A G E N D A
CITY OF SEASIDE
HOMELESS COMMISSION

SPECIAL MEETING
440 HARCOURT AVE (COUNCIL CHAMBER)
Wednesday, June 7, 2023
5:30 PM

NOTICE: *The City Council will hold its public meetings in person, with a virtual option for public participation based on availability. The City of Seaside utilizes Zoom tele-conferencing technology for virtual public participation; however, we make no representation or warranty of any kind, regarding the adequacy, reliability, or availability of the use of this platform in this manner. Participation by members of public through this means is at their own risk.*

VIRTUAL PUBLIC PARTICIPATION INSTRUCTIONS

1. To participate in this meeting: Using the Zoom application on your smart phone, laptop, tablet or desktop and click on this link: https://ci-seaside-ca-us.zoom.us/j/89680316092

MEETING ID: 896 8031 6092

2. To participate by phone: Please call (669) 900-9128
Enter the meeting ID **896 8031 6092** when prompted. There is no participate code – press the pound sign # after the recording prompts you.

3. To make public comment, the following options are available:

Before the Meeting via Email: Written comments can be emailed to delder@ci.seaside.ca.us Include the following subject line: "Public Comment Item #___" (insert the agenda item number relevant to your comment). Written comments must be received at least two (2) hours prior to the meeting time on the day of the meeting.

During the Meeting via Oral Comments: When the Chair calls for public comment, attendees can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9.

IN PERSON PARTICIPATION INSTRUCTIONS

Members of the public participating in person and wishing to address the Commission may approach the podium when the Chair calls for public comment.

1. CALL TO ORDER

2. ROLL CALL

Benjamin Strickland	Chair
Stacey Fiess	Vice Chair
Leslie Mugan	Commissioner
Lynda Cunningham	Commissioner
Gwen Nash	Commissioner

3. REVIEW OF AGENDA

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required).

4. PUBLIC COMMENT FOR COMMISSIONS

Members of the public wishing to address the Commission on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three (3) minutes. Comments on specific agenda items are heard under that item. For the public record, please state your name.

5. PRESENTATIONS

6. APPROVAL OF MINUTES

A. APPROVE MINUTES FROM FEBRUARY 21, 2023 SPECIAL MEETING AND MARCH 28, 2023 REGULAR MEETING

RECOMMENDATION: Approve minutes as presented in the agenda packet.

7. BUSINESS ITEMS

A. DISCUSS PLANS TO HOST A COMMUNITY LISTENING SESSION ON THE STATE OF HOMELESSNESS IN THE CITY OF SEASIDE

RECOMMENDATION: Receive direction from Commissioner Cunningham on options and logistics explored for hosting a community listening session on the state of homelessness in the City of Seaside.

B. DISCUSS PLANS FOR FURTHER EXPLORATION OF THE FEASIBILITY OF PURCHASING A 2-STALL MOBILE HYGIENE UNIT TO SERVE THE UNHOUSED IN THE COMMUNITY

RECOMMENDATION: Explore logistics for creating a proposal to share with surrounding municipalities to consider partnering in the use and management of a mobile hygiene unit to support the unhoused.

C. DISCUSS OPPORTUNITIES FOR BRANCHING OUT WITH SURROUNDING BOARDS, AGENCIES, AND CITY COUNCILS TO ENCOURAGE COLLABORATIVE WORK TOWARDS ADDRESSING HOMELESSNESS

RECOMMENDATION: Identify potential boards, agencies, organizations, and/or City Councils to explore and encourage collaboration in efforts to find solutions to address homelessness in Seaside and throughout Monterey County.

8. REPORTS FROM COMMISSIONERS

A. RECEIVE SPECIAL PRESENTATION FROM CHAIR STRICKLAND TO HONOR PASSING OF FATHER

RECOMMENDATION: Commissioners and community members in attendance will offer support to Chair Strickland after receiving a brief presentation to respectfully acknowledge the passing of his father.

9. REPORTS FROM STAFF

This is a time specifically set aside for the Staff Liaison to provide updates on non-agendized requests from the Commission, and to provide brief information on topics under the purview of the Commission.

10. ADJOURNMENT

Next Regularly Scheduled Meeting:
July 25, 2023
5:30 p.m.

