



# ARCATA HOUSE PARTNERSHIP

Karen Diemer, City Manager  
City of Arcata  
[citymgr@cityofarcata.org](mailto:citymgr@cityofarcata.org)

January 12, 2022

Ms. Diemer;

Arcata House Partnership (AHP) is pleased to submit an application for consideration to manage the Safe Parking Program for the City of Arcata. With 30 years of experience managing programs to serve people who are homeless, AHP is perfectly positioned to quickly implement a successful safe parking program.

AHP's experience includes successfully operating Street Outreach, Shelter, and Housing programs for people experiencing homelessness. The shelter programs have included night-by-night, long-term, extreme weather, emergency tent lot, project Roomkey and other short and long term emergency shelter programs.

The proposed approach to manage a Safe Parking Program for the City of Arcata is detailed in the attached document. This program in partnership with other programs that AHP currently offers will expand the opportunities for our homeless citizens to obtain services necessary for their safety and transition to permanent housing as available and necessary.

AHP has adequate insurance coverage to meet the requirements and has no known licensure or non-discrimination claims or judgements currently or within the last 5 years. Business References are attached.

The undersigned, an authorized agent of his/her company, hereby certifies:  
Darlene Spoor has a familiarization with all terms, conditions, and specifications herein stated, Arcata House Partnership is qualified to perform work and services as proposed, and that the proposal submitted is valid until March 1 2022.

Signed,

Darlene Spoor, Ed.D.  
Executive Director  
1005 Eleventh St  
Arcata, CA 95521  
[dspoor@arcatahouse.org](mailto:dspoor@arcatahouse.org)  
501(c)3  
Website: [Arcatahouse.org](http://Arcatahouse.org)



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The City of Arcata is facing a growing population of people who are sleeping on the streets or in vehicles. On any given night, an estimated 300 households could be counted as having no safe place to sleep. Increasingly, families and individuals are parking their vehicles, which have become their only home, on sidewalks, in driveways and pull-outs all over town. Besides being cut off from toilet facilities and other infrastructure, these sleeping arrangements are often vulnerable to wandering ne'er-do-wells, and often their proximity to the road presents a certain potential for injury. Some cul-de-sacs host a mini-neighborhood of vehicle/homes. Many housed residents feel threatened by the resulting trash and disruption of normal routine that accompany these vehicles. Removal of trash, and sometimes abandoned cars, pose an economic burden as well as a public safety hazard. In response, Arcata's City Council has prioritized the establishment of a Safe Parking program that can serve up to 30 households at a time who are currently sleeping in vehicles throughout the city. Arcata House Partnership (AHP) presents this proposal for consideration to manage this pilot program.

## Goals:

1. Provide a fully-staffed and safe location for 24-hour parking for people sleeping in their cars
2. Provide basic necessities and service referrals to all participants
3. Provide supportive services to participants to address their current crisis of homelessness and to obtain financial and housing stability
4. Reduce the negative impacts of car camping on Arcata neighborhoods and on people sleeping in their cars
5. Provide a safe and low-impact place for police, city employees, and community members to refer people who are parking illegally elsewhere
6. Provide participants access to Humboldt Coordinated Entry System registration

## Statement of Qualifications:

Arcata House Partnership has 30 years of local history providing outreach and supportive services to people experiencing homelessness. Arcata House was founded by a small group of concerned community members in 1991 with the aim of increasing housing access to the growing number of people who were living on the streets in Arcata. A merger with the Humboldt All-Faith Partnership in 2012 resulted in an even stronger organization that brought together efforts to feed, shelter, house, and help people experiencing homelessness connect with resources they need to move from the margins of society to establish connections within our community. Today, Arcata House Partnership manages an annual operating budget of \$3.4M that includes 25-30 paid employees and a fluctuating number of interns and volunteers

who help serve families and individuals experiencing homelessness. AHP does this through outreach and intensive case management, using a Housing First approach.

AHP distributes supplies and food, as well as provides referrals for services, through its One-Stop program at 501 9<sup>th</sup> Street in Arcata. AHP operates several adult and family shelters within the city limits. Some shelters are staffed with 24-hour on-site housing stabilization specialists and case managers who work with individuals to develop plans and assist them in everything from establishing their legal identities to job and housing searches. Through permanent supportive housing and rapid rehousing programs, AHP provides rent subsidies to support housing families and individuals who have moved from homelessness to independent or supportive housing. AHP works closely with people in various states of homelessness, as well as landlords and tenants to support transitioning from homelessness to shelter to permanent housing—which is the ultimate goal of all the work. In 2020, during the COVID-19 pandemic, Arcata House provided over 14,000 shelter nights and provided ongoing case management, even with the reduced capacity for safe distancing and contact requirements.

