



## CITIZENS' ADVISORY COMMITTEE ON *MEASURE Z* EXPENDITURES

(Advisory Committee will make recommendations to the Humboldt County Board of Supervisors as to expenditure of funds derived from *Measure Z*.)

### APPLICATION FOR FUNDING

RECEIVED

FEB 25 2019

CAO

Agency Name: AJ's Transitional Living

Mailing Address: PO Box 2562, McKinleyville, CA 95519

Contact Person: Jeanine Wilson

Title: Executive Director

Telephone: (707) 630-3619

E-mail address: ajsliving@yahoo.com

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2019-20: \$ 113,296

2. ENTITY TYPE – Please check appropriate box.

- a. Humboldt County Department ☐
- b. Contract Service Provider to Humboldt County ☐
- c. Local Government Entity ☐
- d. Private Service Provider ☐
- e. Non-Profit Service Provider ☒
- f. Other ☐

3. Please provide brief description of proposal for which you are seeking funding.

AJ's Transitional Living, dba AJ's Living, is a 501(c)(3) nonprofit organization providing clean and sober housing in McKinleyville. This facility can currently serve 20 clients, with 17 beds for men and 3 beds for women. The priority population for AJ's Living is men and women seeking recovery, who are either living on the streets, in shelters or coming from institutions such as jails, prisons, hospitals or treatment programs. Individuals in this population are often most at-risk of suffering from addiction. According to the Surgeon General, substance use and addiction are expensive for communities. These costs are most apparent in the criminal justice and health sectors, but also negatively impact the economic productivity of both individuals and communities. AJ's Living is seeking Measure Z funding to continue funding the position for a House Manager and other essential operating costs. This funding allows us to support our clients in achieving their healthiest selves.

4. How are you developing a plan for sustainability, including diversification of funding sources, in order for your proposal to carry on without reliance on future *Measure Z* funds?

Because demand for services currently out-paces the capacity of AJ's Living to provide services, this facility would like to not only achieve sustainability, but also growth. In the continuum of care, AJ's Living is as vital an entity as are detox and treatment facilities. We are fulfilling the need for ongoing recovery care in Humboldt County. By covering operating costs for the facility, Measure Z will allow the staff to shift their attention from reacting to a funding deficit to creating a strategic business plan and increasing fundraising efforts.

1. GENERAL INFORMATION  
2. APPLICATION FOR ADMISSION



RECEIVED

APPLICATION FOR ADMISSION

FEB 2 8 2012

CAC

Ministry of Education and Science

Republic of Armenia

Yerevan, Armenia

Application No. 123456789

Applicant's Name: [Name]

Date of Birth: [Date]

Place of Birth: [Place]

Current Address: [Address]

Phone Number: [Number]

Email Address: [Email]

Signature: [Signature]

Date: [Date]

Page 1 of 1

The undersigned hereby certifies that the above-named applicant is a citizen of the Republic of Armenia and is entitled to apply for admission to the [University Name] in accordance with the provisions of the Law of the Republic of Armenia on Higher Education. The applicant has provided all the necessary documents and information required for the application process. The undersigned is responsible for the accuracy and completeness of the information provided by the applicant.

The undersigned is also responsible for ensuring that the applicant meets the minimum requirements for admission to the [University Name]. The undersigned is aware that the application is subject to review and approval by the relevant authorities. The undersigned is also aware that the applicant is responsible for providing all the necessary documents and information required for the application process.

5. If this request is for the continuation, or expansion, of an existing program/service, what is the current source of funding for that program/service?

Since AJ's Living was established by Art and Jeanine Wilson in 2016, it has been operating at a deficit. In 2018, Art and Jeanine Wilson covered this deficit from personal savings earned from the proceeds of selling a family home in Texas, program income received in the form of monthly rent payments, personal donations from the community and Measure Z funds starting in July 2018.

6. If you are awarded *Measure Z* funds, how will you use them to leverage additional grants, contributions, or community support?

The goal of staff is to achieve both sustainability and growth for AJ's Living. Past Measure Z funding has allowed AJ's Living to increase grant-writing efforts and work with Humboldt Area Foundation to learn more about strategic planning. By covering operating costs, Measure Z funding frees up time that allows staff to continue pursuing efforts to improve grant-writing capacity, developing a strategic plan and diversifying funding sources for this organization.

7. Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, please describe. No

8. Are there recurring expenses associated to this application, such as personnel costs? Please check yes or no and if so, please detail those expenses. ☒ Yes ☐ No

Part of the Measure Z funding received by AJ's Living in the past was used to hire a House Manager. The House Manager is vital to the proper functioning of the facility. He performs numerous tasks, such as the following: ensuring the safety of the clients, encouraging effective and caring communication between himself and the clients, facilitating peer-to-peer counseling between clients, providing transportation services, assigning chores, checking clients into the facility and ensuring clients have all needs met while living at AJ's Living. He is currently attending College of the Redwoods' Addiction Studies Certification Program.

**ATTACHMENTS—Please include the following with your application**

**Proposal Narrative:** Brief description of your request for *Measure Z* funds – Please explain how it is an essential service or for public safety. (one page maximum)

**Prior Year Results:** If your request is a continuation of a program funded with *Measure Z* in prior fiscal years, please provide the results of implementation. (one page maximum)

**Program Budget**

**I declare under penalty of perjury under the laws of the State of California that the above statements and all attachments are true and correct**

DATE: 2/25/19

SIGNATURE: Jeanine Wilson

**SUBMIT THIS APPLICATION TO:**

Humboldt County Citizens' Advisory Committee on *Measure Z* Expenditures  
c/o County Administrative Office  
825 Fifth Street, Room 112  
Eureka, CA 95501-1153

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ATTACHMENT  
Measure Z Proposal Narrative  
AJ's Transitional Living

The services provided by AJ's Transitional Living, dba AJ's Living, are essential services. AJ's Living is a 501(c)(3) non-profit, clean and sober recovering facility located in McKinleyville. This facility provides all of the support and services that clients need to achieve successful recovery. First, AJ's Living hosts three in-house weekly 12-step recovery meetings and provides daily transportation to 12-step recovery programs. The Surgeon General has included 12-step programs on its list of effective recovery programs. Second, AJ's Living provides transportation to follow-up outpatient and mental health appointments. Finally, this facility provides transportation to access other social services such as General Relief, Cal-Fresh, the food bank, and appointments at the Employment Development Department. AJ's Living demonstrates its commitment to helping clients with all phases of recovery. AJ's Living also seeks to support clients in building life skills that can be leveraged once they transition to living in the community. AJ's Living has a large working organic garden for the clients to grow their own vegetables and 45 chickens the clients tend to for eggs. Both these activities teach self-sufficiency, responsibility and self-esteem.

In providing these essential services AJ's Living is also contributing to improving public safety. According to the Surgeon General, substance use increases expenses for several community sectors including law enforcement, for many crimes are related to substance use. Additionally, because AJ's Living is willing to accept any client with a desire to stay clean and sober, this facility often provides housing to individuals who are at risk of becoming homeless. Several local medical and social service providers frequently refer clients to AJ's Living. These providers include: Humboldt County's Department of Health & Human Services, Public Health, Humboldt County's Alcohol Drug Care Services, Waterfront Recovery Services, Cross Roads, Humboldt Recovery Center, Humboldt County's Jail Probation Program, Mental Health, Eureka & Arcata Shelters, St. Joseph Hospital, Singing Trees Treatment Facility, and numerous other facilities.

The funding received from Measure Z will be used to continue funding the House Manager position, created when AJ's Living received funding last year. The House Manager is vital to the proper functioning of the facility. He performs numerous tasks, such as the following: ensuring the safety of the clients, encouraging effective and caring communication between himself and the clients as well as facilitating peer-to-peer counseling between clients, providing transportation services, assigning chores, checking clients into the facility and ensuring clients have all needs met while living at AJ's Living. He is currently attending College of the Redwoods' Addiction Studies Certification Program. To continue funding for this position and cover a portion of the operating costs, AJ's Living is requesting \$113,296. A totally compensated House Manager, when properly funded for both salary and benefits, would earn \$35,536/year. To recover yearly operating costs for AJ's Living we should be receiving about \$688/month per person. AJ's Living is only receiving an average of \$364/month per person from monthly rental income. The shortfall is \$324/month per person. When you multiply 20 people (full capacity) times 12 months, it equals \$77,760, the shortfall for the year.



## ATTACHMENT

### Measure Z Prior Year Results

#### AJ's Transitional Living

#### Measure Z Funds used for Expenses from July-December 2018

Description	Funds \$	%
House Manager's Salary & Benefits	\$6,000	23%
Rent	\$4,688	18%
Utilities	\$4,342	17%
Repairs	\$3,600	14%
Transportation	\$3,600	14%
Supplies	\$2,270	8%
Insurance	\$1,500	6%
<b>Total</b>	<b>\$26,000</b>	<b>100%</b>

Measure Z funds were used to fund a portion of all the above costs.

