

ATTACHMENT A – COVER PAGE

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

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Applicant Name: Step Up on Second Street, Inc.

Address: 1328 Second Street, Santa Monica, CA, 90401

Mailing Address (if different): _____

Telephone No.: 310-394-6889 FAX No.: 310-394-6883

Email Address: TLipka@stepup.org

Federal Tax ID: 954109386

RFA Contact (Name/Title): Tod Lipka, President & CEO

Name of Authorized Representative: Tod Lipka

Title of Authorized Representative: President & CEO

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: 5/16/2023

**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.	TL	
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.	TL	
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.	TL	
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.	TL	
5.	Applicant, if selected will comply with all applicable rules, laws and regulations.	TL	
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.	TL	

**ATTACHMENT C
LICENSES, PERMITS, and/or CERTIFICATIONS**

TYPE (ie: License, Permit, Certifications)

EXPIRATION

Include DIR Registration No. of Contractor and Subcontractors

City of Redlands, Certificate No. 08132225	December 31, 2023
City of San Bernadino, Certificate No. 956968	September 30, 2023

CITY OF REDLANDS

BUSINESS TAX CERTIFICATE

2023

TO BE POSTED IN A CONSPICUOUS PLACE
AND
NOT TRANSFERABLE OR ASSIGNABLE

"For Services Provided in the City of Redlands, California Only"

Business Name STEP UP ON SECOND INC.
Business Location 1328 2Nd St Ste 200
Santa Monica, Ca 90401-1122
Business Owner(s) STEP UP ON SECOND INC.

STEP UP ON SECOND INC.
600 N ARROWHEAD AVE STE 200
SAN BERNARDINO, CA 92401-1152



Business Type Non Profit Organization

Description

Certificate Number: 08132225
Effective Date January 01, 2023
Expiration Date December 31, 2023

**THIS BUSINESS TAX CERTIFICATE DOES NOT PERMIT A
BUSINESS THAT IS OTHERWISE PROHIBITED.**

For all inquiries regarding this license, contact HdL
Business Tax Support Center at (909) 479-2111.

STEP UP ON SECOND INC.:

Thank you for your payment on your City of Redlands Business Tax Certificate. **ALL CERTIFICATES MUST BE AVAILABLE FOR INSPECTION UPON REQUEST.** If you have questions concerning your business tax certificate, contact the Business Tax Support Center via email at: Redlands@hdlgov.com or by telephone at: (909) 479-2111.

Keep this portion for your tax certificate separate in case you need a replacement for any lost, stolen, or destroyed tax certificate. A fee may be charged for a replacement or duplicate tax certificate.

This certificate does not entitle the holder to conduct business before complying with all requirements of Redlands Municipal code and other applicable laws, nor to conduct business in a zone where conducting such business violates law.

If you have a fixed place of business within the city limits of City of Redlands, please display the Business Tax certificate above in a conspicuous place at the premises. Otherwise, every Business Tax Certificate holder not having a fixed place of business in the City shall keep the Business Tax Certificate upon his or her person, or affixed in plain view upon any cart, vehicle, van or other movable structure or device at all times if required by the Collector.

Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: <https://www.dca.ca.gov/publications/>.



BUSINESS SUPPORT CENTER
8839 N CEDAR AVE #212
FRESNO, CA 93720-1832



City of Redlands
BUSINESS TAX CERTIFICATE

STEP UP ON SECOND INC.
600 N ARROWHEAD AVE STE 200
SAN BERNARDINO, CA 92401-1152

Certificate Number: 08132225

Date of Issue: 01/01/2023

City of San Bernardino CERTIFICATE OF EXEMPTION

This Certificate of Exemption is issued to: STEP UP

This organization has submitted all necessary documents for exempt status to the Finance Department – Business Registration Office to be exempt from payment of Business Registration Tax.

This organization, therefore, is now exempt from payment of Business Registration Tax pursuant to San Bernardino Municipal Code § 5.04.630.

Said exemption is approved for the business or activity of: COMMUNITY MENTAL HEALTH CONTRACTOR WITH SBCDBH AND HOUSING PROGRAMS

Located at: 600 N ARROWHEAD AVE STE 200

Expiration Date: 9/30/2023

Account Number: 956968

It shall be unlawful for the holder of the above exemption or their representative(s) to conduct an activity in the City of San Bernardino, which violates any Municipal Code Provision. An example of illegal activity includes, but is not limited to, the sale of or accepting donations for any tangible item(s) when this operation is carried on from street corners, vacant lots, public right-of-way or from any unenclosed temporary structures.

This Exemption Certificate must be available to any law enforcement personnel or member of the general public to observe at the site(s) where the activity is performed.



**Finance
Department**

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.

Step Up on Second Street, Inc.
HHAP 3 San Bernardino County

	Title	# of Employees	Avg Est. Salary	Total Base	Burden @ 29%	Annual Total
SUPPORTIVE SERVICES PERSONNEL	Title: Executive Oversight	0.10	\$ 270,000	\$ 27,000	\$ 7,830	\$ 34,830
	Title: Program Manager	1.00	\$ 86,520	\$ 86,520	\$ 25,091	\$ 111,611
	Title: Lead Specialist	2.00	\$ 66,950	\$ 133,900	\$ 38,831	\$ 172,731
	Title: Residential Life Skills Coordinator	4.00	\$ 53,560	\$ 214,240	\$ 62,130	\$ 276,370
	Subtotal	7.1		\$ 461,660	\$ 133,881	\$ 595,541

	Description	Units	\$/Unit	Annual or Month	Subtotal Amount	Annual Total
PROGRAM COSTS	Welligent software	1.0	\$ 50	Monthly	\$ 600	\$ 600
	Transportation (allowance) / mileage	4.0	\$ 100	Monthly	\$ 4,800	\$ 4,800
	Staff Development/ Clinical Training	1.0	\$ 15,000	Annual	\$ 15,000	\$ 15,000
	Office & Program Supplies	1.0	\$ 1,500	Annual	\$ 1,500	\$ 1,500
	Postage, Printing, Shipping	1.0	\$ 500	Annual	\$ 74	\$ 74
	Telephone	8.0	\$ 50	Monthly	\$ 4,800	\$ 4,800
	Subtotal				\$ 26,774	\$ 26,774

Budget Total	\$ 622,315
Admin @ 10%	\$ 62,232
Annual Program Budget	\$ 684,547
Total Program Budget	\$ 1,369,094

ATTACHMENT F – RESERVED

Attachment not required.

ATTACHMENT G

EMPLOYMENT OF FORMER COUNTY OFFICIALS

NAME

N/A

ATTACHMENT H – EXCEPTIONS TO RFA

APPLICANT NAME Tod Lipka, President & CEO of Step Up on Second Street, Inc.

ADDRESS 1328 Second Street, Santa Monica, CA 90401

TELEPHONE # 310-394-6889 FAX # 310-394-6883

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.)

Step Up on Second Street, Inc. has no exemptions to the RFA.

ATTACHMENT I – PUBLIC RECORDS ACT EXEMPTIONS

APPLICANT NAME Tod Lipka, President & CEO of Step Up on Second Street, Inc.

