

ATTACHMENT A – COVER PAGE

Use this checklist to ensure that all items requested have been included.

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Applicant Name: Community Action Partnership of San Bernardino County

Address: 696 S Tippecanoe Ave

Mailing Address (if different): _____

Telephone No.: 909-723-1525

FAX No.: 909-723-1509

Email Address: plnickols-butler@capsbc.org

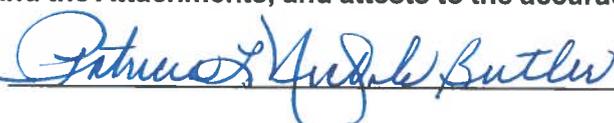
Federal Tax ID: 952376882

RFA Contact (Name/Title): Charles Karsch, Family Development Program Manager II

Name of Authorized Representative: Patricia Nickols-Butler

Title of Authorized Representative: President/Chief Executive Officer

By signing below, the individual acknowledges that he/she has the authority to bind the Applicant to the terms of the Application. The individual further acknowledges that he/she has read and understands the RFA, the contents of the Application and the Attachments, and attests to the accuracy of the information submitted therein.

Signature of Authorized Representative: 

Date: 5/17/2023

**ATTACHMENT B
STATEMENT OF CERTIFICATION**

The following statements are incorporated in our response to San Bernardino County.

	Statement	Agree (initial)	Disagree with qualification (initial and attach explanation)
1.	The offer made in the Application is firm and binding for nine (9) months from the Deadline for Applications.	RMB	
2.	All declarations in the Application and attachments are true and that this shall constitute a warranty, the falsity of which will entitle the County to pursue any remedy by law.	RMB	
3.	Applicant agrees that all aspects of the RFA and the Application submitted shall be binding if the Application is selected and a Contract awarded.	RMB	
4.	Applicant agrees to provide the County with any other information the County determines is necessary for an accurate determination of the Applicant's ability to perform the Services as proposed.	RMB	
5.	Applicant, if selected will comply with all applicable rules, laws and regulations.	RMB	
6.	The RFA has been reviewed in its entirety and Applicant has no exceptions to any requirements, terms, or conditions, except as noted in Attachment H.	RMB	

ATTACHMENT D

**CERTIFICATION REGARDING DEBARMENT OR SUSPENSION; CALIFORNIA SECRETARY OF
STATE BUSINESS ENTITY REGISTRATION**

In compliance with contracts and grants Contracts applicable under the U.S. Federal Awards Program, the following certification is required by all Applicants submitting a response to this RFA:

1. The Applicant certifies, to the best of its knowledge and belief, that neither the Applicant nor its Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts from the United States federal government procurement or non-procurement programs, or are individually or collectively listed as such in the United States General Services Administration's System for Award Management (SAM) website (www.sam.gov).
2. The Applicant certifies, to the best of its knowledge and belief, that neither any subcontractor listed in its Application, nor subcontractor's Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts from the United States federal government procurement or non-procurement programs, or are individually or collectively listed as such in the United States General Services Administration's System for Award Management (SAM) website (www.sam.gov).
3. "Principals," for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).
4. The Applicant shall provide immediate written notice to the Purchasing Agent if, at any time prior to award, the Applicant learns that this certification was erroneous when submitted or has become erroneous by reason of changes in circumstances.
5. This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the Applicant rendered an erroneous certification, in addition to other remedies available to the San Bernardino County government, the County may terminate the Contract resulting from this RFA for default.
6. Applicant affirms that neither it, nor any subcontractor listed in the Application, has any recent unsatisfactory performance with the County during the past twenty-four (24) months at a minimum.
7. Applicant also certifies that if it or any of the subcontractors listed in the Application are business entities that must be registered with the California Secretary of State, they are registered and in good standing with the Secretary of State.

ATTACHMENT E – BUDGET

A detailed budget is required for each Application submission. Use this page as the cover sheet for the Budget.