- *House Manager's Salary & Benefits* - includes rent and utilities. The increased staffing means that the clients have more supervision and support. Additionally, because we hired a student, we are providing job experience.
- *Rent* - the gap in funds between actual rent (\$400/month) and the amount residents with General Relief pay (\$300/month). It can take up to a month from when the resident applies for General Relief and the time we receive the payment. Some clients move out prior to the arrival of their General Relief payment, so the check follows them to their next location and we never receive the funds. This amount also covers this shortfall.
- *Utilities* - PG&E, water, sewer, garbage, internet, phone & cable.
- *Repairs* - materials and labor performed by residents, for replacing 5 windows from single pane to double pane and repainting the house. We have been able to improve the integrity of the facility and in doing so, the residents are learning hands-on construction skills and are able to subsidize a portion of their rent.
- *Transportation* - fuel to take residents to appointments & meetings as well as wear and tear on the vehicles.
- *Supplies* - recovery literature, garden, chicken, cleaning and household supplies. The responsibility of gardening and tending to the chickens gives residents a sense of accomplishment and builds self-esteem. It also provides healthy organic food for their physical well-being.
- *Insurance* - General, Auto and Social Service Professional Liability Insurance with up to a \$4 million aggregate limit plus Worker's Compensation.



ATTACHMENT

Measure Z - Invoice

AJ's Transitional Living

PO Box 2562, McKinleyville, CA 95519

707-630-3619

Invoice Date: 2/25/19

Invoice # MZ- \_\_\_\_\_

Invoice Period: 2019-2020

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)		
House Manager Salary & Benefits:	\$35,536	\$35,536
Operational Costs (Rent, Utilities, Phones, Transportation, etc.)	\$77,760	\$77,760
Consumables/Supplies (Supplies and Consumables should be separate)	\$0.00	
Transportation/Travel (Local and out of county should be separate)	\$0.00	
Other (Indirect Costs, Contracts, etc.)	\$0.00	
		<b>\$113,296</b>

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the expenditures are in accordance with the approved Agreement cited for services provided under the provision of that agreement. Full justification and backup records for the expenditures are maintained in our office at the address indicated.

Signature and date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Send invoice to:

**COUNTY OF HUMBOLDT**

County Administrative Office

825 Fifth Street, Room 112

Eureka Ca 95501

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

(707) 445-7266





# AJ's Transitional Living

## ATTACHMENT Budget

Invoice Date: 2/25/19

Invoice # MZ-

Invoice Period: 2019-2020

Descriptions	Amounts	Approved Budget	Remaining Balance
<b>A. Personnel Costs</b>			
Title: Housing Program Manager Salary: Salary and Benefits Calculation: Benefits Duties Description: Safety, Communication, Transportation, Daily Operations	\$22,135 \$13,401	\$35,536	0.00
Title: Salary and Benefits Calculation: Duties Description:			0
Title: Salary and Benefits Calculation: Duties Description:			0
Title: Salary and Benefits Calculation: Duties Description:			0
<b>Total Personnel:</b>		0.00	0.00
		\$35,536	0.00
<b>B. Operational Costs (Rent, Utilities, Phones, etc.)</b>			
Title: Operational Expenses (shortfall amount) Description: Need \$165,062 for expenses for the year, Currently only taking in \$87,302 (from clients rents), this is to make up the difference	\$77,760		
Title: Description:			
Title: Description:			
Title: Description:			
Title: Description:			
<b>Total Operating Costs:</b>		0	0
		\$77,760	0
<b>C. Consumables/Supplies (Supplies and Consumables should be separate)</b>			
Title: Description:			
Title: Description:			
Title: Description:			
Title: Description:			
Title: Description:			
<b>Total Consumable/Supplies:</b>		0	0

ATTACHMENT  
Budget (con.)  
AJ's Transitional Living

Invoice Date: 2/25/19

Invoice # MZ- \_\_\_\_\_

Invoice Period: 2019-2020

Descriptions	Amounts	Approved Budget	Remaining Balance
<b>D. Transportation/Travel (Local and Out-of-County should be separate)</b>			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Transportation/Travel Costs:		0	0
<b>E. Fixed Assets</b>			
Title:			
Description:			
Title:			
Description:			
Total Other Costs:		0	0
Invoice Total:		0.00	<b>\$113,296</b>