ADDRESS 1328 Second Street, Santa Monica, CA, 90401

TELEPHONE # 310-394-6889 FAX # 310-394-6883

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.**

Step Up on Second Street, Inc. has no Public Records Act Exemptions.

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	5/11/2023		
Insurance Broker / Agency Name	Date		
Terry Tumang	<i>Terry Tumang</i>		
Insurance Broker's / Agent's Name (Printed)	Insurance Broker's / Agent's Name (signature)		
757 S. Alameda Street, Suite 350	Los Angeles	CA	90021
Address	City	State	Zip Code
(213) 785-6942		terryt@heffins.com	
Telephone Number	FAX Number	Email Address	

Step Up on Second Street, Inc.

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.	NonProfits United Vehicle Insurance
Commercial General Liability	Automobile Liability
NonProfits United Workers Compensation Group	Philadelphia Indemnity Ins. Co.
Workers' Compensation Liability	Professional Liability
Lloyds of London	N/A
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)).



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/12/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher & Co. Insurance Brokers of California, Inc. LIC# 0726293 595 Market Street #2100 San Francisco CA 94105		CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS: FAX (A/C, No):		
INSURED Step Up on Second Street 1328 Second Street Santa Monica, CA 90401 NONPUNI-01		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Safety National Casualty Corporation		15105
		INSURER B : NonProfits United		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES**CERTIFICATE NUMBER:** 1975998100**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A			NPU-WCG 001-2023	1/1/2023	1/1/2024	X PER STATUTE ☐ OTH-ER ☐	
							E.L. EACH ACCIDENT	\$ 750,000
							E.L. DISEASE - EA EMPLOYEE	\$ 750,000
							E.L. DISEASE - POLICY LIMIT	\$ 750,000
A	XSWC			SP4067530	1/1/2023	1/1/2024	XS of \$750,000 XS of \$750,000	\$2,000,000 (EL) Statutory (WC)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER (LA) Heffernan Insurance Brokers 811 Wilshire Blvd., Suite 810 Los Angeles CA 90017	CONTACT NAME: PHONE (A/C, No, Ext): 213-622-6500 FAX (A/C, No): 213-785-6966 E-MAIL ADDRESS:
INSURED Step Up on Second Street Inc. 1328 2nd Street Santa Monica CA 90401	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Company INSURER B: Nonprofits United Vehicle Insurance Pool INSURER C: Lloyd's of London INSURER D: INSURER E: INSURER F:
License#: 0564249 STEPUP0-01	NAIC # 18058

COVERAGES**CERTIFICATE NUMBER:** 1254930024**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	PHPK2433137	6/30/2022	6/30/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	2131	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PHUB821468	6/30/2022	6/30/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A A C	Crime Sexual Abuse/Molestation Cyber			PHSD1765894 PHPK2433137 ESL0239552660	12/27/2022 6/30/2022 11/1/2022	12/27/2023 6/30/2023 11/1/2023	Employee Dishonesty 1,000,000/Each Occ. see below 1,000,000 3,000,000/ Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Cyber Policy
Lloyds of London - Policy# ESL0239552660 - Effective: 11/01/2022 - 11/01/2023
Cyber Incident Response - Limits of Liability \$2,000,000
Deductible: \$10,000
Cyber Crime Limits of Liability \$250,000
Deductible: \$10,000
Re: OHS-23-01. San Bernardino County, and its officers, employees, agents and volunteers are included as an additional insured on the General Liability and Automobile Liability(primary and non-contributory) policies per the attached endorsements, if required. Waivers of Subrogation are included on General Liability and Automobile Liability policies per the attached endorsement, if required.

CERTIFICATE HOLDER**CANCELLATION**

San Bernardino County
Office of Homeless Services
560 East Hospitality Lane, Suite 200
San Bernardino CA 92415-0044

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE MEMORANDUM OF COVERAGE. PLEASE READ IT CAREFULLY

NonProfits' United Vehicle Insurance Pool

ADDITIONAL COVERED PARTY ENDORSEMENT

This endorsement modifies coverage provided under the following:

NPU VEHICLE INSURANCE POOL MEMORANDUM OF COVERAGE

With respect to coverage provided by this endorsement, the provisions of the Memorandum of Coverage apply unless modified by the endorsement.

“Who is a Covered Party” in Section II of the Memorandum of Coverage is changed by adding the following:

Who is a Covered Party includes any person or organization named on the Certificate of Coverage as a Certificate Holder from whom you have leased an auto, from which you have received funding for your operations, or for whom you provide services. These persons or organization are provided coverage under the Memorandum of Coverage if they require to be named, and you agree to name them as an additional covered party in a written contract or agreement executed prior to any “loss”, but only with respect to liability arising out of the ownership, use, maintenance, loading or unloading of a covered auto. Coverage provided under this endorsement is primary and insurance maintained by additional covered party is Non-Contributory. Coverage provided under this endorsement is limited to the Limits of Liability stated on the Memorandum of Coverage Declarations.

Cancellation:

Should the above described Memorandum of Coverage be cancelled before the expiration date thereof, NPU will endeavor to mail 30 days written notice to the certificate holder named on the certificate, but failure to do so shall impose no obligation or liability of any kind upon NPU, its agents or representatives.

Contribution Payments:

Those persons or organizations are not responsible for paying contributions for your coverage.

Covered Party and MOC Number: As shown on the Certificate of Coverage attached.

Effective Date: July 1, 2022 to July 1, 2023 (or otherwise indicated)

Authorized Representative:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**GENERAL LIABILITY DELUXE ENDORSEMENT:
HUMAN SERVICES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE

It is understood and agreed that the following extensions only apply in the event that no other specific coverage for the indicated loss exposure is provided under this policy. If such specific coverage applies, the terms, conditions and limits of that coverage are the sole and exclusive coverage applicable under this policy, unless otherwise noted on this endorsement. The following is a summary of the Limits of Insurance and additional coverages provided by this endorsement. For complete details on specific coverages, consult the policy contract wording.

