



501c3 Nonprofit Organization

" Bridging the Gap Between Municipality and Consumer. "

www. TheArkofRefuge.org

OPERATIONAL AGREEMENT

(NON PROFIT)

REVISED. 2023

PARTIES

This Operating Agreement ("Agreement"), is made and entered into, by, and between: Ark of Refuge, Inc. (Administrator) located at 500 Capitol Mall Suite 2350, Sacramento CA 95814.

And;

Heritage Oaks Psychiatric Hospital, c/o Brittane Wheaton located at 4250 Auburn Blvd, Sacramento, CA 95841 (Signee)

TERMS AND CONDITIONS

- PURPOSE

The State of California Governor's Office of Emergency Services (CALOES) has recently awarded the Ark of Refuge \$350,000.00 from the Domestic Violence Housing First (XD) Program. These funds are to be disbursed exclusively to Victims of Domestic Violence and we would like to partner with your entity for donation distribution.

- TERM

The term of this operational agreement will be perpetual and continue to operate in existence of its dissolution by its members under the visions of state and federal laws regarding dissolutions of Corporations.

Listed on the following page is a detailed description of the Contractual Requirements that regulate this operational agreement.

Corporate Info
Point of Contact

500 Capitol Mall Suite 2350, Sacramento CA 95814
Leslie West, Financial Officer +1(866)-676-0070 Ext 4

Support@TheArkofRefuge.org
Leslie@TheArkofRefuge.org



501c3 Nonprofit Organization

" Bridging the Gap Between Municipality and Consumer. "

www. TheArkofRefuge.org

Contractual Agreement

The performance period of the proposed operating agreement would be 1/1/2023 – 12/31/2027, with annual resource replenishment. Resources must be disbursed between January and November. Any resource not disbursed directly by the Ark of Refuge in the Month of December to ensure proper reconciliation.

Total Amt (\$) Allocated

\$83,752.00

Available Resources

Hotel Vouchers, Clothing, Visa Gift Cards, Uber, Personnel

Hotel Voucher Program

\$53,200.00

Up To 7 nights in a hotel, not to exceed \$190 per night including taxes and fees. A total of 280 1-Day Hotel Vouchers are made readily available, annually. Hotel must be booked by staff, on Priceline, w/staff accompaniment to hotel for check-in. Clients are responsible for deposit fees.

Emergency Clothing

\$13,592.00

All hotel voucher clients receive a backpack of emergency clothing items and hygiene kits. Retail value \$194.17 or a Burlington coat factory voucher @ \$194.17 per. Max 1-per client.

Emergency Visa Gift Card

\$10,500.00

Max 1 per client. 70 hotel voucher clients receive an emergency \$150.00 Visa gift card. Client may use hotel voucher for deposit fees during hotel check-in or Uber transportation.

Corporate Info
Point of Contact

500 Capitol Mall Suite 2350, Sacramento CA 95814
Leslie West, Financial Officer +1(866)-676-0070 Ext 4

Support@TheArkofRefuge.org
Leslie@TheArkofRefuge.org



501c3 Nonprofit Organization

" Bridging the Gap Between Municipality and Consumer. "

www.TheArkofRefuge.org

Contractual Requirements: 1 P/T Staff , Equipment and Reporting

Personnel \$ 6,460.00

A OAK E-House staff member shall designate 323 annual hours, 6 hours per week, to the distribution of support services. This person is compensated by the Ark of refuge at the rate of \$20.00 p/hr. Their duties are to establish housing options for dischargeable residents/patients, coordinate crisis transport, disburses emergency clothing and gift cards . This person is also responsible for intake and bookings. All forms are electronic(public-hyperlinks) provided by ARK staff.

Reconciliation Reports Due by the 1st of the following month

On a monthly basis the staff member described above will submit via email to finance@thearkofrefuge.com , a list of clients who received resource items issued by OAK E-House on behalf of the Ark of Refuge. This intake list should coincide with the electronic client evaluation form, and hotel voucher program form filled out prior to disbursement of funds. Training on how to access and use these forms will be provided by ARK staff.

We then require an annual reconciliation or team meeting in January of each year.

Company Equipment To be kept at your facility.

On a monthly basis your entity receives access to \$5,838.75 in resources from the Ark of Refuge. Your entity would be required to keep a stock of certain items on site. The items to be inventoried are:

- (1) Samsung Tablet pre-downloaded with the necessary forms.
- (5) Visa Gift Cards (Value: \$150.00) per month via USPS
- (23) Emergency Clothing Vouchers (Retail Value 194.17)

Annual Banquet Attendance

Every year , The Ark of Refuge hosts a fundraising banquet at the Berkeley Country Club for partners, donors and members alike. All staff assigned to this contract are welcome to attend as well as the Board Members and Directors. A keynote speaker shall be selected to speak on behalf of your entities programs/ services for a maximum of ten minutes.



501c3 Nonprofit Organization

" Bridging the Gap Between Municipality and Consumer. "

www. TheArkofRefuge.org

Disbursement Schedule

On a monthly basis you will be required to disburse the following. Inventory amounts can be lessened to fit our needs.

Hotel Voucher(s):	\$ 4,370.00	Total Vouchers (1-day): 23
Emergency Clothing:	\$ 4,465.91	Total Vouchers: 23
Emergency Visa Cards:	\$ 900.00	Total Gift Cards: 6
Personnel:	\$ 269.16	Bi-Weekly Payment

Access to Resources

Utilizing an Ark of Refuge tablet your entity will have access to a Priceline account for hotel reservations and an Uber account for transport. Each account is loaded monthly with the amounts listed above. Items such as clothing and gift cards are mailed via UPS to your facility.

Enclosed as an appendix is an illustration of the possible outcomes for the Ark of Refuge's intake process.

Certifications and Acknowledgement

Both parties agree to enter into This Operational Agreement with the understanding that it shall be managed and operated by its members. Members being Administrator and Signee. Both members of this agreement will have the rights, powers and Authority to cancel this agreement at any given time.

Britanee Wheaton

Brittance Wheaton

03/27/2023

Print Name

Signature

Date

Leslie West

Leslie West

03/27/2023

Print Name

Signature

Date

Corporate Info
Point of Contact

500 Capitol Mall Suite 2350, Sacramento CA 95814
Leslie West, Financial Officer +1(866)-676-0070 Ext 4

Support@TheArkofRefuge.org
Leslie@TheArkofRefuge.org



ARK OF REFUGE

501c3 Nonprofit Organization

" Bridging the Gap Between Municipality and Consumer. "

www.TheArkofRefuge.org

"Hey Siri, Define Domestic Violence."

Domestic violence is the willful intimidation, physical assault, battery, sexual assault, and/or other abusive behavior as part of a systematic pattern of power and control perpetrated by one intimate partner against another. It includes physical violence, sexual violence, psychological violence, and emotional abuse.

DOMESTIC VIOLENCE CUSTOMER JOURNEY MAP