Funding	Funding Requested - HHAP3					3 Year Total	36%	18%	11%
	(9/1/23 to 5/31/24)	(6/1/24 to 5/31/25)	(6/1/25 to 5/31/26)	Year 3					
	Year 1	Year 2	Year 3	Year 3	Year 3				
	\$ 500,000.00								
HHAP-3	\$ 250,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 500,000.00			
Other Funding - Secured	\$ 65,000.00	\$ 185,000.00	\$ 185,000.00	\$ 185,000.00	\$ 185,000.00	\$ 250,000.00			
Other Funding - Projected	\$ 150,000.00	\$ 32%	\$ 0%	\$ 0%	\$ 0%	\$ 150,000.00			
TOTAL FUNDING	\$ 465,000.00	\$ 310,000.00	\$ 310,000.00	\$ 310,000.00	\$ 125,000.00				
Staffing									
Mobile Services Coordinator	1 FTE	\$ 75,712.00	\$ 78,740.48	\$ 81,890.10	\$ 81,890.10	\$ 236,342.58			
Driver Operator (mobile shower/office)	1 FTE	\$ 56,784.00	\$ 59,055.36	\$ 61,417.57	\$ 61,417.57	\$ 177,256.93			
Driver Operator (mobile shower/office)	1 FTE	\$ 56,784.00	\$ 59,055.36	\$ 61,417.57	\$ 61,417.57	\$ 177,256.93			
Outreach Worker	1 FTE	\$ 67,600.00	\$ 70,304.00	\$ 73,116.16	\$ 73,116.16	\$ 211,020.16			
Outreach Worker	1 FTE	\$ 67,600.00	\$ 70,304.00	\$ 73,116.16	\$ 73,116.16	\$ 211,020.16			
Housing Resource Specialist	1 FTE	\$ 67,600.00	\$ 70,304.00	\$ 73,116.16	\$ 73,116.16	\$ 211,020.16			
Program									
Mobile Shower Unit - (Hygiene Supplies, food kits)		\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 40,000.00			
Mobile Laundry Unit - Laundry Supplies		\$ 5,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 7,000.00			
Fuel/Maintenance (Gas/Propane) mobile units		\$ 28,964.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 68,964.00			
Sanitation Services		\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 24,000.00			
Transportation Assistance (Gas Cards, bus passes)		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00			
TOTAL EXPENDITURE	\$ 464,044.00	\$ 446,763.20	\$ 446,763.20	\$ 463,073.73	\$ 463,073.73	\$ 1,373,880.93			

ATTACHMENT F – RESERVED

Attachment not required.

ATTACHMENT H – EXCEPTIONS TO RFA

APPLICANT NAME Community Action Partnership of San Bernardino County

ADDRESS 696 S Tippecanoe Ave. San Bernardino, CA 92408

TELEPHONE # 909-723-1525

FAX # 909-723-1509

I have reviewed the RFA in its entirety and have the following exceptions: (Please identify and list your exceptions by indicating RFA, the Section or Paragraph number, and Page number, as applicable. Be specific about your objections to content, language, or omissions. Add as many pages as required.)

N/A

ATTACHMENT I – PUBLIC RECORDS ACT EXEMPTIONS

APPLICANT NAME Community Action Partnership of San Bernardino County

ADDRESS 696 S Tippecanoe Ave. San Bernardino, CA 92408

TELEPHONE # 909-723-1525

FAX # 909-723-1509

Applicant requests that specific portions of the contents of this Application be held confidential and not subject to public disclosure pursuant to the Public Records Act. The specific portions are detailed below: (Please identify and list your exemptions by indicating the Section or Paragraph number, and Page number, of the Application where the content is contained.) **Each stated exemption must include a citation to supporting legal authority, including statutory authority or case law, to support exemption from the Public Records Act. Requested exemptions that does not meet the requirements of this section will not be considered.**

N/A

ATTACHMENT J - INDEMNIFICATION AND INSURANCE REQUIREMENTS AFFIDAVIT

**THE APPLICANT'S INSURANCE COMPANY(S) OR INSURANCE AGENT MUST COMPLETE THIS FORM
AND
THE APPLICANT MUST SUBMIT THIS COMPLETED AFFIDAVIT WITH THE APPLICATION.**

I, the undersigned (Please check one box) underwriter agent/broker, certify that I and the Applicant listed below have jointly reviewed the "Insurance Requirements" in this Request for Application (RFA). If the County of San Bernardino ("County") awards the Applicant the Contract for this project, I will be able—within fourteen (14) calendar days after the Applicant is notified of the Contract's award—to furnish the County with all the required, insurance certificate(s) and endorsement(s) as specified in Section X, Paragraph B. Indemnification and Insurance Requirements.