Coverage Applicable	Limit of Insurance	Page #
Extended Property Damage	Included	2
Limited Rental Lease Agreement Contractual Liability	\$50,000 limit	2
Non-Owned Watercraft	Less than 58 feet	2
Damage to Property You Own, Rent, or Occupy	\$30,000 limit	2
Damage to Premises Rented to You	\$1,000,000	3
IPAA	Clarification	4
Medical Payments	\$20,000	5
Medical Payments – Extended Reporting Period	3 years	5
Athletic Activities	Amended	5
Supplementary Payments – Bail Bonds	\$5,000	5
Supplementary Payment – Loss of Earnings	\$1,000 per day	5
Employee Indemnification Defense Coverage	\$25,000	5
Key and Lock Replacement – Janitorial Services Client Coverage	\$10,000 limit	6
Additional Insured – Newly Acquired Time Period	Amended	6
Additional Insured – Medical Directors and Administrators	Included	7
Additional Insured – Managers and Supervisors (with Fellow Employee Coverage)	Included	7
Additional Insured – Broadened Named Insured	Included	7
Additional Insured – Funding Source	Included	7
Additional Insured – Home Care Providers	Included	7
Additional Insured – Managers, Landlords, or Lessors of Premises	Included	7
Additional Insured – Lessor of Leased Equipment	Included	7
Additional Insured – Grantor of Permits	Included	8
Additional Insured – Vendor	Included	8
Additional Insured – Franchisor	Included	9
Additional Insured – When Required by Contract	Included	9
Additional Insured – Owners, Lessees, or Contractors	Included	9
Additional Insured – State or Political Subdivisions	Included	10

Duties in the Event of Occurrence, Claim or Suit	Included	10
Unintentional Failure to Disclose Hazards	Included	10
Transfer of Rights of Recovery Against Others To Us	Clarification	10
Liberalization	Included	11
Bodily Injury – includes Mental Anguish	Included	11
Personal and Advertising Injury – includes Abuse of Process, Discrimination	Included	11

A. Extended Property Damage

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection **2. Exclusions**, Paragraph **a.** is deleted in its entirety and replaced by the following:

a. Expected or Intended Injury

“Bodily injury” or property damage” expected or intended from the standpoint of the insured. This exclusion does not apply to “bodily injury” or “property damage” resulting from the use of reasonable force to protect persons or property.

B. Limited Rental Lease Agreement Contractual Liability

SECTION I – COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection **2. Exclusions**, Paragraph **b. Contractual Liability** is amended to include the following:

- (3) Based on the named insured’s request at the time of claim, we agree to indemnify the named insured for their liability assumed in a contract or agreement regarding the rental or lease of a premises on behalf of their client, up to \$50,000. This coverage extension only applies to rental lease agreements. This coverage is excess over any renter’s liability insurance of the client.

C. Non-Owned Watercraft

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection **2. Exclusions**, Paragraph **g. (2)** is deleted in its entirety and replaced by the following:

- (2) A watercraft you do not own that is:

- (a) Less than 58 feet long; and
- (b) Not being used to carry persons or property for a charge;

This provision applies to any person, who with your consent, either uses or is responsible for the use of a watercraft. This insurance is excess over any other valid and collectible insurance available to the insured whether primary, excess or contingent.

D. Damage to Property You Own, Rent or Occupy

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE

LIABILITY, Subsection **2. Exclusions**, Paragraph **j. Damage to Property**, Item **(1)** is deleted in its entirety and replaced with the following:

- (1) Property you own, rent, or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property, unless the damage to property is caused by your client, up to a \$30,000 limit. A client is defined as a person under your direct care and supervision.

E. Damage to Premises Rented to You

1. If damage by fire to premises rented to you is not otherwise excluded from this Coverage Part, the word "fire" is changed to "fire, lightning, explosion, smoke, or leakage from automatic fire protective systems" where it appears in:

- a. The last paragraph of **SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, Subsection **2. Exclusions**; is deleted in its entirety and replaced by the following:

Exclusions **c.** through **n.** do not apply to damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in **SECTION III – LIMITS OF INSURANCE**.

- b. **SECTION III – LIMITS OF INSURANCE**, Paragraph 6. is deleted in its entirety and replaced by the following:

Subject to Paragraph 5. above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage A for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems while rented to you or temporarily occupied by you with permission of the owner.

- c. **SECTION V – DEFINITIONS**, Paragraph 9.a., is deleted in its entirety and replaced by the following:

A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract";

2. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Subsection **4. Other Insurance**, Paragraph **b. Excess Insurance**, **(1) (a) (ii)** is deleted in its entirety and replaced by the following:

That is insurance for fire, lightning, explosion, smoke, or leakage from automatic fire protective systems for premises rented to you or temporarily occupied by you with permission of the owner;

3. The Damage To Premises Rented To You Limit section of the Declarations is amended to the greater of:

- a. \$1,000,000; or
- b. The amount shown in the Declarations as the Damage to Premises Rented to You Limit.

This is the most we will pay for all damage proximately caused by the same event, whether such damage results from fire, lightning, explosion, smoke, or leaks from automatic fire protective systems or any combination thereof.

F. HIPAA

SECTION I – COVERAGES, COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY, is amended as follows:

1. Paragraph **1. Insuring Agreement** is amended to include the following:

We will pay those sums that the insured becomes legally obligated to pay as damages because of a “violation(s)” of the Health Insurance Portability and Accountability Act (HIPAA). We have the right and the duty to defend the insured against any “suit,” “investigation,” or “civil proceeding” seeking these damages. However, we will have no duty to defend the insured against any “suit” seeking damages, “investigation,” or “civil proceeding” to which this insurance does not apply.

2. Paragraph **2. Exclusions** is amended to include the following additional exclusions:

This insurance does not apply to:

- a. **Intentional, Willful, or Deliberate Violations**

Any willful, intentional, or deliberate “violation(s)” by any insured.

- b. **Criminal Acts**

Any “violation” which results in any criminal penalties under the HIPAA.

- c. **Other Remedies**

Any remedy other than monetary damages for penalties assessed.

- d. **Compliance Reviews or Audits**

Any compliance reviews by the Department of Health and Human Services.

3. **SECTION V – DEFINITIONS** is amended to include the following additional definitions:

- a. “Civil proceeding” means an action by the Department of Health and Human Services (HHS) arising out of “violations.”
- b. “Investigation” means an examination of an actual or alleged “violation(s)” by HHS. However, “investigation” does not include a Compliance Review.
- c. “Violation” means the actual or alleged failure to comply with the regulations included in the HIPAA.

G. Medical Payments – Limit Increased to \$20,000, Extended Reporting Period

If **COVERAGE C MEDICAL PAYMENTS** is not otherwise excluded from this Coverage Part:

1. The Medical Expense Limit is changed subject to all of the terms of **SECTION III - LIMITS OF INSURANCE** to the greater of:

- a. \$20,000; or
- b. The Medical Expense Limit shown in the Declarations of this Coverage Part.

2. **SECTION I – COVERAGES, COVERAGE C MEDICAL PAYMENTS**, Subsection 1. **Insuring Agreement**, a. (3) (b) is deleted in its entirety and replaced by the following:

- (b) The expenses are incurred and reported to us within three years of the date of the accident.

H. Athletic Activities

SECTION I – COVERAGES, COVERAGE C MEDICAL PAYMENTS, Subsection 2. **Exclusions**, Paragraph e. **Athletic Activities** is deleted in its entirety and replaced with the following:

e. Athletic Activities

To a person injured while taking part in athletics.

I. Supplementary Payments

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS - COVERAGE A AND B are amended as follows:

1. b. is deleted in its entirety and replaced by the following:

1. b. Up to \$5000 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these.

- 1.d. is deleted in its entirety and replaced by the following:

1. d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$1,000 a day because of time off from work.

J. Employee Indemnification Defense Coverage

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B the following is added:

We will pay, on your behalf, defense costs incurred by an “employee” in a criminal proceeding occurring in the course of employment.