#### Demonstrated Success:

From March to through July 2020, AHP and the City of Arcata launched a temporary Emergency Tent Shelter program following Governor Newsom’s Shelter-in-Place Order, offering two parking lots with maximum occupancy of 20 tent spaces on each lot, offering 24-hour staffing, three meals each day, portable restrooms and showers, phone-charging stations, and laundry vouchers. In 2021, AHP provided 23,420 hours of case management to support people’s transition and adjustment while moving from homelessness to being housed. AHP deployed an intensive level of organization, staff attention and a constant level of monitoring and modification to meet the needs of emerging circumstances in safely sheltering homeless people during the pandemic. AHP provided 3,576 nights of emergency tent shelter in those four months. The tent shelter project had never before been attempted in our city and AHP succeeded in developing and managing an emergency housing response situation. AHP is well-positioned to apply this expertise to the Safe Parking program.

AHP has a long history of collaborating with all types of social and medical service providers in Humboldt County and in particular the City of Arcata. AHP manages emergency shelters, affordable housing projects and rental properties. AHP has qualified staff who reach out to people living on the street and in their cars. Staff receive ongoing monthly professional in-service training in addition to their initial on-boarding preparation. AHP’s long-established relationships in the community enable staff to partner with agencies and organizations that will help people establish themselves after life on the street. The continued funding from state and federal agencies is evidence that the agency knows how to do this well.

A former client, who has maintained permanent housing, expressed it this way: “HUD hands you the keys, then you go in there, and the guys like me would get high and destroy the apartment, and then they would get kicked out and we’ll be right back on the street. If it wasn’t for Arcata House having a complete program...they’re always there, they take you shopping

when you need to go shopping and all that, and to doctor's appointments...they make you become part of a bigger family.”

#### Qualifications and Experience of Supervisory Personnel:

**Darlene Spoor, Ed.D., MA/Executive Director** – Since 1980, Dr. Spoor has been committed to and involved in providing service to people in need. She began her professional life as a case manager working with people who were dual diagnosed with learning disabilities and mental illness. She has provided liaison expertise between human service providers and property developers and managers to ensure that agencies had safe buildings to provide their services in. As Executive Director of Arcata House Partnership since 2016, Dr. Spoor has led the agency to enhance services to the community— particularly those people who are or were homeless or hungry.

**Anjali Browning, Ph.D./Manager of Client Services** – Dr. Browning has worked with people presenting with a variety of needs. Her extensive experience ranges from working with families and individuals who are low income, have substance abuse, mental health, domestic violence, and homeless issues. Her experience providing services and evaluating and managing programs provides AHP with an integrative and continuous improvement model of service. Her commitment to social justice includes working as a researcher, mentor, trainer, and supervisor of client services for Arcata House Partnership.

#### Staffing:

One staff person will be on the lot at all times, for safety and assistance. The Outreach Staff job description is attached. They will be supervised by management staff and work closely with other staff who will provide case management, food support or other services as needed for each participant in the program.

#### Proposed Approach:

Arcata House Partnership (AHP) is committed to a Housing First approach 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. While participation in case management services is voluntary, participants understand that the primary goals of the project will be to:

- a. To quickly provide an accommodation that is safe, respectful and responsive to individual needs; and
- b. to support people to prepare for and acquire permanent housing.

Participants who are in imminent danger, who are homeless on the streets of Arcata, or who are actively engaging in related assistance to overcome immediate and direct barriers to maintaining housing will be prioritized for initial space assignment and subsequent renewal of service. Participant assessment will focus on:

- a. immediate health and safety needs,
- b. city of Arcata residence, and
- b. a desire to obtain housing.

Participants will have access to assistance to create and update individualized housing plans designed to stabilize participants as quickly as possible. Participants will be provided or connected to support services to address their immediate health and safety needs. Staff will be available to assist with the development of housing plan goals. Participation in the program will be provided without preconditions, such as employment or sobriety.

Staff are aware of and know how to access other community resources that can help participants achieve their housing stabilization goals. This includes mental health and medical services, if the participants need and desire them.