Heffernan Insurance Brokers

05/17/2023

Insurance Broker / Agency Name

Date

Stacey Okimoto

Stacey Okimoto

Insurance Broker's / Agent's Name (Printed)

Insurance Broker's / Agent's Name (signature)

1350 Carlback Avenue, Walnut
Creek, CA 94596

San Bernardino CA

Address

City

State

Zip Code

925-934-8500

staceyo@heffins.com

Telephone Number

FAX Number

Email Address

Community Action Partnership of
San Bernardino County

HHAP Round 3 Program - RFA No. OHS 23-01

Applicant's Name

County RFA Name and Number

Below State the Name of Insurance Company Providing Coverage:

DO NOT write "Will Provide," "To Be Determined," "When required," or similar phrases.

Philadelphia Indemnity Ins. Co.

Philadelphia Indemnity Ins. Co.

Commercial General Liability

Automobile Liability

Cypress Ins. Co.

Philadelphia Indemnity Ins. Co.

Workers' Compensation Liability

Professional Liability

Lloyd's of London

No Coverage through Heffernan
Ins. Brkrs.

Cyber Liability

Pollution Liability

Philadelphia Indemnity Ins. Co.

Sexual Abuse Liability

[NOTE TO APPLICANT: See Section X, Paragraph B. Indemnification and Insurance Requirements, for details on the basic requirements and types of insurance for this agreement.]

NOTE TO THE UNDERWRITER / AGENT-BROKER: If the insurance forms that the Applicant submits to the County do not fully comply with the Insurance Requirements, and/or if the Applicant fails to submit the forms within the 14-day time limit, the County may: (1) declare the Applicant's Application non-responsive, and (2) award the Contract to the next highest ranked Applicant.

If you have any questions about the Insurance Requirements, please contact Mr. Rafael Viteri, County of San Bernardino - Risk Management Department, at (909) 386-8730 or via e-mail rviteri@rm.sbcounty.gov (Please provide name of RFA with your email question(s)).

A. Applicant Information	
1.	Name of Applicant: Community Action Partnership of San Bernardino County
2.	Applicant's Legal Name: Community Action Partnership of San Bernardino County
3.	Address: 696 S Tippecanoe Ave City: San Bernardino State: CA Zip: 92408
4.	Mailing Address (if different than above): 696 S Tippecanoe Ave City: San Bernardino State: CA Zip: 92408
5.	Contact Person: Charles Karsch
6.	Title: Family Development Program Manager
7.	Contact Phone: 909-723-1573
8.	Contact Email: ckarsch@capsbc.org

B. Applicant Statement of Experience and Qualifications	
1.	Business name of the Applicant and type of legal entity such as corporation, partnership, etc. If Applicant is a business entity that must be registered with the California Secretary of State, Applicant shall provide the County the entity number assigned to it by the Secretary of State See Attachment
2.	Number of years the Applicant has been in business under the present business name, as well as related prior business names. 58 years
3.	Do you have any commitments or potential commitments that may impact your ability to perform the Contract if awarded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain.

C. Regions/Strategies to Achieve Outcome Goals (must submit a separate Application for each region)	
1.	Regional or Countywide Youth Serving Project Indicate the SBC CoC Region in which the proposed project service activities will be provided: <input checked="" type="checkbox"/> Central Valley Region <input type="checkbox"/> Desert Region <input type="checkbox"/> East Valley Region <input type="checkbox"/> Mountain Region <input type="checkbox"/> West Valley Region <input type="checkbox"/> Services specifically for Homeless Youth