FINAL MINUTES
CITY OF SEASIDE
HOMELESS COMMISSION

SPECIAL MEETING
Council Chamber
Tuesday, February 21, 2023
5:30 PM

1. CALL TO ORDER

Chair Strickland called the meeting to order at 5:37 PM.

ROLL CALL - ESTABLISHMENT OF QUORUM

PRESENT: Strickland, Mugan, Cunningham, Nash
ABSENT: Fiess (LOA)

2. REVIEW OF AGENDA

None

3. PUBLIC COMMENT FOR COMMISSIONS

Public Comment: None

4. PRESENTATIONS

None

5. APPROVAL OF MINUTES

A. APPROVE MINUTES FROM NOVEMBER 15, 2022 SPECIAL MEETING

On motion by Commissioner Cunningham and second by Commissioner Mugan and carried by the following roll call vote, the Homeless Commission moved to approve the minutes from November 15, 2022 meeting.

RESULT: 4-0-0-1
AYES: Strickland, Mugan, Cunningham, Nash
NOES: None
ABSTAIN: None
ABSENT: Fiess (LOA)

ACTION: Approved

6. BUSINESS ITEMS

A. EXPLORE SUBMITTED PROPOSALS FROM NON-PROFIT AGENCIES/ORGANIZATIONS REQUESTING FUNDS FROM AVAILABLE BUDGET OF $9,500 TO SUPPORT FOOD INSECURITY PROGRAMS SERVING HOMELESS INDIVIDUALS AND FAMILIES IN SEASIDE

The commission discussed the three organization that applied for Food Insecurity fund and the amount each organization asked for. The commission decided to split the amount as they thought was best. Al & Friends will receive and amount of $3,000, Great Victory Church is receiving an amount of $3,000 and Veterans Transition Center is receiving an amount of $3,500.

PUBLIC COMMENT: None

On motion by Commissioner Cunningham and second by Commissioner Mugan and carried by the following roll call vote, the Homeless Commission moved to approving the funds to the three organizations that applied.

RESULT: 4-0-0-1
AYES: Strickland, Mugan, Cunningham, Nash
NOES: None
ABSTAIN: None
ABSENT: Fiess (LOA)

ACTION: Passed

B. <u>DISCUSS PLANS TO HOST A COMMUNITY LISTENING SESSION ON THE STATE OF HOMELESSNESS IN THE CITY OF SEASIDE IN FISCAL YEAR 2022/2023</u>

The commission discussed setting a goal for the listening session. The different agencies they want to look into and invite to present on what they do and what they offer (Who, what, where and when.) The commission is possibly thinking about having a future resource fair.

PUBLIC COMMENT: None

On motion by Commissioner Nash and second by Commissioner Mugan and carried by the following roll call vote, the Homeless Commission moved to discussing a possible resource fair in the future.

RESULT: 4-0-0-1
AYES: Strickland, Mugan, Cunningham, Nash
NOES: None
ABSTAIN: None
ABSENT: Fiess (LOA)

ACTION: Passed

C. <u>REVIEW HOMELESS ADVOCACY ORGANIZATIONS AND NON-PROFITS OPERATING IN THE CITY OF SEASIDE SERVING AT-RISK AND HOMELESS STUDENTS AND ALLOCATE UP TO $5000 OF THE HOMELESS COMMISSION ANNUAL BUDGET TO PROVIDE FOR THE PURCHASE OF</u>

BACKPACKS, SCHOOL SUPPLIES, AND CLOTHING.

The commission discussed the different organizations that already work with the schools who already help the youth who are at risk of homelessness. The commission also discussed seeking out to the organizations to collaborate with them to discuss the purchases of backpacks, school supplies and clothing. The commission will discussed in more detail in a future meeting.

PUBLIC COMMENT: None

On motion by Commissioner Cunningham and second by Commissioner Mugan and carried by the following roll call vote, the Homeless Commission moved to discussed in a future meeting once all the details have been gathered.