Arcata House Partnership (AHP) will market this program to eligible households, regardless of race, color, national origin, religion, sex, age, familial status or handicap.

#### Program Participation:

The Safe Parking program will have rules similar to those of AHP's successfully run tent shelter program, piloted in 2020. The Safe Parking program will be run as a temporary low-barrier emergency shelter solution. All vehicles must arrive under their own power and remain operable, as well as be registered and insured. All participants will be required to review and agree to the program rules prior to entry. Continued participation will be contingent upon compliance with the program rules.

#### Location and Site Requirements:

AHP recommends a site that is in proximity to services, where participants can be within easy walking distance to bus services, AHP's walk-up services at the One-Stop, grocery stores, banks, medical services, and the like. The site should be able to accommodate 30 vehicles with a six-foot space between vehicles. The site should have infrastructure for electrical service if possible, and safe vehicle access. A charging station for small electrical accessories (phones, laptops, tablets, etc.) will be provided. A water connection on site would be preferred.

AHP would provide lighting on the site that would be appropriate for safe operations and a restful environment at night, as available.

The location should be easily accessible, with a perimeter fence and gated access. AHP will provide port-a-potties for restroom needs, including hand-wash stations. Dumpsters or trash cans will be placed in each area as available (monthly family, monthly adult, and night-by-night) and trash pickup will be arranged. A building structure with a roof coverage would benefit the program, as well as a dog-walk area.

Partial List of Potential Subcontractors: AHP expects to use the following agencies/companies to basic provide services for the residents of the program:

- B&B Toilets and hand washing, Blue Lake
- Recology
- PG&E
- City of Arcata Environmental Services (water)
- AHHA's Care-A-Van (portable shower facilities)

### Eligibility:

To be eligible, participants must be experiencing homelessness in Humboldt County, \* possess a registered, insured, and operable vehicle, and those that agree to the terms of stay and program rules. Initially, 10 households will be selected to participate. As the program stabilizes, additional households will be admitted, up to a maximum of 30 households at any given time. People can return to the program after they were exited for behavior or breaking the rules, depending upon the circumstances and space availability.

Households with the most urgent and severe needs and the longest time on the waitlist will be prioritized for entry. No person will be screened out from entry due to perceived barriers to housing or services, including, but not limited to, little or no income, active or history of substance abuse, the type or extent of disability-related services or supports that are needed, criminal record, history of evictions or poor credit, or lack of documentation. Eligibility and prioritization will be based on:

- Literally Homeless
- Possession of a registered, insured, and operable vehicle
- Severity of Need (Vulnerability)
- Urgency of Need (Immediate Danger, Young Children, Over the age of 65, Incapacity)
- Length of Time on Waiting List
- Resident of Humboldt County

\*Priority will be given to residents of the City of Arcata, but will not be restricted to residents of Arcata only. This program will only serve persons experiencing homelessness in Humboldt County.

### Intake Guidelines, Including Selection and Notification:

AHP will utilize flyers, websites, and partner agencies to inform the community about the program and how to apply. People may be referred by AHP staff, city staff, police, other partner agencies, community members or self-referred. AHP staff will conduct screenings with all potential participants prior to intake to ensure willingness to comply with program rules.

All applicants for the program will complete the Program Agreement form (and if applicable, the Pet Agreement form), demonstrating that they understand and will comply with program rules. The HMIS Intake form will be used if someone wishes to be put on the Coordinated Entry System list for consideration for subsidized housing. If there is space available and the

participant qualifies for the program, they will be informed at that time and admitted to the Safe Parking site. When demand for space exceeds available spaces, eligible persons will be placed on a waitlist.

#### Proposed Participant Composition:

AHP expects to serve up to 30 households in the Safe Parking program at any given time. AHP's recommended participant composition includes both monthly households (weekly renewal) and night-by-night households. The makeup might look like this:

- 10 parking spaces for monthly families with children
- 10 parking spaces for monthly adults without children
- 10 parking spaces for night-by-night utilization with no guarantee of renewal

As space is available, households will be admitted on a monthly or night-by-night basis. Continued participation will be reviewed and renewed weekly, based on compliance with program rules and need.

Each participant group will be clustered and if possible, have its own hygiene area (porta-potty and handwashing station) and trash disposal. Family space will be separate from the adult space.