2.	<p>Strategies to Achieve Outcome Goals</p> <p>Indicate which of the strategies to achieve outcome goals the proposed project service activities are designed to help meet (select as many as applicable for this project).</p> <p>Applicants for the Central Valley, Desert, East Valley, and West Valley Regions may select from the following strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least 300 new units of permanent supportive and/or service-enriched housing will be occupied by June 2024. <input type="checkbox"/> At least 300 additional households will exit homelessness and achieve permanent housing stability through rapid rehousing activities <input type="checkbox"/> At least 200 additional shelter/interim housing beds will be occupied by January 2024. <input type="checkbox"/> At least 500 households living housing insecure and/or at-risk of homelessness will be prevented from becoming homeless through systemwide diversion and prevention strategies. <input checked="" type="checkbox"/> At least 500 households at imminent risk of homelessness will be prevented from becoming homeless through eviction prevention strategies. <input checked="" type="checkbox"/> At least 100 high utilizers of safety net services and experiencing chronic homelessness will achieve permanent housing stability by January 2024. <p>Applicants for the Mountain Region may select from the following strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least 300 additional households will exit homelessness and achieve permanent housing stability through rapid rehousing activities <input type="checkbox"/> At least 200 additional shelter/interim housing beds will be occupied by January 2024. <input type="checkbox"/> At least 500 households at imminent risk of homelessness will be prevented from becoming homeless through eviction prevention strategies. <p>Complete the "Project Description" section, explaining in detail how the services for the proposed project, including number of units, beds and/or households served, will contribute to achieving the strategic outcome goals selected.</p>
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D. Project Description	
	Project Name: CAPSBC Mobile Services
	In this section provide a concise description of the proposed project, its purpose, and its beneficiaries. Provide details for each category(ies) selected above. Consider items addressed under Section V. Scope of Work in your project description. See Application Attachment

E. Work Plan and Schedule/Project Readiness	
	Provide a summary of the work plan for this project and the project schedule. See Application Attachment

F. Long Term Results	
	Specify the long-term results and how they will be produced through implementation of the project. See Application Attachment

G. Project Sustainability

Explain how will the project be sustained after this one-time funding is exhausted. If project is not sustainable after these one-time funds are exhausted, explain how these one-time funds result in immediate homelessness resolution without the need for long-term funding.

See Application Attachment

H. Collaboration

Provide the names of the service providers and/or municipalities with which there will be collaboration. Include details of the collaboration efforts; such as, what role(s) does each partner have in implementing the proposed project?

See Application Attachment

I. California's Housing First Policy

Check box to indicate the proposed project will conform with California's Housing First Policy.

J. Coordinated Entry System (CES)

HHAP-3 funded projects are to be integrated within the local CES. Describe the project's prioritization criteria.

See Application Attachment

K. Homeless Management Information System (HMIS)

All project participating with CES will need to apply to participate with the local HMIS.

Currently participate in HMIS? Agrees to participate in HMIS?

L. Measurable Outcomes

What will be the indicators that the proposed project is successful at resolving homelessness? How will these be measured? Please include the projected number of unduplicated homeless clients/persons to be served during the program administration. If you are proposing a housing related project, provide the projected retention rate.

See Application Attachment

M. Administrative Capacity

Describe your agency's/organization's administrative capacity that will allow effective implementation of the proposed project and capacity to submit timely documentation and reports.

See Application Attachment

**Request for Application – Attachment
Homeless Housing, Assistance
And Prevention Program
Round 3 Program**

Agency: Community Action Partnership of San Bernardino County (CAPSBC)

Type of Entity: 501(c)(3)

Secretary of State Entity Number: C0483713

B. APPLICANT STATEMENT OF EXPERIENCE AND QUALIFICATIONS

For more than 58 years, Community Action Partnership of San Bernardino County (CAPSBC) has worked diligently to become the premier social services agency that eliminates the effects of poverty in San Bernardino County. CAPSBC is a private non-profit corporation with a 501(c)3 status, and it is the “anti-poverty” Agency established in 1965 after signing of the Economic Opportunity Act by President Lyndon B. Johnson to support his declaration of an unconditional “War on Poverty”. The agency was originally founded as the Dependency Prevention Commission (DPC). In 1975, the DPC was renamed the Community Services Department (CSD). In 2003, the Agency transitioned from a public entity under the County of San Bernardino to a private non-profit corporation and was renamed Community Action Partnership of San Bernardino County. CAPSBC is the designated Community Action Agency (CAA) for San Bernardino County and is one of over 1,000 Community Action Agencies nationwide dedicated to assisting low-income individuals and families become stable and self-reliant.