RESULT: 4-0-0-1
AYES: Strickland, Mugan, Cunningham, Nash
NOES: None
ABSTAIN: None
ABSENT: Fiess (LOA)

ACTION: Passed

D. DISCUSS PLANS FOR FURTHER EXPLORATION OF THE FEASIBILITY OF PURCHASING A 2-STALL MOBILE HYGIENE UNIT TO SERVE THE UNHOUSED IN THE COMMUNITY

The commission discussed having an organization from Palo Alto come and give an overview of the mobile hygiene unit they have. The agency is willing to bring the unit to the City at longest we can provide gas money to be able to bring the unit and take it back.

PUBLIC COMMENT: None

On motion by Commissioner Nah and second by Commissioner Mugan and carried by the following roll call vote, the Homeless Commission moved to asking the organization what dates work best to bring the mobile unit and have them give a presentation of the process it took to get the unit running and the coast.

RESULT: 4-0-0-1
AYES: Strickland, Mugan, Cunningham, Nash
NOES: None
ABSTAIN: None
ABSENT: Fiess (LOA)

ACTION: Passed

7. REPORTS FROM COMMISSIONERS

Commissioners provided reports.

Commissioner: Cunningham: Would like to get a calendar with details on important dates of things that need to get down (Annual budget, Budget Request, Community Events, etc.)

8. REPORTS FROM STAFF

Staff provided report.

None

9. ADJOURNMENT

With no further business, the meeting adjourned at 7:02 PM.

Respectfully submitted,

______________________________	______________________________
Denise Mejia, Commission Clerk	**Ben Strickland, Commission Chair**

FINAL MINUTES
CITY OF SEASIDE
HOMELESS COMMISSION

REGULAR MEETING
Council Chamber
Tuesday, March 28, 2023
5:30 PM

1. CALL TO ORDER

Chair Strickland called the meeting to order at 5:34PM

ROLL CALL - ESTABLISHMENT OF QUORUM

PRESENT: Strickland, Mugan, Cunningham, Nash
ABSENT: Fiess (LOA)

2. REVIEW OF AGENDA

MOBILE HYGIENE UNIT TO SERVE THE UNHOUSED IN THE COMMUNITY

The commission discussed setting a time and date to have the organization from Haven of Hope to give a Zoom presentation and answer commissioners question regarding the mobile hygiene unit. The commission also discussed setting a time and date for the vehicle to come to Seaside.

On motion by Commissioner Nash and second by Commissioner Mugan and carried by the following roll call vote, the Homeless Commission moved to table mobile hygiene in the business items

RESULT: 4-0-0-1
AYES: Strickland, Mugan, Cunningham, Nash
NOES: None
ABSTAIN: None
ABSENT: Fiess (LOA)

3. PUBLIC COMMENT FOR COMMISSIONS

Public Comment: None

4. PRESENTATIONS

None

5. APPROVAL OF MINUTES

A. APPROVE MINUTES FROM FEBRUARY 21, 2023 SPECIAL MEETING

The commission will approve minute's next regular meeting due to the minutes not being posted within the 72-hour posting.

6. BUSINESS ITEMS

A. RECEIVE UPDATE ON PLANS TO HOST A COMMUNITY LISTENING SESSION ON THE STATE OF HOMELESSNESS IN THE CITY OF SEASIDE

The commission discussed moving business item for next meeting.

PUBLIC COMMENT: None

B. DEVELOP FISCAL YEAR 2023/2024 HOMELESS COMMISSION ANNUAL WORK PLAN

The commission discussed supporting programs who work with unhoused individuals and families. The commission would like to increase the budget request for food insecurity programs, along with supporting local homeless advocacy organizations and non-profits. The commission would like to receive updates from local organizations that serve those at risk of homelessness and provide additional support to those unhouse by providing lockers for storage of personal items, phone charging station and possible a mobile hygiene station.

PUBLIC COMMENT: None

On motion by Commissioner Cunningham and second by Commissioner Mugan and carried by the following roll call vote, the Homeless Commission moved to approve next year annual work plan.

RESULT: 4-0-0-1
AYES: Strickland, Mugan, Cunningham, Nash
NOES: None
ABSTAIN: None
ABSENT: Fiess (LOA)

ACTION: Passed

7. REPORTS FROM COMMISSIONERS

Commissioners provided reports.

Commissioner Cunningham: Hold a special meeting for listening session sometime in April

Commissioner Nash: We need to set a date to go over spending the money on the 3 items that are left to do before the fiscal year is over.