All participants in the program will be provided with a safe parking space, drinking water, blankets and hygiene supplies. AHP will provide a portable shower facility to participants if available. Charging stations and trash removal will be provided on-site.

Pets will be accommodated. Participants will be responsible to ensure their pets have been vaccinated, have behaviors that do not interfere with the quiet enjoyment of the program, and that are not aggressive.

#### Conditions for Stay/Renewals:

Only approved household members will be allowed to occupy vehicles. Visitors will not be allowed on site. The program rules will detail the number of people that can stay in a vehicle at one time.

Participants will be encouraged to secure employment and go to work, to apply for entitlement benefits, to get medical care including vaccination for the COVID-19 virus, and, for families with school-aged children, to ensure they attend school. Participants will be allowed to stay on the lot or leave with or without their vehicles. Pets cannot be left unattended.

Participants who are working with staff to move from homelessness to being housed and who are complying with program rules may be allowed to stay without a specified termination date, as long as the property remains available for use and their weekly review for program compliance is approved. Participants who are in the program and complying with the rules, but who are not working toward housing, will be allowed to stay a maximum of 28 days.

#### Participant Guidelines and Site Usage:

There will be 24-hour on-site staff support for the program—one staff member on the lot at all times for safety and assistance. This staffing represents 4.2 FTEs. Participants will have access to case management services that will be provided through a separate grant.

The property perimeter will be fully fenced and gated, with a surveillance camera system for enhanced safety.

- Staff will assign parking permits and spaces as they are available for night-by-night or monthly (adults or family) sections.
- Participants must be on the lot by 10:00 pm, at which time the gate will be locked. Admission after hours will be allowed only with prior staff approval.
- Night-by-night entries will be required to exit by 10:00 am the following morning and may re-apply for additional nights if available.
- Monthly participants will be admitted for one week and continued participation will be reviewed weekly for renewal.
- AHP will determine who will participate in the program through a fair and low-barrier process, as described above. Upon entry, each vehicle will be assigned a space and given a parking permit.
- Each day, AHP will provide all participants with a continental breakfast and dinner. Snacks or lunch will be available at AHP's One-Stop walk-up window service.
- AHP staff will be available to work with each participant in the program, according to their needs and desire for services. Staff will focus on providing service referrals, developing a housing stabilization plan, and will help participants access medical care and other basic needs.
- AHP will partner with agencies who will be available to assist participants as necessary. Partners may include but are not limited to: Open Door, AHHA, DHHS Behavioral Health, Arcata Police Department, Adult Protective Services, Child Welfare Services, K-12 schools, In-Home Supportive Services, Cooperation Humboldt, and other local service providers.

#### Program Entry Rules:

- Vehicles must remain operable, registered, and insured.
- No open flames on site.
- Cooking permitted inside approved vehicles only—such as RVs—that are equipped with safe and appropriate cooking appliances.
- Practice COVID-19 precautions at all times (masks, 6-foot distancing, handwashing and sanitizing).
- No illegal drug use or sale on site or on the perimeter of the site.
- Smoking (tobacco only) in designated smoking areas only.
- No weapons on site.
- No visitors.
- Treat others with respect.
- No violence, aggression, or intimidation of any kind.



- All belongings stored in participants' vehicles only.
- Parking space and surrounding area must be kept clean and free of debris.
- Pet owners must be responsible for their animals. There will be a strict pet procedure that must be adhered to. This procedure was developed to ensure maximum safety and comfort for all participants.
- No panhandling or solicitation in the City of Arcata while participating in the program.
- Additional program rules may be developed and implemented to ensure the safety of all participants and the community.

#### Value Provided to the City:

Although this is a pilot project that will offer safe parking to 30 cars, it will nonetheless be a step towards reducing the negative impact of people living in their vehicles in neighborhoods all over the city. It will provide a focal point for law enforcement efforts to direct people in need to an appropriate resource which can help them access more assistance and ultimately may get people on the road to permanent housing. It would be a major source of outreach for AHP staff to assess and address the needs of people who might otherwise not come to their attention. This is not only a service to those fortunate to have a vehicle to live in, but also to the community at large.