CAPSBC works to alleviate poverty and provide support services to create pathways to economic success through the following core programs:

- Family Development Program (FDP) – Provides emergency assistance to needy families and individuals to include rental assistance, rapid rehousing, motel vouchers, food vouchers, bus passes, information, and referral, etc. FDP operates an 8-unit transitional housing program called Obershaw House for homeless families. As part of the Agency’s COVID-19 Relief efforts, CAPSBC implemented a mobile fleet of vehicles which includes a Mobile Community Kitchen, Two Mobile Offices, Mobile Shower, Mobile Laundry Program, and Mobile Food Pantry. FDP provides free tax preparation assistance as well as support for other low-income tax benefits through its Volunteer Income Tax Assistance (VITA) Program.
- Energy, Education, and Environmental Services (EEES) – Provides energy education, weatherization, and energy conservation assistance to eligible low-income residents, including appliance repair and replacement. EEES also processes applications for utility assistance through the Home Energy Assistance Program (HEAP), including wood and propane, and provides water conservation services, employment training, and energy education for home, water, energy safety, and energy budgeting. The EEES program has piloted a solar installation project.

- Food Bank – Supports hunger relief by providing healthy food free of charge for low-income residents throughout San Bernardino County and works with a network of 279 partner sites. The Food Bank operates the Emergency Food Assistance Program, Community Pantry Program, Congregate Feeding Agencies, Senior Choice Nutritional Program, and Campus Cupboard Program. As part of the Agency’s COVID-19 Relief efforts, the Food Bank launched a Mobile Food Pantry Program to address the increased need for food assistance focusing on remote and hard to reach communities. In 2021, the program launched a Diaper Bank Program to provide diapers to low-income households.

CAPSBC has successfully implemented programs and services funded by a combination of federal, state, county, city, and private contracts to serve the needs of the at-risk, low-income residents of San Bernardino County. The following describes the types of programs, funding, and collaborations established by CAPSBC to be able to provide services and sustain core program operations:

- Community Services Block Grant (CSBG): 1978-present.
- Low-Income Home Energy Assistance Program (LIHEAP): 1978-present.
- San Bernardino County Project Roomkey – 2022-2023
- San Bernardino County Community Development and Housing, ESG Program: 2008-2020
- Emergency Food and Shelter Program (EFSP): 1978-present.
- The Emergency Food Assistance Program (TEFAP): 1984-present
- City of San Bernardino Emergency Solutions Grant (ESG): 2008-present.
- San Bernardino County Community Block Grant Development (CDBG-CV): 2020-2022
- Other key funders include Kaiser Permanente, San Manuel Band of Mission Indians, Bank of America, Wells Fargo, Stater Bros. Charities, Inland Empire Health Plan, St. Joseph’s Health, SCAN Health Plan, Golden State Opportunity, Southern California Edison and SoCalGas.
- CAPSBC is a member of the San Bernardino County Homeless Partnership (SBCHP).
- CAPSBC is a participating agency in the Homeless Management Information System (HMIS).

From the onset of COVID 19, CAPSBC has been at the forefront of the pandemic disaster response. Our communities were severely impacted by the negative effects of the pandemic. Shutdowns closed businesses and put thousands out of work and unemployment rose to 14%. One in 10 county residents reported difficulty paying their rent or mortgage. Childcare was difficult to obtain. Family members needed to separate due to risk of COVID-19 exposure. CAPSBC responded to those needs by expanding its homeless supportive services as well as supporting critical rehousing efforts for individuals and families that placed them at a higher risk of exposure. CAPSBC employed a housing first strategy to connect anyone experiencing homelessness or who needed an alternate housing arrangement by utilizing over \$1.2 million in CARES funding to provide temporary housing in the form of motel assistance, rental payments to avoid evictions, and rental payments for rapid rehousing.

D. PROJECT DESCRIPTION

As a result of the COVID-19 pandemic, CAPSBC began mobilizing its existing programs to allow individuals and families experiencing transportation barriers to access key services by designing mobile units that can bring the services to the people. The Agency's goal is to close service gaps and improve health outcomes for vulnerable individuals in our communities. The agency launched a Mobile Shower/Laundry Unit and a Mobile Food Pantry in 2022, and both units have been deployed throughout San Bernardino County to positively impact our communities by providing access to free showers, hygiene items, clothing, and nutritious shelf-stable food and fresh produce.