The most we will pay for any “employee” who is alleged to be directly involved in a criminal proceeding is \$25,000 regardless of the numbers of “employees,” claims or “suits” brought or persons or organizations making claims or bringing “suits.”

K. Key and Lock Replacement – Janitorial Services Client Coverage

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B is amended to include the following:

We will pay for the cost to replace keys and locks at the “clients” premises due to theft or other loss to keys entrusted to you by your “client,” up to a \$10,000 limit per occurrence and \$10,000 policy aggregate.

We will not pay for loss or damage resulting from theft or any other dishonest or criminal act that you or any of your partners, members, officers, “employees”, “managers”, directors, trustees, authorized representatives or any one to whom you entrust the keys of a “client” for any purpose commit, whether acting alone or in collusion with other persons.

The following, when used on this coverage, are defined as follows:

- a. "Client" means an individual, company or organization with whom you have a written contract or work order for your services for a described premises and have billed for your services.
- b. "Employee" means:
 - (1) Any natural person:
 - (a) While in your service or for 30 days after termination of service;
 - (b) Who you compensate directly by salary, wages or commissions; and
 - (c) Who you have the right to direct and control while performing services for you; or
 - (2) Any natural person who is furnished temporarily to you:
 - (a) To substitute for a permanent "employee" as defined in Paragraph (1) above, who is on leave; or
 - (b) To meet seasonal or short-term workload conditions;
 while that person is subject to your direction and control and performing services for you.
 - (3) "Employee" does not mean:
 - (a) Any agent, broker, person leased to you by a labor leasing firm, factor, commission merchant, consignee, independent contractor or representative of the same general character; or
 - (b) Any "manager," director or trustee except while performing acts coming within the scope of the usual duties of an "employee."
- c. "Manager" means a person serving in a directorial capacity for a limited liability company.

L. Additional Insureds

SECTION II – WHO IS AN INSURED is amended as follows:

- 1. If coverage for newly acquired or formed organizations is not otherwise excluded from this

Coverage Part, Paragraph **3.a.** is deleted in its entirety and replaced by the following:

a. Coverage under this provision is afforded until the end of the policy period.

2. Each of the following is also an insured:

a. **Medical Directors and Administrators** – Your medical directors and administrators, but only while acting within the scope of and during the course of their duties as such. Such duties do not include the furnishing or failure to furnish professional services of any physician or psychiatrist in the treatment of a patient.

b. **Managers and Supervisors** – Your managers and supervisors are also insureds, but only with respect to their duties as your managers and supervisors. Managers and supervisors who are your “employees” are also insureds for “bodily injury” to a co-“employee” while in the course of his or her employment by you or performing duties related to the conduct of your business.

This provision does not change Item 2.a.(1)(a) as it applies to managers of a limited liability company.

c. **Broadened Named Insured** – Any organization and subsidiary thereof which you control and actively manage on the effective date of this Coverage Part. However, coverage does not apply to any organization or subsidiary not named in the Declarations as Named Insured, if they are also insured under another similar policy, but for its termination or the exhaustion of its limits of insurance.

d. **Funding Source** – Any person or organization with respect to their liability arising out of:

(1) Their financial control of you; or

(2) Premises they own, maintain or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

e. **Home Care Providers** – At the first Named Insured's option, any person or organization under your direct supervision and control while providing for you private home respite or foster home care for the developmentally disabled.

f. **Managers, Landlords, or Lessors of Premises** – Any person or organization with respect to their liability arising out of the ownership, maintenance or use of that part of the premises leased or rented to you subject to the following additional exclusions:

This insurance does not apply to:

(1) Any “occurrence” which takes place after you cease to be a tenant in that premises; or

(2) Structural alterations, new construction or demolition operations performed by or on behalf of that person or organization.

g. **Lessor of Leased Equipment – Automatic Status When Required in Lease Agreement With You** – Any person or organization from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or organization is to be added as an additional insured on your policy. Such person or

organization is an insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

h. Grantors of Permits – Any state or political subdivision granting you a permit in connection with your premises subject to the following additional provision:

(1) This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with the premises you own, rent or control and to which this insurance applies:

- (a) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures;
- (b) The construction, erection, or removal of elevators; or
- (c) The ownership, maintenance, or use of any elevators covered by this insurance.

i. Vendors – Only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:

(1) The insurance afforded the vendor does not apply to:

- (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
- (b) Any express warranty unauthorized by you;
- (c) Any physical or chemical change in the product made intentionally by the vendor;
- (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
- (e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
- (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

- (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
 - (i) The exceptions contained in Sub-paragraphs (d) or (f); or
 - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
- (2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing.
- j. **Franchisor** – Any person or organization with respect to their liability as the grantor of a franchise to you.
- k. **As Required by Contract** – Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional insured for "bodily injury," "property damage" or "personal and advertising injury" but only for liability arising out of the negligence of the named insured. The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are included within and not in addition to the limits of insurance shown in the Declarations
- l. **Owners, Lessees or Contractors** – Any person or organization, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by:
 - (1) Your acts or omissions; or
 - (2) The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured when required by a contract.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (a) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- (b) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

m. State or Political Subdivisions – Any state or political subdivision as required, subject to the following provisions:

- (1) This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit, and is required by contract.
- (2) This insurance does not apply to:
 - (a) "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
 - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard."

M. Duties in the Event of Occurrence, Claim or Suit

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Paragraph 2. is amended as follows:

a. is amended to include:

This condition applies only when the "occurrence" or offense is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

b. is amended to include:

This condition will not be considered breached unless the breach occurs after such claim or "suit" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

N. Unintentional Failure To Disclose Hazards

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 6. **Representations** is amended to include the following:

It is agreed that, based on our reliance on your representations as to existing hazards, if you should unintentionally fail to disclose all such hazards prior to the beginning of the policy period of this Coverage Part, we shall not deny coverage under this Coverage Part because of such failure.

O. Transfer of Rights of Recovery Against Others To Us

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 8. **Transfer of Rights of**

Recovery Against Others To Us is deleted in its entirety and replaced by the following:

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

Therefore, the insured can waive the insurer's rights of recovery prior to the occurrence of a loss, provided the waiver is made in a written contract.

P. Liberalization

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, is amended to include the following:

If we revise this endorsement to provide more coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.

Q. Bodily Injury – Mental Anguish

SECTION V – DEFINITIONS, Paragraph 3. Is deleted in its entirety and replaced by the following:

"Bodily injury" means:

- a. Bodily injury, sickness or disease sustained by a person, and includes mental anguish resulting from any of these; and
- b. Except for mental anguish, includes death resulting from the foregoing (Item a. above) at any time.