## The Budget

### Site Needs

Rent / electricity	85,000	
Fence/gate/dog-walk area	500	
Potable water	30,000	
Site/security lighting	5,000	
<b>Total Site Needs</b>		<b>120,500</b>

### On-Site Needs

Dumpster	6,000	
Port-a-potties/hand-wash station x 3	12,000	
Portable showers	16,800	
Community space/canopy/picnic benches and tables	7,250	
<b>Total On-Site Needs</b>		<b>42,050</b>

### Staff Needs

Computers, phones and service	7,050	
Camera (surveillance) service	36,500	
Signage	250	
<b>Total Staff Needs</b>		<b>43,800</b>

### Pre-Planning Needs

Property insurance To Be Determined (city lease city insurance?)		
Program planning and implementation	5,000	
<b>Total Pre Planning Needs</b>		<b>5,000</b>

**Staffing Needs**

<b>Manager/Supervisor</b>	<b>6,500</b>	
<b>24-hour single staff coverage</b>	<b>306,600</b>	
<b>Kitchen staff</b>	<b>32,600</b>	
<b>Maintenance</b>	<b>3,000</b>	
<b>Total Staffing Needs</b>		<b>348,700</b>

**Consumables**

<b>Consumables</b>	<b>30,700</b>	
<b>Laundry cards</b>	<b>13,670</b>	
<b>Agency vehicle expense (fuel)</b>	<b>300</b>	
<b>Client vehicle maintenance, registration, insurance</b>	<b>6,000</b>	
<b>Tow truck fees</b>	<b>2,000</b>	
<b>Pet license and veterinary fees</b>	<b>2,000</b>	
<b>Vehicle repair support</b>	<b>8,000</b>	
<b>Total Consumables</b>		<b>62,670</b>

**Admin**

	<b>10%</b>	<b>62,272</b>
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<b>Total</b>		<b>684,992</b>
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## References

Humboldt County  
Department of Health and Human Services  
Connie Beck  
707-498-0840  
cbeck@co.humboldt.ca.us

Department of Housing and Community Development  
Emergency Solutions Grant Program  
Division of Financial Assistance  
Sam Lieu  
(916) 263-2771  
sam.lieu@hcd.ca.gov

HUD - Community Planning and Development Division  
San Francisco Regional Office  
Cornelia Kidney  
(415) 489-6587  
cornelia.kidney@hud.gov



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1005 11<sup>th</sup> St  
Arcata CA, 95521  
T: 707 822-4528  
F: 707 822-1225  
Arcatahouse.org

**TITLE:** Street Outreach Team Member

**POSITION DETAILS:** Full-time (35+ hours / week with the ability to work early mornings; evenings, weekends and overtime as needed). Non-exempt.

Arcata House Partnership (AHP) is a fast-growing non-profit organization in Humboldt County that offers the full continuum of services in homeless services to individuals and families who are experiencing housing and/or food insecurity. We are a locally and federally funded agency that serves the homeless community with compassion, dignity, and empowerment using a Housing First philosophy. Under the supervision of the Manager of Client Services, members of the AHP Street Outreach Team will be responsible for direct, street-based outreach and engagement to individuals and families experiencing housing and food insecurity in the Arcata area as well as throughout Humboldt County as needed. Team members will actively work to get to know unsheltered people living in the community, locate encampments, and respond to community requests for assistance. The Street Outreach Team will serve as the first point of contact for many individuals and will act as their link to other programs and services. They will provide basic necessities as available, such as food, water, clothing, blankets, hygiene kits, and trash removal. As the key point of contact for many people who may not be able to advocate for themselves, team members will work to build long-term trusting relationships with clients in order to identify needs and barriers to housing as well as to connect them to immediate and long-term services including medical care, shelters, and housing.

## ESSENTIAL JOB FUNCTIONS:

- Conduct street outreach activities on foot or utilizing AHP outreach vehicles in order to provide food, clothing, hygiene products, and other supplies to meet the basic needs of people living in locations not fit for human habitation;
- Respond to requests for service from AHP staff and the public (residents, businesses, churches, partner agencies, hospitals, and police);
- Maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication;
- Maintain an extensive list of referral services and informational materials;
- Collect and report on client information and program data, such as daily service logs, case notes, progress notes, and database entries;
- Respond to and report on immediate crises;
- Conduct needs and barrier assessments;
- Connect and refer homeless and at-risk individuals to essential information and services as needed, which includes but is not limited to: emergency medical and mental health response; ongoing medical, dental, and mental health care; assistance with securing documentation, income, and benefits; securing shelter entry; and assisting with housing and job searches and placements;
- Schedule appointments for clients with other AHP staff or partner agencies as needed;
- Attend and possibly assist with special events throughout the community, such as community service provider fairs, community meetings and clean-up days, and law enforcement encampment sweeps that may fall outside of normal working hours;
- May be responsible for maintaining the lunch truck or other street outreach vehicles;
- May be responsible for maintaining inventory lists and stocking of outreach materials and supplies;





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- Must be able to respond to crises; and
- Performs other related duties and tasks as assigned.