8. REPORTS FROM STAFF

Staff provided report

Derrick: There is going to be a meeting at the Monterey Public Library regarding Homeless Services Area of focus April 5th, 2023 from 6PM-7:30PM.

9. **ADJOURNMENT**

With no further business, the meeting adjourned at 7:29 PM

Respectfully submitted,

Denise Mejia, Commission Clerk	**Ben Strickland, Commission Chair**

FINAL MINUTES
CITY OF SEASIDE
HOMELESS COMMISSION

REGULAR MEETING
Council Chamber
Tuesday, May 23, 2023
5:00 PM

1. **CALL TO ORDER**
Chair Strickland called the meeting to order at 5:30PM.

2. **ROLL CALL - CITY COUNCIL**
PRESENT: Strickland, Mugan, Cunningham,
ABSENT: Fiess (LOA), Nash

3. **REVIEW OF AGENDA**
None

4. **PUBLIC COMMENT FOR COMMISSIONS**
Lobo

5. **PRESENTATIONS**

SIXTH CYCLE HOUSING ELEMENT UPDATE
Alexia Rapport, Housing Program Manager for the City of Seaside and Andrew Myrick, Economic Development Community Manager for the City of Seaside, presented information regarding the City of Seaside 6th Cycle Housing Element update and responded to questions from the Commission.

6. **APPROVAL OF MINUTES**

A. **APPROVE MINUTES FROM FEBRUARY 21, 2023 SPECIAL MEETING AND MARCH 28, 2023 REGULAR MEETING**
The commission will approve minute's next special meeting due to not having a quorum.

7. **BUSINESS ITEMS**

A. **DISCUSS PLANS TO HOST A COMMUNITY LISTENING SESSION ON THE STATE OF HOMELESSNESS IN THE CITY OF SEASIDE**
The commission discussed moving agenda item to either a special meeting or a regular meeting since there was no quorum meet.

B. **DISCUSS PLANS FOR FURTHER EXPLORATION OF THE FEASIBILITY OF PURCHASING A 2-STALL MOBILE HYGIENE UNIT TO SERVE THE UNHOUSED IN THE COMMUNITY**

The commission discussed moving agenda item to either a special meeting or a regular meeting since there was no quorum meet.

C. DISCUSS OPPORTUNITIES FOR BRANCHING OUT WITH SURROUNDING BOARDS, AGENCIES, AND CITY COUNCILS TO ENCOURAGE COLLABORATIVE WORK TOWARDS ADDRESSING HOMELESSNESS

The commission discussed moving agenda item to either a special meeting or a regular meeting since there was no quorum meet.

8. REPORTS FROM COMMISSIONERS

Commissioners provided reports.

Commissioner Strickland: Will talk about his father and honor fathers passing next meeting.

A. RECEIVE SPECIAL PRESENTATION FROM CHAIR STRICKLAND TO HONOR PASSING OF FATHER

9. REPORTS FROM STAFF

Staff provided report.

Derrick Elder: City council and the financial department will be meeting next week on Tuesday, Wednesday and Thursday to discussed next fiscal year budget and invited the commission to attend the meeting.

10. ADJOURNMENT

With no further business, the meeting adjourned 6:31PM.

Respectfully submitted,

Denise Mejia, Commission Clerk	**Ben Strickland, Commission Chair**

Proposal: Emergency Non-Congregate Housing Site Services Laundry & Shower Services

Proposed Schedule:

Our proposed schedule of implementing shower and laundry services would begin on an agreed upon date and would continue throughout the remaining time that the program/project funds are available. HoHoW would be able to provide the following service dates & times:

Shower & Laundry Services: Monday – Friday, up to 8 hours/day
(If additional days are requested we are willing to negotiate days & hours at an additional rate)

Project Approach and Organization:

The Haven of Hope on Wheels (HOHOW) mobile hygiene program is a multi-fold solution to the myriad of issues surrounding not only the increase of homelessness in the region but also those underserved populations who are at a higher risk of contracting COVID-19. The HOHOW program is comprised of a custom mobile hygiene trailer and truck to accompany the trailer. The unit consists of three self-contained showers and toilets, one of which is ADA compliant along with 4 stackable washers and 4 stackable dryers for a total of 8 laundry units. This unit will drive to the site location to deliver hygiene services to those unhoused as well as under-represented/disproportionate populations.