R. Personal and Advertising Injury – Abuse of Process, Discrimination

If **COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY COVERAGE** is not otherwise excluded from this Coverage Part, the definition of "personal and advertising injury" is amended as follows:

- 1. **SECTION V – DEFINITIONS**, Paragraph 14.b. is deleted in its entirety and replaced by the following:

- b. Malicious prosecution or abuse of process;

- 2. **SECTION V – DEFINITIONS**, Paragraph 14. is amended by adding the following:

Discrimination based on race, color, religion, sex, age or national origin, except when:

- a. Done intentionally by or at the direction of, or with the knowledge or consent of:
 - (1) Any insured; or
 - (2) Any executive officer, director, stockholder, partner or member of the insured;
- b. Directly or indirectly related to the employment, former or prospective employment, termination of employment, or application for employment of any person or persons by an insured;

- c. Directly or indirectly related to the sale, rental, lease or sublease or prospective sales, rental, lease or sub-lease of any room, dwelling or premises by or at the direction of any insured; or
- d. Insurance for such discrimination is prohibited by or held in violation of law, public policy, legislation, court decision or administrative ruling.

The above does not apply to fines or penalties imposed because of discrimination.



THIS ENDORSEMENT CHANGES THE MEMORANDUM OF COVERAGE.

PLEASE READ IT CAREFULLY

NonProfits' United Vehicle Insurance Pool

**WAIVER OF TRANSFER OF RECOVERY AGAINST OTHERS TO
US (WAIVER OF SUBROGATION)**

This endorsement modifies coverage provided under the following:
NPU VEHICLE INSURANCE POOL MEMORANDUM OF COVERAGE

With respect to coverage provided by this endorsement, the provisions of the Memorandum of Coverage apply unless modified by this endorsement.

This endorsement changes the Memorandum of Coverage effective on its inception date unless another date is indicated on the Memorandum of Coverage Declarations.

The Transfer of Rights of Recovery Against Others To Us Condition does not apply to the person(s) or organizations(s) show in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a written contract with that person or organization.

Covered Party and MOC Number: As shown on the Certificate of Coverage Attached.

Effective Date: July 1, 2022 to July 1, 2023 (or otherwise indicated)

Authorized Representative:

ATTACHMENT K
HHAP-3 PROJECT APPLICATION

Purpose

The California Homeless Housing, Assistance and Prevention Program, Round 3 (HHAP-3) is a \$1 billion dollar block grant program designed to provide Continuums of Care, counties, large cities, and federally recognized tribes with grant funds to support regional coordination and to expand or develop local capacity to address immediate homelessness challenges throughout the state.

Program Overview

HHAP Round 3 funding is designed to build on regional coordination developed through previous rounds of HHAP grant funding, as well as the Homeless Emergency Aid Program (HEAP) and COVID-19 funding administered by Cal ICH. HHAP Round 3 funds should be used to continue to build regional coordination and a unified regional response to reduce and end homelessness informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing.

On January 25, 2023, the SBC CoC Interagency Council on Homelessness (ICH) authorized the San Bernardino County Office of Homeless Services (OHS) to release a Request for Applications (RFA) for the SBC CoC to fund \$2,902,994.85 in HHAP-3 eligible activities throughout San Bernardino County to be distributed as follows:

- a. **\$1,417,232.87** - Central Valley Region which encompasses the cities of Colton, Fontana, Grand Terrace, Highland, Loma Linda, Redlands, Rialto, San Bernardino, Yucaipa, and the surrounding unincorporated communities.
- b. **\$518,169** - Desert Region which encompasses the cities of Adelanto, Apple Valley, Barstow, Hesperia, Victorville, and the surrounding unincorporated communities.
- c. **\$162,725** - East Valley Region which encompasses the cities of Needles, Twentynine Palms, Yucca Valley, and the surrounding unincorporated communities.
- d. **\$141,817** - Mountain Region which encompasses the City of Big Bear Lake and the unincorporated San Bernardino mountain communities which include Big Bear, Blue Jay, Cedar Glen, Cedarpines Park, Crestline, Forest Falls, Green Valley Lake, Lake Arrowhead, Rimforest, Running Springs, Skyforest, Sugarloaf, and Twin Peaks.
- e. **\$350,901** - West Valley Region which encompasses the cities of Chino, Chino Hills, Montclair, Ontario, Rancho Cucamonga, Upland, and the surrounding unincorporated communities.
- f. **\$312,149.98** for countywide services to unaccompanied homeless youth populations

All project proposals will be evaluated for compliance with eligible uses of HHAP-3 funds as identified in Section V.B.1 of this RFA and the core components of Housing First as defined in state Welfare and Institutions Code 8255(b).

In addition, project proposals for CoC HHAP-3 funds must align with one or more of the Strategies to Achieve Outcome Goals identified above in Section V.A. and outlined in Table 5 (attached as Exhibit B) of the CoC Local Homelessness Action Plan and identify how many units, beds and/or households served the project will contribute to achieving the following results:

1. At least 300 new units of permanent supportive and/or service-enriched housing will be occupied by June 2024.
2. At least 300 additional households will exit homelessness and achieve permanent housing stability through rapid rehousing activities by June 2024.
3. At least 200 additional shelter/interim housing beds will be occupied by January 2024.
4. 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.
5. At least 500 households at imminent risk of homelessness will be prevented from becoming homeless through eviction prevention strategies.
6. At least 100 high utilizers of safety net services and experiencing chronic homelessness will achieve permanent housing stability by January 2024.

(Please note that individual project proposals are expected to *contribute to* the identified strategic outcome goals and not achieve the identified outcome goals through a single project.)

Instructions

- Carefully read the entire RFA and attached documents.
- Answer all questions as specifically and completely as possible.
- Type your answers, do not print.
- If proposing services for more than one region, submit a separate Application for each region.
- Can only propose service categories listed under each region; can check more than one service category per region.
- A detailed budget is required for each Application.

A. Applicant Information	
1.	Name of Applicant: Step Up on Second Street Inc.
2.	Applicant's Legal Name: Step Up on Second Street, Inc.
3.	Address: 1328 Second Street City: Santa Monica State: California Zip: 90401
4.	Mailing Address (if different than above): City: State: Zip:
5.	Contact Person: Tod Lipka
6.	Title: President & CEO
7.	Contact Phone: 310-394-6883
8.	Contact Email: TLipka@stepup.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. Step Up on Second Street, Inc. is a 501 (c) 3 not-for-profit corporation; State of California Certification Charity CT65782 and Corporation 1381458:
2.	Number of years the Applicant has been in business under the present business name, as well as related prior business names. Step Up on Second Street, Inc. has been in business under the same name for 37 years.
3.	Do you have any commitments or potential commitments that may impact your ability to perform the Contract if awarded? ☐ Yes ☒ 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: ☒ Central Valley Region ☐ Desert Region ☐ East Valley Region ☐ Mountain Region ☐ West Valley Region ☐ Services specifically for Homeless Youth

2. Strategies to Achieve Outcome Goals
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). Applicants for the Central Valley, Desert, East Valley, and West Valley Regions may select from the following strategies: ☐ At least 300 new units of permanent supportive and/or service-enriched housing will be occupied by June 2024. ☐ At least 300 additional households will exit homelessness and achieve permanent housing stability through rapid rehousing activities ☐ At least 200 additional shelter/interim housing beds will be occupied by January 2024. ☐ 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. ☐ At least 500 households at imminent risk of homelessness will be prevented from becoming homeless through eviction prevention strategies. ☒ At least 100 high utilizers of safety net services and experiencing chronic homelessness will achieve permanent housing stability by January 2024. Applicants for the Mountain Region may select from the following strategies: ☐ At least 300 additional households will exit homelessness and achieve permanent housing stability through rapid rehousing activities. ☐ At least 200 additional shelter/interim housing beds will be occupied by January 2024. ☐ At least 500 households at imminent risk of homelessness will be prevented from becoming homeless through eviction prevention strategies. 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.