## MINIMUM QUALIFICATIONS:

- High school diploma (or equivalent);
- Ability to remain calm under pressure;
- Understand and maintain client confidentiality;
- Valid CA driver's license and acceptable driving record;
- Desire to be part of a close working team with common goals and have a positive attitude;
- Ability to follow written and oral instructions in English;
- Satisfactory criminal records check; and
- Must be eligible to work in the United States and provide work authorization.

## REQUIRED SKILLS:

- Basic computer skills;
- Maintain accurate and systematic records;
- Current food handler certification completed at the time of hire if not before;
- Ability to prioritize and self-direct;
- Crisis management and de-escalation;
- Ability to work calmly and patiently with people who have mental illness, as well as physical and/or learning disabilities;
- Ability to adapt to new and challenging situations; and
- Maintain reliable and predictable attendance.

## PREFERRED KNOWLEDGE AND ABILITIES:

- Knowledge of trauma informed care and harm reduction;
- Knowledge of and compliance with mandatory reporting laws;
- Experience working with the homeless;
- General knowledge of local service providers;
- General knowledge of social work practices and record-keeping; and
- Crisis management and de-escalation.

## WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level is low to high and may have frequent interruptions;
- There may be activity from other employees and clients of a distracting nature; and
- Work may be performed in an outdoor environment with exposure to outdoor temperatures, dirt, or dust.

## PHYSICAL REQUIREMENTS:

- Able to hear alarms, sirens, and disturbances;
- Able to operate a vehicle safely;
- Ability to recognize and respond to dangerous situations;
- Ability to read and comprehend a variety of materials; and





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- Able to stand; walk; twist; stoop; crouch; kneel; bend over at the waist; grasp; reach overhead; push, pull, move, lift and/or carry up to 50 pounds to waist height.

## **MODIFICATION OF DUTIES AND ESSENTIAL FUNCTIONS:**

AHP retains the right to change and/or modify the duties and essential functions of this position at any time. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

## **EQUAL OPPORTUNITY EMPLOYER:**

Arcata House Partnership is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

## **ESSENTIAL SERVICE WORKERS:**

All employees are considered essential service workers and are required to return to work (as ordered) in the event of an emergency.



# Summary of Insurance

Prepared: 1/7/2022

Coverages as of: 12/20/2021

For: **Arcata House Partnership, Inc.** By: **Pauli-Shaw Insurance Agency**  
**1005 - 11th Street**  
**Arcata,CA 95521**

Coverage	Company	Policy Number	Eff date	Exp date	Premium
General Liability	Nonprofits Insurance Alliance Of California	2021-08081	2/15/2021	2/15/2022	\$31,000.00

- Loc 1, Building 1  
611 15th Street, Arcata, CA 95521
- Loc 2, Building 1  
3076 Janes Road, Arcata, CA 95521
- Loc 3, Building 1  
1005 11 Th Street, Arcata, CA 95521
- Loc 4, Building 1  
3076 #A Janes Road, Arcata, CA 95521
- Loc 5, Building 1  
5073 Boyd Rd., Arcata, CA 95521
- Loc 6, Building 1  
5095 Boyd Rd, Arcata, CA 95521
- Loc 7, Building 1  
501 9th Street, Arcata, CA 95521
- Loc 8, Building 1  
455 Union St. #154, 2, 47, 198, Arcata, CA 95521
- Loc 9, Building 1  
280 E. St., Arcata, CA 95521
- Loc 10, Building 1  
280 E. St Unit. 1G, 1L, 1M, 2C, Arcata, CA 95521
- Loc 11, Building 1  
975 8th St. Unit 2K, 2L, Arcata, CA 95521
- Loc 12, Building 1  
115 Samoa Blvd. #21, Arcata, CA 95521
- Loc 13, Building 1  
119 Samoa Blvd. #4E, 4J, Arcata, CA 95521
- Loc 14, Building 1  
1793 Stomberg Ave., Arcata, CA 95521
- Loc 15, Building 1  
1935 H St. #15A, Arcata, CA 95521
- Loc 16, Building 1  
2255 Alliance Road Unit 2 & 7, Arcata, CA 95521
- Loc 17, Building 1  
4565 Lewis Ave Unit I, B & F, Eureka, CA 95501
- Loc 18, Building 1  
828 G St. Unit #3, Eureka, CA 95501
- Loc 19, Building 1  
975 8The St. Unit 2F & 21, Arcata, CA 95521