The HOHOW program proposes the following services:

- Provide mobile hygiene services to the unhoused community members within the location chosen by the City of Seaside & partner municipalities. Services shall include showers and laundry facilities. Each client will have the ability to utilize the various services provided at the mobile station(s) within the scope and frame as set by HOHOW's rules and regulations for clients that are served.
- Collaborate with the City of Seaside & partner municipalities to ensure Monterey County residents are provided with such hygiene services at the location(s) agreed upon.
- Coordinate dates and times of service with the City of Seaside & partner municipalities.
- Provide all equipment related to providing the hygiene services and be responsible for carrying proper insurance to fully protect against injuries to persons or damages to property which may arise from or be in connection with work performed. We will list the City of Seaside & partnered municipalities as an additional insured. OSCIA will also provide staffing for operations of all hygiene units providing services.
- Provide real time feedback and communicate any questions or concerns regarding operations to the appropriate party/staff assigned by the City of Seaside & partnered municipalities on an "as-needed" basis.

The approach to providing services on a daily basis would typically consists of the following:

1. Prior to leaving the off-site location, the Driver inspects the trailer and truck to ensure that it's operational and that fuel is on-hand. If anything is detected it is corrected before leaving parking lot.

2. Once the inspection is completed the Driver & Laundry Facilitator then proceeds to drive to the service location for the day.

3. As soon as the trailer is parked at the service location, the Driver will then touch basis with the lead contact at that location about the day and receive any necessary updates/information.

4. At this point the Driver, Laundry Facilitator and Volunteers unload all necessary items used at the stop. This includes an intake station, laundry station, towels & other hygiene items, marketing materials as well as cleaning supplies.

5. Clients will then approach the intake table on a first come first serve basis to sign in or sign up for use of the shower restrooms and/or laundry. All new clients must sign "Release of Liability" waiver before using our services. When signing in the Driver/Intake Specialist will either assign a shower restroom or a laundry bag for use (depending upon which unit is providing which service for the day).

6. Each client is allotted a specific amount of type (typically 7-10 minutes) to shower and use the restroom. On the intake form it asks for the following information:
a. Full Name
b. Date of Birth
c. Last 4 of SSN
d. Phone number
e. Any updates to the original application (this consists of their housing status, health insurance and other needs).

7. If any pertinent information that can assist clients with things such as housing, health and/or wellness will be shared at this time. This is often information from partnership agencies and others that may have events coming up that could benefit the populations served.

8. After clients have used the shower restrooms, they dispose of their towels in a hygiene bag (where we keep all soiled towels) & the Laundry/Hygiene Facilitator will enter the restroom to clean it from top to bottom before the next individual uses it.

9. Once cleaned the Intake Specialist will call the next person in line to use the shower restroom. This continues throughout the tenure of the stay at the service location.

10. Once completing all services the Driver, Hygiene Facilitator and Volunteers will break down the site. Another inspection of the truck and trailer is done, and they proceed to leave.

11. Each truck/trailer unit has a 1200-gallon recovery tank which is dumped at a certified dumping station after each service.

Outside of the day-to-day operations the Driver/Intake Specialist utilizes an iPad for record keeping and intake during services and then transfers the data to the Senior Administrator to store all client information at the main office.

<u>Project Personnel – Statement of Qualifications and Experience:</u>

Since our inception in 2018, HOHOW has provided such hygiene services throughout Butte County. Current areas of operation include Oroville, Paradise, Chico, Concow and Berry Creek. We currently have 4 units that are in operations providing services throughout Butte County. Since our start, we have provided thousands of showers and laundry services to various individuals and populations to include those displaced by the various fires throughout Butte County.

Each hygiene unit is staffed with a Driver/Client Specialist who triages clientele with resources and supportive services as well as a Laundry & Hygiene Facilitator. Other staff members within the program consists of the Supervisor and Administrator/Intake Specialist.