D. Project Description
Project Name: Step Up San Bernadino County Homekey Support 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. Step Up on Second Street, Inc. (Step Up) County of San Bernardino's San Bernardino and Redlands' City Homekey projects support and addresses the needs of over 200 individuals who are experiencing homelessness comorbid with a mental illness and/or substance use disorder. The over-arching goal of the program is to provide permanent and safe housing, enhance the lives and well-being of tenants and meet critical needs to sustain housing. The tenants will have access to intense support services including but not limited to case management, peer advocacy and support, counseling services, assistance with essential human needs, and help with daily living skills. Step Up services staff provides ongoing trauma-informed services to tenants either in their homes or in Step Up offices - whichever works best for the tenant - and participation in those specific services will be selected by the tenants themselves. Additionally, Step Up works to

increase income for tenants through benefit application assistance, employment, and/or educational opportunities.

Step Up embraces a housing-first and person-centered approach to its case management utilizing the most updated evidence-based practices such as harm reduction and trauma-informed care. Upon initial engagement, staff assists the tenant in developing a person-centered Individual Service Plan (ISP). The ISP is the written details of the supports, activities, and resources required for the individual to achieve personal goals. The ISP is developed to articulate decisions and agreements made during a person-centered process of planning and information gathering. The general welfare and personal preferences of the individual are the key consideration in the development of all plans and provide a road map for staff to initiate person-centered care coordination.

Step Up assists tenants with a range of funded or leveraged services based on the stated needs of the tenant as stated in the Housing and Services Plan, including but not limited to:

- Crisis Intervention
- Physical Health Care Coordination
- Mental Health Care
- Mainstream Benefits Establishment
- Substance Use Treatment
- Education
- Life Skills
- Legal Services
- Employment Services
- Vocational Training
- Financial Literacy
- Transportation
- Reunification//Problem-Solving
- Tenancy Rights and Responsibilities

Services Provided

A full range of supportive services is provided Monday through Friday from 8:00 a.m. - 5:00 p.m. in office spaces, community areas, and resident units. Step Up supportive services staff provide 1:1 services and group activities/learning opportunities on-site. Tenants will access off-site services through public transportation and, when necessary, through transportation support provided by staff.

Homelessness affects people of all races, ethnicities, sexual orientations, gender identities, gender expressions, and mental and physical abilities, among others. As a supportive service provider, Step Up understands that clear, compassionate communication is key to connecting to tenants. All supportive services and property management staff conduct anti-harassment and non-discrimination training alongside inclusivity training that details general cultural, social, and linguistic practices, among others, of various populations.

Step Up maintains a database that details staff expertise in languages outside of English as well as lived experience or knowledge of specific inclusive populations. As needed, skilled staff assist other properties' service providers or managers in communicating with their tenants. Step Up relies on translation applications and family members (when available) for language/sensory barriers. Communication among services providers, the property manager, and tenants experiencing challenges will be facilitated by the Lead Service Coordinator.

E. Work Plan and Schedule/Project Readiness

Provide a summary of the work plan for this project and the project schedule.

The San Bernardino Homekey projects have already hired, trained and established support staff and services at the locations that meet the requirements of Housing First/Permanent Supportive Housing.

The HHAP funding will provide funding to ensure service delivery does not waver, and/or is not interrupted, prolonging the future of the program services for an additional two (2) years. Staff will receive orientation to the HHAP goals, objectives and outcomes. As experienced staff, they will quickly transition and be ready to provide supportive services from the start of the project.

Activity	Implementation Date
Hire/Transition Staff	September 1, 2023
Train New Staff	September 1, 2023
Begin Rendering Services to Member Base	September 1, 2023
Program Completion	August 31, 2025

F. Long Term Results

Specify the long-term results and how they will be produced through implementation of the project.

Step Up strives to break the cycle of homelessness by providing individuals experiencing homelessness with wrap-around support services needed to prevent further homelessness and provide the opportunity to heal, recover, and thrive. Step Up co-locates housing, mental health services, trauma-informed therapy, intensive case management, transportation, and employment assistance to create an environment that is responsive to member needs as they transition from homelessness into permanent housing.

Long-term results will come by way of comprehensive supportive service rendering for individuals and families that are unsheltered resulting in an increase in income, collection of required documentation for county services, life skills, and linkage to essential services such as housing, medical, and mental health where needed and applicable.

This will provide a minimum of 100 high utilizers of safety net services and those experiencing chronic homelessness an opportunity to stabilize in permanent housing by January 2024 and maintain them until at least August 31, 2025.

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.

Step Up will pursue all available options to provide sustainability of the proposed supportive services. The organization is a County of San Bernardino Behavioral Health provider and a CalAIM ILOS provider. Step Up will seek to qualify as many tenants as possible for SSA/SSI benefits. Step Up will also pursue available governmental and private fundraising opportunities in support of the project's growth and sustainability.

Step Up's experience leveraging other sources includes: HUD Supportive Housing Program grants; Federal HOME funds; Federal Low Income Housing Tax Credits (LIHTC) through California Tax Credit Allocation Committee (CTCAC) & private investment; HUD Section 8 & Shelter Plus Care project, sponsor, & tenant based rental assistance; Mental Health Services Act (MHSA) funding; LA County Dept. of Health Services (DHS) operating/rental subsidies; Grants through Community Development Commission of County of LA; tax increment financing from City of Santa Monica; Affordable Housing Program (AHP) grants through Federal Home Loan Bank; loans from investors like Aileen Getty; loans from national banks like Wells Fargo; CoC funding through San Bernardino County Dept. of Behavioral Health Full Service Partnership through Mental Health Services Act; and Step Up's Development Dept. solicits donations from individual, foundation, and corporate partners in all the geographic areas the agency serves.

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?

System Collaboration

- Step Up will participate fully in the County of San Bernardino's Continuum of Care.
- To ensure coordination with the CES, program staff will participate in all relevant CES, including system and service coordination meetings.
- Step Up will participate in the local HMIS (Clarity) system to collect data, coordinate services for clients across programs, and report on outcomes.

Off-Site Linkage

Step Up has demonstrated skill in effectively and efficiently engaging with local partners. Management staff and employees reach out to those agencies that can provide the support residents need to remain housed and to reach their individual goals. These linkages include, Mental Health Services - Step Up is a full-service provider of mental health services. In projects where it is not the identified contractor for mental health services, supportive services staff will link each resident to local mental health services providers. This linkage involves engagement with the provider, assistance to the resident in making and keeping appointments and coordination with the provider to ensure a comprehensive approach to meeting each resident's MH need. In assessing each tenant's level of need, transportation may be provided to these critical appointments by Step Up.

