as the scheduling of activities, keeping detailed records, as well as handling the budget, supply requisition, purchasing, etc.	\$30,830.80
Title: Informational Analyst(Temp Part Time – No Benefits) Hourly Pay Rate: \$23.852 Formula for Salary Calculation: 28 hrs/wk x \$23.852hr x 52 wks Duties Description: This position is strictly responsible for managing the incoming and outgoing data received from the new comprehensive technology based resource management guide.	\$34,728.512
Total Personnel Costs:	\$236,983.968
B. Operational Costs	Totals
Item: UPLIFT app host fee Description: Annual cost of hosting the UPLIFT App	\$500
Total Operational Costs:	\$500

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C. Supply Costs	Totals
Item: Safety Vests Description: For participant use during the City Beautification Program (45 vests @ \$27/each)	\$1,215
Item: Ponchos Description: For participant use in rainy weather during the City Beautification Program (45 vests @ \$21.99/each)	\$989.55
Item: Trash Pickers Description: For participant use during the City Beautification Program (23 packs of 2 @ \$18.99/pack)	\$436.77
Item: 5 Gallon Buckets Description: For participant use during the City Beautification Program (8 packs of 6 @ \$59.95/pack)	\$479.60
Item: Reusable Gloves Description: For participant use during the City Beautification Program (4 packs of 12 @ \$15.10/pack)	\$60.40
Item: Disposable Nitrile Gloves Description: For participant use during the City Beautification Program (24 packs of 400 @ \$25.95/pack)	\$622.80
Item: Construction Bags Description: For trash storage during the City Beautification Program (25 boxes of 50 @ \$24.99/box)	\$624.75
Item: Tarps Description: For van maintenance while transporting trash and supplies for the City Beautification Program (4 @ \$7.99/box)	\$31.96
Item: Bottled Water Description: For participants consumption during the City Beautification Program (5 pallets @ \$379.99/pallet)	\$1,899.95
Item: Granola Bars Description: For participants consumption during the City Beautification Program (98 packs @ \$14.99/pack)	\$1,469.02
Item: Umbrellas Description: To be checked out to participants when needed due to weather (15 packs of 3 @ \$24.99/pack)	\$374.85
Item: Daily Planners Description: To be supplied to all participants to assist in managing personal schedules (180 @ \$7.99/each)	\$1,438.20
Item: Flash Drives Description: To be checked out to co-pilots to assist their assigned participant with the development & security of digital documents such as resumes (5 packs of 10 @ \$25.19/pack)	\$125.95
Item: Surface Pros Description: To be checked out to co-pilots to assist their assigned participant with the development & security of digital documents such as resumes when meeting at a facility without computer access (2 @ \$781.99/each)	\$1,563.98

**HOMELESS EMERGENCY AID PROGRAM(HEAP)
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Item: Development of the UPLIFT app Description: A new comprehensive technology based resource management guide	\$10,000
Item: City Beautification Program Gift Cards Description: Used as an incentive for participation on the City Beautification Team (45 cards/wk x \$50/each x 52 wks)	\$117,000
Total Supply Costs:	\$138,333
D. Transportation Costs	Totals
Item: Cargo Van Description: To be used to transport participants to and from the City Beautification Program, as well as misc. participant transportation	\$45,000
Total Transportation Costs:	\$45,000
E. Other Costs	Totals
Item: Housing assistance funds Description: Funds needed for application fees, deposits and first months rent for participants ready to pursue permanent housing(90 participants @ \$2,000/each)	\$180,000
Total Other Costs:	\$180,000
Grand Total:	\$600,817