Loc 20, Building 1  
**4677 Valley West Blvd., Arcata, CA 95521**  
 Loc 21, Building 1  
**2745 Ca-96, Hoopa, CA 95546**  
 Loc 24, Building 1  
**1805 4Th Street, Eureka, CA 95518**  
 Loc 25, Building 1  
**1802 3Rd Street, Eureka, CA 95501**

**Claims Basis: Occurrence**

**General Aggregate applies per:**

<b>Coverage</b>	<b>Limits</b>
General Aggregate	\$3,000,000
Products/Completed Operations Aggregate	\$3,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Damage to Rented Premises (Each Occurrence)	\$500,000
Medical Expense (Any One Person)	\$20,000
Employee Benefits	

**Hazard Schedule**

<b>Loc #</b>	<b>Hazard #</b>	<b>Classification</b>	<b>Class Code</b>	<b>Exposure</b>	<b>Premium Basis</b>
1	1	ClassCode 60010 - Apartment Buildings - includes products and/or completed operations	60010	1	Unit - Per Unit
2	2	ClassCode 67017 - Mission, Settlement or Halfway Houses - not church or office buildings - includes products and/or completed operations	67017	1550	Area - Per 1,000/Sq Ft
3	3	ClassCode 47052 - Real Estate Property Managed - Residential - Includes products and/or completed operations	47052	194000	Gross Sales - Per \$1,000/Sales
3	4	ClassCode 67017 - Mission, Settlement or Halfway Houses - not church or office buildings - includes products and/or completed operations	67017	2622	Area - Per 1,000/Sq Ft
3	5	ClassCode 61227 - Buildings or Premises - office - NFP	61227	100	Area - Per 1,000/Sq Ft
4	6	ClassCode 67017 - Mission, Settlement or Halfway Houses - not	67017	950	Area - Per 1,000/Sq Ft

		church or office buildings - includes products and/or completed operations			
5	7	ClassCode 67017 - Mission, Settlement or Halfway Houses - not church or office buildings - includes products and/or completed operations	67017	1800	Area - Per 1,000/Sq Ft
6	8	ClassCode 60010 - Apartment Buildings - includes products and/or completed operations	60010	12	Unit - Per Unit
7	9	ClassCode 61227 - Buildings or Premises - office - NFP	61227	2750	Area - Per 1,000/Sq Ft
8	10	ClassCode 60010 - Apartment Buildings - includes products and/or completed operations	60010	10	Unit - Per Unit
9	11	ClassCode 61227 - Buildings or Premises - office - NFP	61227	77	Area - Per 1,000/Sq Ft
10	12	ClassCode 60010 - Apartment Buildings - includes products and/or completed operations	60010	7	Unit - Per Unit
11	13	ClassCode 60010 - Apartment Buildings - includes products and/or completed operations	60010	2	Unit - Per Unit
12	14	ClassCode 60010 - Apartment Buildings - includes products and/or completed operations	60010	1	Unit - Per Unit
13	15	ClassCode 60010 - Apartment Buildings - includes products and/or completed operations	60010	2	Unit - Per Unit
14	16	ClassCode 60010 - Apartment Buildings - includes products and/or completed operations	60010	1	Unit - Per Unit
15	17	ClassCode 60010 - Apartment Buildings - includes products and/or completed operations	60010	1	Unit - Per Unit
16	18	ClassCode 60010 - Apartment Buildings - includes products and/or completed operations	60010	2	Unit - Per Unit
17	19	ClassCode 60010 - Apartment Buildings -	60010	3	Unit - Per Unit