Physical Health Care - Supportive services staff will provide linkage to a primary care physician or community health care clinic, including transportation assistance whenever needed.

And the following: Employment/Education, Volunteer opportunities in the community, social and recreational events, 12-Step Programs/Similar Programs, legal services, food banks, Benefits acquisition that includes medical insurance, Cal Fresh, general relief, SSI, and SSDI.

I. California's Housing First Policy

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

Yes, Step Up on Second Street, Inc. Inland Empire proposed project will conform to 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.

Referrals for the various programs within Step Up are received from a variety of sources. The variety of sources of referrals are from: hospitals, family members, agency outreach in the community, self-referral, law enforcement, or county departments.

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.

The performance outcome expectations for tenants receiving this service include decreased hospitalizations, decreased incarcerations, decreased return to homelessness, increased housing stability, increased benefits and participation in employment activities, and increased community engagement.

- 90% of households that move in will remain in PSH project or exit to a permanent destination.
- 50% will not experience a mental health hospitalization within 6 months of enrollment into the program.
- 30% receiving income, applied for SSI/SSDI or connected to employment related services within 6 months.
- 30% of eligible tenants engaged in employment or vocational training within 1 year of enrollment.
- 90% will retain housing stability 12 months after being housed.

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.

Step Up on Second Street, Inc. (Step Up) was founded in 1984 and over the years it has gained valuable experience working to secure Permanent Supportive Housing units in both developments and scattered sites rentals. Step Up serves the most vulnerable individuals who experience homelessness and suffer from severe mental illness. The organization has gained a strong nationwide reputation for successfully providing intensive ongoing support that has fostered stability and prevented a return to homelessness. With a national staff of 400, Step Up operates Permanent Supportive Housing (PHS) developments, scattered site housing including Rapid Rehousing projects across California, Georgia, Florida, and Tennessee. In the first quarter of fiscal year 2022/2023, Step Up served over 4,268 unduplicated clients and placed 308 new clients in Permanent Supportive Housing.

Step Up is a non-profit, community-based organization providing psychosocial rehabilitation and supports to people affected by severe and persistent mental illness. It is committed to increasing public understanding of mental illness and how it interplays with chronic homelessness. Step Up meets clients where they are and uses a What-Ever-It-Takes approach. Through dynamic partnerships, Step Up provides positive social and learning environments, vocational training, permanent supportive housing opportunities, and recovery services to empower clients to cultivate lives of hope and dignity. Step Up exercise innovative leadership and advocacy to increase public understanding, support, and acceptance of all people living with serious mental health issues. Step Up's Core Values of Hope, Wellness, Voice and Choice, Respect and Collaborative Relationships embody the organization's belief in providing person-centered services and mirrors the guiding principles of Recovery, Wellness and Independence.

In addition to case management and housing placement experience, Step Up builds and manages permanent supportive housing projects for clients living with mental illness. Step Up's services form a continuum of care for people living with mental illness and their families. Step Up's multiple programs offer a variety of services including street outreach, mental health care, meals, socialization, service coordination, psychiatric support, vocational placement and supportive employment, continuing education and computer training, money management, and homeless services such as showers and laundry.

Step Up has extensive experience in assisting clients living with chronic homelessness to locate and move to permanent housing using various forms of federal housing assistance. Step Up was an early adopter of the Housing First model and has street outreach teams based in Santa Monica and Hollywood in Los Angeles County and in Riverside and San Bernardino counties in southern California and Atlanta, Georgia who connect clients who are chronically homeless to services. Strong relationships with the business communities in Step Up service areas provide useful linkages to property owners willing to work with Step Up to make housing available to clients who are utilizing Step Up case management services.

Step Up is a community mental health agency that uses a several intensive services programs such as Assertive Community Treatment (ACT)-like and Full-Service Partnership (FSP) programs. All intensive services programs provide a 24/7 service response system designed to minimize disruption to the stability of clients with severe and persistent mental illness when relapse or decompensation occurs. As an additional support mechanism, Step Up encourages and works closely with identified supports and family of its program's clients when appropriate to involve them in care and services.

Step Up programs follow the Housing First program fidelity criteria to provide homeless street outreach and housing navigation to secure permanent supportive housing of the clients' choice and has a strong reputation for successfully providing intensive onsite support that ensures housing retention. Currently, Step Up's nationwide housing retention rate is 97% after one year.

Step Up's Financial Management Policy and Procedure Manual governs all financial transactions. Step Up's program financial assistance requests and internal check cutting processes policies and procedures follow the guidelines stated below. The purpose of these Policies and Procedures is to establish required accounting, financial reporting, and internal control standards for the organization and to ensure that the financial statements conform to GAAP; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

In addition to the accounting, financial reporting, and internal control standards outlined in this manual, Step Up policies and procedures are consistent with GAAP and comply with applicable federal, state, and contractual guidelines and regulations, including Uniform Administrative Requirements for grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

Since 2008, Step Up has received numerous federal contracts and grants in support of ending homelessness and optimizing self-sufficiency for individuals who are most difficult to engage and serve. In FY21-22, Step Up was awarded \$33,107,627 in single and multi-year federal contracts and grants:

- HUD: 6 Continuum of Care and 4 Emergency Solutions grants. Total \$9,981,660
- VA: 5 VA Supportive Housing, Project Based Vouchers and Project Based Case Management contracts. Total \$2,658,738
- HHS via State/County: 9 contracts, including master contract agreements, with county Department of Mental Health/Department of Behavioral Health. Total \$19,988,150
- American Rescue Plan (ARP) via State/County/City: 4 California Homekey grants. Total \$1,432,669
- HHAP2 San Bernardino County for Street Outreach and Coordination. Total: \$208,438

EXHIBIT A

San Bernardino City & County Continuum of Care (SBC CoC) 2023 HHAP-3 Regional Project Application Scoring Guidelines

The **Homeless Housing, Assistance, and Prevention Round 3 (HHAP-3) Program** funding provides local jurisdictions with funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges informed by a best-practice framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing.

All HHAP Regional Project Applications will be reviewed by their respective **SBCHP Regional Steering Committee** which will submit their recommendations to the **Interagency Council on Homelessness** for final approval. All project applications will be reviewed and scored by the Regional Steering Committees based on the following:

- The extent to which the proposed project meets the CoC's HHAP-3 Project Application Eligibility threshold.
- The extent to which the proposed project aligns with the Strategies to Achieve Outcome Goals outlined in the CoC HHAP-3 Local Homelessness Action Plan.
- The extent to which the proposed project is for a HHAP-3 eligible use that will expend funds on evidence-based solutions that address and prevent homelessness among eligible populations – persons who are currently experiencing or at imminent risk of homelessness.
- The extent to which the proposed project addresses a priority activity and/or target population.
- The extent to which the proposed project aligns with CoC goals, strategies, and services, both short-term and long-term, to make the experience of homelessness rare, brief, and non-recurring in San Bernardino County.