In 2022, through CSBG funding and other funding sources, CAPSBC was able to increase its mobile services through the purchase of a mobile laundry unit, two RVs and a mobile kitchen. CAPSBC purchased two RVs that were converted into mobile offices to provide better access to services such as food, transportation, rental/mortgage and motel assistance, free tax preparation services and utility assistance. The CAPSBC Mobile Offices will be deployed to vulnerable communities where residents lack the resources to travel to the agency's main office located in San Bernardino, or those who do not have access to technology to complete online applications for assistance.

The Mobile Laundry Program is an extension of the Mobile Shower Program. The Mobile Laundry unit consists of 8 washing machines and 8 dryers. Clients can wash and dry a load of laundry in just over one hour. CAPSBC intends to assist the homeless student population at educational institutions around the county. Our mobile units can also be deployed to areas that suffered from natural disasters such as wildfires.

The Mobile Community Kitchen will provide hot prepared meals to homeless, seniors and youth who may be suffering food insecurity due to the pandemic or lack of access to food resources if they reside in remote areas or food deserts. The Mobile Community Kitchen can also provide wraparound support with the other mobile units as these can be operated at the same locations to feed individuals who come out to the locations to access other Agency services.

CAPSBC is leveraging existing partnerships and creating new partnerships with Community Based Organizations (CBOs) to establish a base of operations in areas across San Bernardino County where the mobile services can park and provide services to residents in those communities. CAPSBC will be able to reach new clients through these partnerships, increasing our service delivery capacity, strengthening collaborations amongst providers to better address the conditions in the community that impact health and wellbeing. Using available technology, CAPSBC will be able to receive and provide referrals to other organizations using a Coordinated Community Network and will provide computer and internet access to clients during operating hours at the sites. CAPSBC will also work with these agencies to take a Housing First approach based on an understanding that housing individuals/families first prioritizes their safety needs and is a critical step to help these clients become permanently housed.

Street Outreach:

Street outreach is a community effort and CAPSBC, through partnerships with public and private agencies, our mobile programs will make this effort easier by providing necessary tools, services and programmatic supplies, in the community where these homeless or at risk of homeless individuals/families live.

We cannot do this work alone, so building collaborations with various City and County agencies as well as Community Based Organizations (CBO's) across the county is imperative to the success of any outreach program. We will help to identify those in need and to connect them to the most appropriate services to meet their most pressing needs. Street outreach clients are provided access to all programs and services that CAPSBC offers showers, laundry services, homeless prevention (rental/mortgage assistance), motel vouchers, utility assistance, rapid rehousing, food, clothing/shoes, transportation assistance (bus passes or gas cards), and hygiene products.

Through CAPSBC mobile programs, our team will engage clients and conduct an initial needs assessment to determine their homeless status, their lack of resources and enter them into the regional Homeless Management Information Service (HMIS) database. A VI-SPADAT will be completed for those who need a housing solution and will be submitted to the Coordinated Entry System (CES) to be prioritized and approved. These programs will help to stabilize the clients and move them towards permanent housing through collaborative agreements with other agencies who will manage the clients to permanent housing.

To expand and increase our outreach services and engagement efforts, our need is for supplies for the mobile shower/laundry programs, two outreach specialists for data collection and input into HMIS/CES, two driver/operators for operation of the mobile shower and office programs.

Homeless Prevention/Rapid Rehousing

CAPSBC has been providing financial and rental/mortgage assistance to individuals/families within San Bernardino County for years. Our specialists complete an assessment with each client, establish program eligibility and work with the client to determine the level of financial assistance needed to stabilize the family. During the assessment, we work to link clients to other services within our agency and agencies throughout the county. Clients receive follow-up calls 90 days and 180 days after they have been assisted to see how they are doing and if they need any additional help.

We know that adequate affordable housing is in high demand throughout the County. We currently partner with other agencies who provide housing navigation, but with the addition of a Housing Resource Specialist, it would increase our service offerings to the community as well as decrease the time it normally takes to find housing with our rapid rehousing program.

