



ARK OF REFUGE

501c3 Nonprofit Organization

" Bridging the Gap Between Municipality and Consumer. "
www. TheArkofRefuge.org

OPERATIONAL AGREEMENT

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;

Alameda County Family Justice Center, C/O Karla Elias-Flores, Interim Executive Director, 470 27th ST. Oakland CA. 94612. (Signee)

TERMS AND CONDITIONS

- PURPOSE

The Ark Of Refuge is a 501C3 nonprofit that has been catering to underserved populations in the greater Bay Area. Our mission is to bridge the gap between municipality and consumer by providing access to federally funded programs. We do this by offering rental assistance programs, food distribution, crisis transportation, temporary housing, emergency clothing and gift cards. 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 not for just one fund source, but all sources offered by the Ark of Refuge, Inc. It shall remain in existence of its dissolution by its members under the visions of state and federal laws regarding dissolutions of Corporations.



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Listed on the following page is a detailed description of the resources we would make readily available to your organization as well as frequency.

Contractual Agreement

The performance period of the proposed operating agreement would be 1/1/2023 – 12/31/2027, with annual resource replenishment. The total amount allocated below is per year, for the above referenced contractual term. Resources must be disbursed between January and November. Any resource not disbursed shall be 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.

Hotel Voucher Program **\$53,200.00**

Access to 3 through 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. The hotel must be booked by consultant staff, on Ark of Refuge website. Clients are responsible for additional fees outside of deposit and taxes.

Emergency Clothing **\$13,592.00**

Access to emergency clothing. All hotel voucher clients receive a backpack of emergency clothing items and hygiene kits. Retail value \$194.17 per. Max 1-per client or a clothing voucher of equal or greater credit redeemable at the stores indicated on the voucher.

Emergency Visa Gift Card **\$10,500.00**

Max 1 per client. 70 hotel voucher clients are eligible to receive an emergency \$150.00 Visa gift card. Client may use hotel voucher for deposit fees during hotel check-in or crisis transportation (Uber/Lyft).



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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 your entity on behalf of the Ark of Refuge. This intake list should coincide with the electronic client evaluation form, and programmatic intake form filled out prior to disbursement of funds/resources. Training on how to access and use these forms will be provided by ARK staff. A complete client file consists of: Ark Client Evaluation Form, You Entity's Intake Form, Each individual application for each resource disbursed (accessible on the ark of refuge website).

Company Equipment

To be kept at your facility.

On a monthly basis your entity receives access to \$6,979.00 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 for disbursement online or offline.

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 entity's programs/ services for a maximum of ten minutes.

Disbursement Schedule

On a monthly basis you have the option to disburse, at maximum, the following inventory amounts.

Hotel Voucher(s):	\$ 4,433.33	Total Vouchers (1-day): 23
Emergency Clothing:	\$ 1,132.61	Total Vouchers/Backpacks: 5.96
Emergency Visa Cards:	\$ 875.00	Total Gift Cards: 5.833
Personnel:	\$ 538.33	Monthly Payment



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Access to Resources

Utilizing an Ark of Refuge tablet or laptop your entity will have access to a page on our website for administrative processing that issues resources in the form of vouchers and electronic gift cards. Each program is loaded with the monthly allotments listed above. It is your entity's duty to print the vouchers and give them to the client. The ark of refuge handles all accounting procedures. Enclosed as an appendix is an illustration of the possible.

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.

Karla Elias-Flores, Interim ED  *4/26/23*

Print Name, Print Title	Signature	Date
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Leslie West Owner and CFO		04/26/2023
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Print Name, Print Title	Signature	Date
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"Hey Siri, Define Domestic Violence."

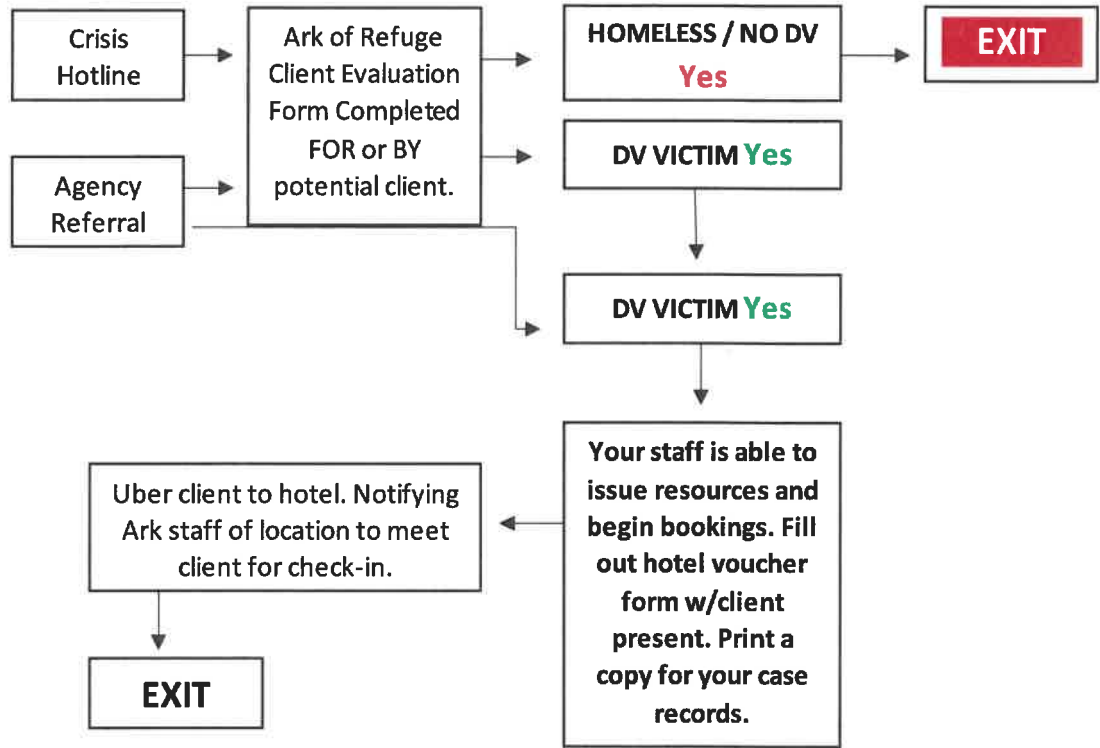
Domestic violence is the willful intimidation, physical assault, battery, sexual assault, and/or other abusive behavior as part of a systematic pattern of power and control perpetrated by one intimate partner against another. It includes physical violence, sexual violence, psychological violence, and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

DOMESTIC VIOLENCE CUSTOMER JOURNEY MAP



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Corporate Info
Point of Contact

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 Leslie@TheArkofRefuge.org