Housing First Emphasis (Pass or Fail)

- Does the proposed project conform to California and the CoC's Housing First policy? Yes or No
- Does the applicant organization emphasize housing first practices that include rapid placement and stabilization for housing permanency without service participation requirements or preconditions? Yes or No

A. Addressing Regional Needs & CoC Outcome Goals (30 points)

- The extent to which the proposed project addresses one or more of the Strategies to Achieve Outcome Goals outlined in the CoC HHAP-3 Local Homelessness Action Plan.
- The extent to which the proposed project addresses an identified Regional priority for eligible use of HHAP-3 funding, if applicable.
- The extent to which the proposed project addresses an identified or otherwise unmet Regional service need.
- The extent to which the Applicant has an existing service presence within the Region.

B. Project Focus (25 points)

- The extent to which the proposed project is for a HHAP-3 eligible use.
- The extent to which the proposed project helps to expand or develop regional capacity to address immediate homelessness challenges.
- The extent to which the proposed project applies a best-practice framework focused on moving homeless individuals and families into permanent housing and/or supporting the efforts of those individuals and families to maintain their permanent housing.
- The extent to which the proposed project will expend funds on evidence-based solutions that address and prevent homelessness among eligible populations.

C. Coordination and Collaboration (20 points)

- The extent to which the proposed project supports regional coordination and collaboration to address immediate homelessness challenges.
- The extent to which the applicant will coordinate the proposed project activities through the CoC coordinated entry system and within the CoC homeless crisis response system structure.
- The extent to which the proposed project involves a multi-agency/entity collaboration.
- The extent to which the applicant leverages funding and resources in collaboration with other agencies/entities.

D. Experience and Capacity (25 points)

- The applicant's experience and capacity in providing similar services, the length and type of experience it has working with homeless service populations, the quality of programs/services it provides and the experience level of key staff.
- The applicant's ability and capacity to begin implementation of the proposed project upon HHAP-3 contract execution.
- The extent to which the applicant's proposed project supplements and does not supplant any current program funding.
- The applicant's ability and capacity to document, track and report eligible use of funds and measurable outcomes as required by the state.
- The applicant's proposed budget costs are adequate, efficient, and realistic to complete the project and meet proposed outcomes.

Exhibit B
SBC CoC Local Homelessness Action Plan

CA-609 San Bernardino City & County CoC Table 4. Outcome Goals		
Outcome Goal #1a: Reducing the number of persons experiencing homelessness.		
Baseline Data: Annual estimate of number of people accessing services who are experiencing homelessness	Outcome Goals July 1, 2021 - June 30, 2024	
	Decrease/Increase in # of People	Decrease/Increase as % Change from Baseline
8,962	1,930	22%
Outcome Goal #1b: Reducing the number of persons experiencing homelessness on a daily basis		
Baseline Data: Daily Estimate of # of people experiencing unsheltered homelessness	Outcome Goals July 1, 2021 - June 30, 2024	
	Reduction in # of People	Reduction as % Change from Baseline
2,390	234	-10%
Outcome Goal #2: Reducing the number of persons who become homeless for the first time.		
Baseline Data: Annual Estimate of # of people who become homeless for the first time	Outcome Goals July 1, 2021 - June 30, 2024	
	Reduction in # of People	Reduction as % Change from Baseline
4,723	472	-10%
Outcome Goal #3: Increasing the number of people exiting homelessness into permanent housing.		
Baseline Data: Annual Estimate of # of people exiting homelessness into permanent housing	Outcome Goals July 1, 2021 - June 30, 2024	
	Increase in # of People	Increase as % Change from Baseline
3,030	477	16%
Outcome Goal #4: Reducing the length of time persons remain homeless.		
Baseline Data: Average length of time (in # of days) persons enrolled in street outreach, emergency shelter, transitional housing, safe haven projects and time prior to move-in for persons enrolled in rapid rehousing and permanent housing projects	Outcome Goals July 1, 2021 - June 30, 2024	
	Decrease in Average # of Days	Decrease as % Change from Baseline
131	31	-24%
Outcome Goal #5: Reducing the number of persons who return to homelessness after exiting homelessness to permanent housing.		
Baseline Data: % of people who return to homelessness after having exited homelessness to permanent housing	Outcome Goals July 1, 2021 - June 30, 2024	
	Decrease in % of People who return to Homelessness	Decrease as % Change from Baseline
8.18%	2%	-24%
Outcome Goal #6: Increasing successful placements from street outreach.		
Baseline Data: Annual # of people served in street outreach projects who exit to emergency shelter, safe haven, transitional housing, or permanent housing destinations.	Outcome Goals July 1, 2021 - June 30, 2024	
	Increase in # of People Successfully Placed from Street Outreach	Increase as % of Baseline
239	239	100%

Exhibit B
SBC CoC Local Homelessness Action Plan

CA-609 San Bernardino City & County CoC Table 5 - Strategies to Achieve Outcome Goals
1. Facilitate innovative housing solutions focusing on smaller scale projects using alternative typologies (such as tiny homes, accessory dwelling units and shared living environments) and alternative housing production delivery methods (such as prefab manufactured, shipping container and 3-D printed housing units), as well as public-private partnerships and innovative financing, to create new units of permanent supportive and/or service-enriched affordable housing.
➤ At least 300 new units of permanent supportive and/or service-enriched housing will be occupied by June 2024.
2. Expand funding resources committed to rapid rehousing programs implemented through a coordinated, standardized, systematic approach as outlined in the SBCHP Rapid Re-Housing Program Standards, Practices & Model Guidelines to increase the number of people/households achieving successful exits into permanent housing stability.
➤ The number of households exiting homelessness and achieving permanent housing stability through rapid rehousing activities will increase by 300 households by June 2024.
3. Expand the pool of CoC system-engaged, year-round shelter beds and interim housing units using a combination of facility-based programs, voucher-based programs and other innovative approaches and focus a greater percentage of resources on successful shelter exits to permanent housing.
➤ At least 200 additional shelter/interim housing beds will be occupied by January 2024.
4. Establish a coordinated, collaborative, multi-source flexible funding pool along with system-wide standards and practices to facilitate targeted homeless diversion and prevention strategies to reduce the number of people and households that become homeless for the first time by 10% annually.
➤ 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 and practices.
5. Establish a multi-source flexible funding pool to implement a comprehensive, coordinated, countywide eviction prevention program prioritizing households with income at/or below 80% AMI.
➤ At least 500 households at imminent risk of homelessness will be prevented from becoming homeless through eviction prevention strategies.
6. Establish a Coordinated Outreach Resources & Engagement (CORE) system to facilitate coordinated and collaborative street outreach activities which shall include the targeting of resources to "high utilizers of safety net services" and other persons experiencing chronic and/or long-term homelessness to provide a concentrated level of services and activities to facilitate successful placements from street outreach leading to permanent housing.
➤ At least 100 high utilizers of safety net services and experiencing chronic homelessness will achieve permanent housing stability by January 2024.
7. Implement system improvement and capacity building activities to facilitate greater system coordination, collaboration, resource alignment and performance outcomes to include but not limited to comprehensive systemwide workforce development activities, system supports to maintain homeless services & housing delivery system, and commitment to address racial disproportionality and equitable provision of services and outcomes.