We receive funding through EFSP (Emergency Food and Shelter Program) (Phase 39, ARPA-R, Phase 40), Project Roomkey and ESG (Emergency Solutions Grant). Most of this funding is designated as countywide, so we can provide services to many more individuals.

These services are vital to the support of the reduction of homelessness and prevention of new homelessness among individuals and families. Our need for funding would allow us to hire a Housing Resource Specialist to increase the effectiveness of our current services in this area.

E. WORK PLAN

Working within the time frame of the HHAP 3 grant funding (September 2023 – June 30, 2026), our workplan will start once the grant has been awarded. CAPSBC will leverage other funding sources to deepen the impact of the HHAP3 funding for expansion and increase of services.

Street Outreach

With expansion funding, the mobile shower/laundry and mobile office programs will be able to increase the much-needed staff to operate and offer the services around San Bernardino County. We will be able to reach more clients who are literally homeless or at risk of homelessness, screen them, provide immediate services to stabilize them and connect them with another agency to guide them towards permanent housing.

Current funding from CSBG and a grant from Kaiser Permanente will help to extend the length of these positions.

Staff Expansion

1. Mobile Services Specialist – Funding requested for 1 Mobile Services Specialist at 1 FTE. Our intent is to fill this position in September once we receive notice of funding from HHAP3. This position will coordinate and oversee all our mobile service programs and expand them throughout San Bernardino County. This position will be funded by HHAP3 through 12/31/2026 wherein additional funding will be secured to continue this much needed position.

2. Driver/Operator - Funding requested for 2 driver/operators at .50 FTE. Additional funding through HHAP3 will allow us to onboard two driver/operators to operate the mobile shower/laundry program. Additional funding has been leveraged for these positions over the next two years.
3. Outreach Specialist – Funding requested for 2 specialists at .50 FTE. This position will be filled once funding from HHAP3 is received. This position will interact with the clients by completing an intake, determining services that may be needed, entry into HMIS and CES and coordinating referrals to other agencies for specific services that CAPSBC may not offer. Additional funding has been leveraged for this position over the next two years.

Service Expansion

- CAPSBC Mobile Shower Unit – Bringing this program online to be able to provide weekly services at a minimum of four Community Based Organizations (CBO's) locations around San Bernardino County. We will partner with other agencies to provide supportive services such as haircuts, medical exams, and clothing while we provide showers, hygiene kits, towels, and food.

Homeless Prevention/Rapid Rehousing

This program has been funded through CSBG, ESG, EFSP and Project Roomkey. Funding through HHAP3 will allow us to expand the staff positions needed, specifically outreach specialists and a Housing Resource Specialist.

As these current sources of funding have little to no allowance for staffing costs, HHAP3 funding would allow for the increase of staffing which would increase our overall effectiveness with clients and reduce the amount of time it takes for them to receive assistance. Client services will continue to be funded through the above-mentioned sources.

Staff Expansion

1. Housing Resource Specialist – Funding our intent is to onboard this position by December 2023 and fund it with HHAP3 and other sources until the end of the grant period, when it will be funded by other sources.

F. LONG TERM RESULTS

For more than 58 years, Community Action Partnership of San Bernardino County has been offering social service programs to the residents of San Bernardino County. We have laid the foundation for our mobile services to be able to expand the reach of all our programs across the County by being able to take the services to where the clients live.

We have supported thousands of individuals/families over the years by providing utility assistance, weatherization services, eviction prevention and emergency housing as well as food and other daily necessities.

G. PROJECT SUSTAINABILITY

CASPSBC is continuously seeking grant opportunities available through the private and public sectors to help with sustainability of our programs and services. For over 58 years, CAPSBC has successfully implemented programs and services funded by a combination of federal, state, county, city, and private contracts to serve the needs of the at-risk, low-income residents of San Bernardino County. Annually, our Board of Directors sets a fundraising goal of \$500,000 for the Agency, which has been successfully met every year over the past five years. The agency has been successful in securing private grants from Kaiser Permanente and Stater Bros. Charities to support the CAPSBC Mobile Programs.