18	20	includes products and/or completed operations ClassCode 60010 - Apartment Buildings -	60010	1	Unit - Per Unit
19	21	includes products and/or completed operations ClassCode 60010 - Apartment Buildings -	60010	2	Unit - Per Unit
20	22	includes products and/or completed operations ClassCode 61227 - Buildings or Premises - office - NFP	61227	2190	Area - Per 1,000/Sq Ft
21	23	ClassCode 67017 - Mission, Settlement or Halfway Houses - not church or office buildings - includes products and/or completed operations	67017	1966	Area - Per 1,000/Sq Ft
24	24	ClassCode 60010 - Apartment Buildings -	60010	10	Unit - Per Unit
25	25	includes products and/or completed operations ClassCode 60010 - Apartment Buildings -	60010	8	Unit - Per Unit

# Summary of Insurance

Prepared: 1/7/2022

Coverages as of: 12/20/2021

For: Arcata House Partnership, Inc.  
1005 - 11th Street  
Arcata, CA 95521

By: Pauli-Shaw Insurance Agency

Coverage	Company	Policy Number	Eff Date	Exp Date	Premium
Business Auto	Nonprofits Insurance Alliance Of California	2021-08081	2/15/2021	2/15/2022	\$31,000.00

## Policy Coverages

<u>Coverage</u>	<u>Symbol(s)</u>	<u>Limit/Deductible</u>	
Liability	1	\$1,000,000	CSL
Medical payments	2	\$5,000	Ea person
Uninsured motorist	2	\$60,000	CSL
Comprehensive/OTC	7 8	\$2,500	Deductible
Collision	7 8	\$2,500	Deductible
		No	Waiver of deductible
Towing	3		
Hired/borrowed liability		Yes	States: CA If any basis: No
Non-owned auto liability		Yes	States: CA Employees: 30 Volunteers: 20

COVERED AUTO SYMBOLS		
(1) ANY AUTO	(4) OWNED AUTOS OTHER THAN PRIVATE PASSENGER	(7) AUTOS SPECIFIED ON SCHEDULE
(2) ALL OWNED AUTOS	(5) ALL OWNED AUTOS WHICH REQUIRE NO-FAULT COVERAGE	(8) HIRED AUTOS
(3) OWNED PRIVATE PASSENGER AUTOS	(6) OWNED AUTOS SUBJECT TO COMPULSORY U.M. LAW	(9) NON-OWNED AUTOS

# Summary of Insurance

Prepared: 1/7/2022  
Coverages as of: 12/20/2021

For: Arcata House Partnership, Inc.  
1005 - 11th Street  
Arcata, CA 95521

By: Pauli-Shaw Insurance Agency

Coverage	Company	Policy Number	Eff date	Exp date	Premium
Worker's Compensation	State Compensation Ins. Fund	1309316-2021	3/1/2021	3/1/2022	\$31,935.25

## Locations

- 1 -1005 11th St. (Primary), Arcata, CA 95521
- 2 -3076 Janes Rd., Arcata, CA 95521
- 4 -5073 Boyd Rd., Arcata, CA 95521
- 5 -5095 Boyd Rd., Arcata, CA 95521
- 6 -501 9th St., Arcata, CA 95521
- 18 -280 E ST., Arcata, CA 95521
- 22 -1805 4th St., Eureka, CA 95501
- 23 -4677 Valley West Blvd, Arcata, CA 95521

## Part 1 – States: CA

Employers Liability Coverage	Limits
Each accident	\$1,000,000
Disease – Policy limit	\$1,000,000
Disease – Each Employee	\$1,000,000

## Payrolls

Location	Class Code	Categories/Duties/Classifications	Estimated Annual Remuneration/Payroll
1	8804-2	Social Rehab	\$129,684.00
2	8804-2	Social Rehab-include	\$40,664.00
4	8804-2	Social Rehab-include	\$176,363.00
5	8804-2	Social Rehab, Facility	\$33,926.00
6	8017-1	Stores-Retail, NOC	\$60,401.00
6	8804-2	Social Rehab	\$414,307.00
18	8804-2	Social Rehab Facilities	\$34,403.00
22	8804-2	Social Rehab Facility	\$72,664.00
23	8810-1	Clerical	\$173,534.00

## Individuals Included/Excluded

State	Location	Name	Title	Ownership %	Inc/Exc
CA	1	Susan Riesel	President	0%	N
CA	1	Cassi Carter	Board member	0%	N
CA	1	Judy Longshore	Board Member	0%	N
CA	1	Cindy Woods	Sec	0%	N
CA	1	Gene Joyce	Tres		N
CA	1	Connie Thomas	VP		N