



# OPERATIONAL AGREEMENT

(NON-PROFIT)

REVISED. 2020

## PARTIES

This Operating Agreement ("Agreement") is made and entered into, by, and between **Oakland Elizabeth House** . located at **6423 Colby Street, Oakland Ca 94618** (Signee), and the Ark of Refuge, Inc. (Administrator) is located at 9702 International Boulevard Oakland California 94603

## TERMS AND CONDITIONS

### - TERM

Beginning 1/1/2019 for a term of five years. Annual renewal of this operational agreement will be automatic post-term completion.

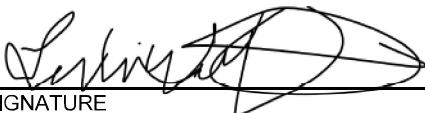
### - PURPOSE

The Ark of Refuge is an urban sustenance program catering to (ages 16 through 24) as well as Domestic Violence Victims. **Oakland Elizabeth House** will exist and operate as; a sister organization to the Ark of Refuge in relation to the following services; referral for Domestic Violence Familial Transitional Housing / A Safe Place. All matters relevant to the successful performance of the associated programs are duly noted by each organization on a coagulated Escalation Matrix.

### - MANAGEMENT

This Operational Agreement will be managed and operated by its members. Members are administrators and Signee. Both members of this agreement will have the rights, powers, and Authority to cancel this agreement at any given time.

LESLIE WEST/ DEPUTY DIRECTOR  
\_\_\_\_\_  
PRINT NAME

  
\_\_\_\_\_  
SIGNATURE

12/01/2018  
\_\_\_\_\_  
DATE

ARIANA MICHON/SUPERVISOR  
\_\_\_\_\_  
PRINT NAME

  
\_\_\_\_\_  
SIGNATURE

12/01/2018  
\_\_\_\_\_  
DATE

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**OAKLAND ELIZABETH HOUSE**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☒ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.) See instructions.  
**6423 COLBY ST**

**6** City, state, and ZIP code  
**OAKLAND CA 94670**

**7** List account number(s) here (optional)  
**94-3225949**

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

			-			-				
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**or**

**Employer identification number**

9	4	-	3	2	2	5	9	4	9
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## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct **TIN**. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ► *Jackie Gancy* Date ► *1/1/2022*

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

1929862

FILED

In the office of the Secretary of State  
of the State of California

MAR 13 1995

ARTICLES OF INCORPORATION

I

The name of this corporation is OAKLAND ELIZABETH HOUSE.

Bill Jones  
Secretary of State

II

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

III

The name and address in the State of California of the corporation's initial agent for the service of process is:

Martha J. McCarthy, 6423 Colby Street, Oakland, CA. 94618.

IV

A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including publishing or distribution of statements) on behalf of any candidate for public office.

V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation, and after compliance with the applicable provisions of Chapters 15, 16 and 17 of the California Corporations Code, shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

DATED: March 13, 1995

  
Martha J. McCarthy, Incorporator



# Our Mission

Our mission is to support women and children transition to independence by creating and maintaining a nurturing, cooperative living environment that provides hospitality, resources, and respect.



Established in 1991, **Oakland Elizabeth House** (Ehouse) is a transitional

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resources, hospitality, and respect. Ehouse is one of only three facilities in Oakland that provides transitional housing to women and their children.

Since 1991, we have served 160 mothers and 170 children, 80% of the families have moved into permanent housing after leaving Elizabeth House. While we can help only ten families at a time, we work with the women and children intensively to enable them to transition to self-sufficiency.

## **THE HOUSE**

Oakland Elizabeth House is 1 of only 3 facilities in the Bay Area that provides transitional housing to women and their children.

In 1994, three years after our creation, we opened Ehouse in the former convent of St. Augustine's church, on a residential street in the Rockridge area of North Oakland. The house has ten bedrooms, each with sink, closet, and space for beds that can be occupied by the resident and one to three children. Rooms are small, but kept neat and clean. The House also has welcoming communal living spaces, with a large kitchen and dining room, living room, computer room, art supply room, wooden deck. There is a large gated play area for the children in the backyard and space for an edible garden.

We typically house 10 mothers and 12-16 children at any one time.

## **HISTORY**

Ehouse was created by Pat Lindstadt in response to the needs of homeless women and children she met on the streets of Berkeley and Oakland. She continues to be connected to Ehouse. Ehouse is named for the New Testament's St. Elizabeth, to whom Mary went when she learned she was pregnant. Mary then lived with St. Elizabeth, who was her aunt. The newspaper called The Catholic Worker was founded in 1933 by Dorothy Day and Peter Maurin in depression-era New York City, beginning the Catholic



promotes the good of the whole. Initial funding for Ehouse was from three Catholic parishes in Oakland (Corpus Christi, St. Augustine, and St. Theresa), who are still supportive, providing Board members, volunteers, and donors.



OAKLAND ELIZABETH HOUSE

A 501(C)(3)  
NONPROFIT ORGANIZATION

6423 Colby Street  
Oakland, CA 94618

(510) 658-1380  
oakehouse@oakehouse.org

INFO

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- Partners
- Impact
- Programs
- Press

ACTION

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- Donate
- Contact

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