Day to day operations of HOHOW consists of 2 employees, and additional volunteers (as needed) who provide the services at the site during service days. Employees consist of the following:

<u>Driver / Client Specialist:</u> Their duties include but are not limited to the following:

- Driving the truck & custom trailer to all locations
- Inspect trailer and truck and provide weekly updates to the Supervisor on the condition of the units
- Provide maintenance of the trailer as needed on site at various locations as well as the off-site location
- Provide intake of all individuals (clients) who utilize the services. Responsible for forwarding the information to the administrative staff once completed.

<u>Laundry / Hygiene Facilitator:</u> Their duties include but are not limited to the following:

- Provide laundry for all individuals (clients) who need assistance with laundry while properly tracking each laundry load and making sure that it is returned to the correct person.
- Provide laundry services in a timely manner and tracking those using the service
- Clean each restroom facility in between each use
- Provide any and all documents relating to laundry to the administrative staff once completed after each day of service & coordinating that information with the Driver/ Intake Specialist
- Provide some marketing of day-to-day activities while at the location using Facebook and other social media sites.

Supervisor:

- Manages all staffing providing the services and is the point of contact for Site Supervisor/Director and Grantor.
- Handles all fiduciary responsibilities of managing grant funding and funding allocations and communicating pertinent information with the Administrator/Intake Specialist concerning the Management of the Program.
- Communicate and maintain financial records with Administrative staff & CPA firm.

Administrative / Intake Specialist:

- Provides reporting of all data collected by the Driver/Intake Specialists and prepares reports according to the data collected as well as reports made by the Supervisor.
- Stores and manages all records, receipts and billing incurred by staffing.

Current and previous partnerships/funders have included Government and Entities within the local nonprofit sector such as the City of Oroville, Butte County, North Valley Community Foundation/Butte Strong Fund, United Way as well as regional Organizations/Funders such as Albertsons and The Good Egg. All financial records are maintained by the Supervisor and Administrative staff and is communicated with our CPA firm who audits and records all financial/fiscal data. The CPA firm uses QuickBooks and other accounting software to compile data to include AR/AP, Payroll, Payroll Taxes and any and all relatable financial information pertaining to program services.

All current and future staff is in good standing with the Federal government including the City and County. We require that all staff complete a criminal background check to ensure the safety of clients as well as personal information of clients and fiscal data. Our organization has not been terminated or forfeited any unencumbered funds from current or previous contracts when working with government agencies.

Proposed Budget Amount for Required Scope of Services:

We propose the following amount for services rendered through our HOHOW program:
$1,667.00/day for 5 days per week
$8,335.00 per week
$33,340.00 per month
Total Annual Amount: $400,080

This proposed budget amount contains the start-up as well as ongoing operational costs pertaining to providing both laundry and shower services as described. Please see attachment A for the detailed budget outline.

Additional Information:

The individual who is authorized to sign the agreement and who may be contacted during the period of Proposal evaluation is as follows:

Name: Kevin T. Thompson
Title: Director/Supervisor
Phone: (530) 693-0728
Fax: (530) 693-4605
Email: kevinthompson894@yahoo.com

The Oroville Southside Community Improvement Association, Inc. dba Haven of Hope on Wheels is a 501(c)3 nonprofit organization, registered and in good standing with the Federal Government & Internal Revenue Service. Any information pertaining to the registration of the nonprofit (including EIN, nonprofit registration, etc.,) can and will be provided upon request.

The mailing address for mailing the agreement, correspondences and any future payments can be mailed to the following address:

O.S.C.I.A dba Haven of Hope on Wheels
2959 Lower Wyandotte Road
Oroville, CA 95966

OROVILLE SOUTHSIDE
COMMUNITY IMPROVEMENT
ASSOCIATION
2959 Lower Wyandotte Rd., Oroville, CA 95966
PH: 530.693.4305 I FX: 530.693.4605 I Email: osciasocc@gmail.com
www.havenofhopeonwheels.org

City of Seaside
Attn: Derrick Elder
Family and Community Support Program

Dear Derrick Elder,

On behalf of the Oroville Southside Community Improvement Association, we would like to submit our proposal to provide hygiene services in the form of both laundry and showers through our program Haven of Hope on Wheels (HOHOW). As an epicenter of homelessness, Counties such as Seaside are stressed for solutions to the growing problem of not only those unhoused but also relief from issues surrounding communicable diseases. This in turn is a time of unique opportunity to leverage new and existing resources to create innovative and scalable solutions and demonstrate their success. Through this proposed partnership with the City of Seaside & additional surrounding municipalities, the HOHOW will be able to continue to expand our mobile hygiene services to homeless individuals in Monterey County. We believe that the ability to provide basic amenities for personal hygiene will bolster both the mental and the physical health of unhoused community members.

