

Attachment 3 – Supplemental Documentation

City of Arcata HEAP Application

6.0 Supplemental Documentation

To assist with the County's evaluation of the City of Arcata in its capacity to comply with HEAP program objectives and requirements, we have provided the information described below. Where appropriate, we have also provided information about the proposed subcontractor, ROP, and about Arcata House Partnership, as a potential service provider.

A. Evidence of City Policies Congruent with HEAP Program Objectives and Priorities:

1. The Housing Element of the City of Arcata's General Plan (Exhibit A) describes goals, policies, and implementation measures for development of affordable housing for extremely low, very low, and low income households. See page 10 for the Affordable Housing goal, related policies, and references to implementation measures.

B. Administrative Policies, Procedures, and Best Practices:

1. The City of Arcata works within policies as outlined in the Housing Element of its General Plan, as well as City Council goals and objectives.

The City draws on a longstanding background in procedures and best practices for project and program management, adapting procedures as applicable. Each project or program is evaluated, and appropriate measures put in place, under the requirements of specific regulatory agreements. An example of one of the City's regulatory agreements can be found as Exhibit B.

The City Attorney also reviews each regulatory agreement.

The City also operates under the State of California Local Government Records Management guide. The guide may be review in its entirety at <https://archives.cdn.sos.ca.gov/local-gov-program/pdf/records-management-8.pdf>.

2. Arcata House Partnership has adopted and follows *Intake and Case Management Practices* (Exhibit C) which sets forth policies and procedures for its work. Note that Housing First is a key component of its practices.

In addition, *Progressive Rules Policies and Procedures* (Exhibit D) underscores Housing First as a best practice, and describes how Arcata House Partnership works with referrals and placements.

C. Licenses, Certifications, Accreditation:

1. City of Arcata staff carry no specific licenses, certifications, or accreditations. Staff take advantage of training in programs and projects wherever available.
2. Resident Owned Parks (ROP) is a non-profit organization. Its President served as the first Chair of the California State Bar Committee on Mobilehome Law, as well as being a registered lobbyist at the California capitol advocating for mobilehome owner and affordable housing.

ROP also has an A- rating from Standard and Poors (Exhibit E).

3. Arcata House Partnership is a non-profit organization whose Executive Director is a Certified Property Manager (Institute of Real Estate Management), and a licensed Construction Supervisor.

D. Job Descriptions:

1. The City of Arcata organizational chart as it pertains to this application, and job descriptions, may be found as Exhibit F.
2. Resident Owned Parks' board member and officer biographies and pertinent contributions to the organization are attached as Exhibit G.

E. Prior Program Performance:

1. Evidence of the City of Arcata's previous program performance can be found in Exhibit H, consisting of the most recent contract Closeout letter from the California Department of Housing and Community Development Community Development Block Grant program, together with grant awards over a period of years. The letters show a history of program performance. Further support can be found in the Audit Findings below (Item F).
2. As evidence of the prior performance of Resident Owned Parks, please see Exhibit I, a letter recommending ROP and citing a proven track record.

F. Audit Findings:

1. The City of Arcata provides as Exhibit J the independent auditor's report for the years ended June 30, 2016, and June 30, 2017. The reports show no findings. The purpose of the reports was to audit financial statements, and no opinion on internal controls was given. However, the audit does state that during the audit no deficiencies in internal controls considered to be material weaknesses were identified.
2. For Resident Owned Parks, please refer to the 2016 Standard and Poors A- rating (Exhibit E).

G. Exemption from Article XXXIV:

1. Please see Exhibit K, comprising a cover memo and the most recent legal opinion from the City of Arcata's Attorney, which states that Article XXXIV approvals are not necessary, and provides evidence of the legal opinion.