H. COLLABORATION

CAPSBC will leverage existing partnerships and create new partnerships with Community Based Organizations (CBOs) to expand our reach and establish a base of operations in areas across San Bernardino County where the mobile units can park and open their doors for service at scheduled times of the month. We will be able to reach new clients through these partnerships, increasing our service delivery capacity and strengthen collaborations amongst providers to better address the conditions in the community that impact health and wellbeing. With this method of establishing a strong network with other CBOs, CAPSBC will have the capability to refer clients to other agencies if a client expresses the need for a service beyond what we offer.

I. CALIFORNIA’S HOUSING FIRST POLICY

Community Action Partnership of San Bernardino County will apply and follow the Housing First Model to administer services under this program.

J. COORDINATED ENTRY SYSTEM (CES)

Community Action Partnership of San Bernardino County is currently participating in the Coordinated Entry System.

K. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

Community Action Partnership of San Bernardino County is currently participating in HMIS with all its grant funded projects within the Family Development Program.

L. MEASURABLE OUTCOMES

	Indicators	Measurable Outcomes
Street Outreach – Mobile Shower Program	<ul style="list-style-type: none"> • Outreach • Assessments • Document Readiness • Provide Services • Referral Services • 150 Unduplicated clients served in first 12 months. • 50 percent of clients referred for temporary to permanent housing. • Provide showers a minimum of 2 times a week. • Partner with a minimum of 4 CBOs for the shower program. 	<ul style="list-style-type: none"> • 100 percent of all clients engaged will be fully assessed and input into HMIS. • 150 unduplicated clients served. • 75 clients referred to housing. • 500 total served. • Scheduled shower sites 2 times per week • Partnerships with 4 CBOs for the mobile shower program
Homeless Prevention/Rapid Rehousing	<ul style="list-style-type: none"> • Housing Resource Specialist funded at 1FTE. • Establish relationships with property managers/owners. • Compile a housing inventory list. • Comply with all state and federal guidelines pertaining to sources of rental assistance. 	<ul style="list-style-type: none"> • All clients approved for housing will be provided access to navigation services.

M. ADMINISTRATIVE CAPACITY

CAPSBC has the experience and capacity to immediately administer the Homeless Housing, Assistance and Prevention Program. The Agency's administrative structure consist of a fifteen-member Board of Directors made up non-paid community stakeholders from the public, private and low-income sectors and is the governing body responsible for setting the strategic direction and policies of the Agency. The daily operations of CAPSBC are overseen by the Chief Executive Officer with the support of a Chief Financial Officer and Leadership team consisting of Program Directors, Program Managers, Human Resources staff and administrative support staff. CAPSBC has a proven track record of fiscal management of the highest standards, and agency audits have demonstrated a track record of excellence in fiscal financial compliance.

CAPSBC has efficient systems in place to collect data for analysis and reporting in various ways including standard case management data collection. ServTraq, Adsyspec, Great Plains, and Salesforce, are the software systems used. CAPSBC also utilizes the Homeless Management Information System (HMIS) and Coordinated Entry System (CES) for referrals from Inland Empire United Way. CAPSBC has an Information Technology department that maintains and support the various software systems. Servtraq and Adsyspec, however, have a dedicated help desk that helps troubleshoot any issues that are beyond the capacity of CAPSBC's internal IT Staff. The reports produced by these systems are utilized by program managers and staff, fiscal, marketing, fund development, and program planning and development staff.

Our Family Development Program's staff are experienced and well-equipped to conduct thorough client assessments, address immediate needs by utilizing services and resources available in-house that include motel assistance, rental assistance, food, transportation services, clothing, and other supportive services to help with stabilization. Position descriptions and duties of CAPSBC staff assigned to this project are as follows:

- Family Development Program Manager II: To be responsible for overseeing project operation, determines eligible and ineligible activities and oversees staff who will be serving clients under the contract. FOP Manager II will review file documents to verify eligibility, sign check requests, and assist with any contract amendments.
- Chief Financial Officer: Oversees contract fiscal requirements. Ensures payments made on behalf of clients follow required procedures.
- Family Development Specialists: Family Development Specialists will provide client assessment and process paperwork for assistance and provide follow-up of assistance received. Family Development Specialist/case managers also enter information in Engenuity (our Agency client tracking database) and the Homeless Management Information System (HMIS).