We understand that program success outcomes can be accomplished when considering the following: (1) Homeless individuals are more prepared and motivated to seek out the help they need when they are cleaned and groomed. Whether it be medical attention, social services with a case manager or even to obtain employment; (2) by providing proper hygiene and sanitation services, HOHOW will increase the quality of life, health, and safety for clients as well as assuage the environmental degradation caused by increasingly concentrated numbers of homeless seeking shelter. OSCIA believes strongly in a housing first approach that builds relationships with clients as well as organizations who take that same approach. Our goal is to become a 'bridge builder' to ensure that our clients have the greatest opportunity to connect with such organizations who can provide housing options. While the HOHOW program provides for a clientele's immediate hygiene needs, our overarching goal is to achieve long-term lasting results by connecting clients with a continuum of care of resources and services that will enable them to obtain housing and establish self-sufficiency.

Enclosed you will find our proposal for rendering services proposed. We look forward to your response to our proposal.

Thank you,

Kevin Thompson

Kevin Thompson, CEO / Director
Oroville Southside Community Improvement Assoc., Inc.
Dba Haven of Hope on Wheels

OSCIA Operating Budget

			Annual Total(s)	Description
LABOR (SALARIES):				
Supervisor	$	30,720.00	0.5 FTE ($32/hr)
Driver/Client Specialist	$	49,920.00	1.0 FTE (Driver) ($26/hr)
Laundry / Hygiene Facilitator	$	38,400.00	1.0 FTE (Sanitation / Laundry Worker) ($20/hr)
Administrator/Intake Specialist	$	53,760.00	1.0 FTE ($28/hr)
Admin/Consulting Fees (training, oversight, etc.,)	$	109,172.46	
Payroll Taxes	$	7,960.62	
Workers Comp. / Insurance	$	929.00	
Sub-Total Salaries:	**$**	**290,862.08**	**5.0 FTE**
VEHICLE/TRAILER OP. EXPENSES:			
Towel cleaning service	$	12,042.24	per shower unit + cleaning
Propane	$	5,760.00	per unit (shower + laundry)
Vehicle Fuel	$	28,452.00	per unit (shower + laundry)
Vehicle/Trailer/Driver Insurance	$	12,400.00	per unit (shower + laundry)
Vehicle Maintenance	$	4,000.00	per unit (shower + laundry)
Trailer Maintenance	$	5,790.00	per unit (shower + laundry)
Sub-Total Vehicle/Trailer Op. Expenses	**$**	**68,444.24**	**Per unit (shower + laundry)**
CONSUMABLE SUPPLIES:			
Cleaning Supplies	$	12,440.00	per unit (shower + laundry)
Disinfectant/COVID Chemicals	$	5,840.00	per unit (shower + laundry)
Cleaning Tools	$	1,800.00	per unit (shower + laundry)
Hygiene Paper Goods & Toiletries	$	12,243.68	per unit (shower + laundry)
PPE Supplies (disposable gloves, etc.,)	$	4,400.00	per unit (shower + laundry)
Sub-Total Consumable Supplies	**$**	**36,723.68**	**Per unit (shower + laundry)**
START UP COSTS/FEES:			
Electronics (ipad & wifi hot spot)	$	1,200.00	For intake
Tables (2)	$	300.00	For intake area
Chairs (2)	$	50.00	For intake area
Additional retrofit materials	$	2,500.00	
Sub-Total Start-up Costs/Fees	**$**	**4,050.00**	
TOTAL COSTS	**$**	**400,080.00**	**Annual Project Budget Amount**

Actuals (Above Annual Budget)

$	**400,080.00**	**per year**
$	**33,340.00**	**per 4 week month**
$	**8,335.00**	**per 5 day week**
$	**1,667.00**	**per day**