

### **Purpose**

The Homeless Housing, Assistance and Prevention (HHAP) Program is a \$650 million block grant program designed to provide Continuums of Care, counties, and large cities with one-time grant funds to support regional coordination and to expand or develop local capacity to address immediate homelessness challenges throughout California.

### **Program Overview**

- The San Bernardino County Continuum of Care (SBC CoC), through the County of San Bernardino Office of Homeless Services (OHS) designated as the Administrative Entity, will release a Request for Application (RFA) to allocate \$2,762,174.85 of funding under the HHAP Program.
- Spending under the HHAP Program must be informed by a best-practice framework focused on moving homeless individuals and families, or individuals and families at-risk of homelessness, into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing.
- HHAP services will be provided throughout San Bernardino County:
  1. **Central Valley Region:** Encompasses the cities of Colton, Fontana, Grand Terrace, Highland, Loma Linda, Redlands, Rialto, San Bernardino, Yucaipa, and the surrounding unincorporated communities.
  2. **Desert Region:** Encompasses the cities of Adelanto, Apple Valley, Barstow, Hesperia, Victorville, and the surrounding unincorporated communities.
  3. **East Valley Region:** Encompasses the cities of Needles, Twenty-nine Palms, Yucca Valley, and the surrounding unincorporated communities.
  4. **Mountain Region:** Encompasses the cities of Big Bear and the unincorporated communities which include Blue Jay, Cedar Glen, Cedarpines Park, Crestline, Forest Falls, Green Valley Lake, Lake Arrowhead, Rimforest, Running Springs, Skyforest, Sugarloaf, and Twin Peaks,.
  5. **West Valley Region:** Encompasses the cities of Chino, Chino Hills, Montclair, Ontario, Rancho Cucamonga, Upland, and the surrounding unincorporated communities.
- Maximum allocations per Region:
  1. **Central Valley Region** - \$1,118,188.79;
  2. **Desert Region** - \$495,328.59;
  3. **East Valley Region** - \$294,997.03;
  4. **Mountain Region** - \$236,859.49; and
  5. **West Valley Region** - \$371,116.18.
- Maximum allocation for **Homeless Youth** (services county-wide): \$245,684.77.

### **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.

**ATTACHMENT A – COVER PAGE**

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

Items Completed		Page (s)
1.	Attachment A – Cover Page	
2.	Attachment B – Statement of Certification	
3.	Attachment C – Licenses, Permits, and/or Certifications	
4.	Attachment D – Certification Regarding Debarment or Suspension; California Secretary of State Business Entity Registration	
5.	Attachment E – Budget	
6.	Attachment F – Reserved	N/A
7.	Attachment G – Employment of Former County Officials	
8.	Attachment H – Exceptions to RFA	
9.	Attachment I – Public Records Act Exemptions	
10.	Attachment J – Indemnification and Insurance Requirements Affidavit	
11.	Attachment K – HHAP Project Application	

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

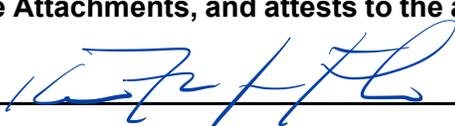
Federal Tax ID: \_\_\_\_\_

RFA Contact (Name/Title): \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

**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: \_\_\_\_\_

**ATTACHMENT B  
STATEMENT OF CERTIFICATION**

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

	<b>Statement</b>	<b>Agree (initial)</b>	<b>Disagree with qualification (initial and attach explanation)</b>
1.	The offer made in the Application is firm and binding for nine (9) months from the Deadline for Applications.		
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.		
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.		
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.		
5.	Applicant, if selected will comply with all applicable rules, laws and regulations.		
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.		



## 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 nonprocurement 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](http://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 nonprocurement 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](http://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.**

HHAP Budget Summary				
<b>PROJECT NAME:</b>	Wellness Center			
<b>PROJECT ADDRESS:</b>	16902 First Street Victorville, CA 92395			
<b>PROJECT APN(S):</b>	0478-041-01/0478-042-16/0473-163-02/0473-181-05/0473-181-17			
<b>Project Description</b>				
<b>HHAP Funds Requested:</b>	\$396,263			
<b>Construction Period Funding</b>				
<b>Source</b>	<b>Lien</b>	<b>Status</b>	<b>Amount</b>	<b>Terms</b>
HomeKey (State Coronavirus Relief Fund)		Not Committed	\$15,800,000	Per Standard Agreement
<b>Construction Reserves</b>				
NSP 1 Program Income (for Permanent Housing)		Committed	\$746,547	
NSP 1 Original Grant (for Permanent Housing Phase)		Committed	\$219,843	
CDBG-CV (Round 3)		Not Committed	\$717,254	
HHAP		Not Committed	\$396,263	
			<b>Total</b>	<b>\$17,879,907</b>
<b>Permanent Funding</b>				
<b>Source</b>	<b>Lien</b>	<b>Status</b>	<b>Amount</b>	<b>Terms</b>
PLHA (City of Victorville)		Committed	\$630,000	Year 1; Years 2-5 increases to \$875,000/yr.
CDBG (City of Victorville)		Committed	\$450,000	Requires annual City Council approval
County of San Bernardino (PLHA, ESG, etc.)		Not Committed	\$420,000	Requesting \$420,000 - \$920,000/yr. - gap filler
HHAP		Not Committed	\$396,263	One Time Fund, if not used for construction
HomeKey (State General Fund Subsidy)		Not Committed	\$1,000,000	Requested for use in Years 1 & 2
			<b>Total</b>	<b>\$2,896,263</b>
<b>Notes</b>				
<p>The proposed interim housing shelter will not be accepting rents from occupants to generate revenue support and must rely on funding sources outlined above. The City has had discussions with the County of San Bernardino about gap filler funding from the various available funding sources that align with this project. The City also has NSP and CDBG-CV funding available as a one-time resource to be used as gap filler funding.</p>				

Wellness Center <b>HHAP PROJECT DEVELOPMENT BUDGET</b>						
DEVELOPMENT COST	Total Project Costs	Residential Costs	Commercial Costs	30% PVC for New Const/Rehab	30% PVC for Acquisition	Comments and explanation of basis changes
<b>LAND COST/ACQUISITION</b>						
Land Cost or Value	\$0		\$0			City Owned Property
Demolition	\$0					
Legal	\$0					
Land Lease Rent Prepayment	\$0					
<b>Total Land Cost or Value</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			
Existing Improvements Cost or Value	\$0					
Off-Site Improvements	\$0					
<b>Total Acquisition Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		\$0	
<b>Total Land Cost / Acquisition Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			
Predevelopment Interest/Holding Cost	\$0					
Assumed, Accrued Interest on Existing Debt (Rehab/Acq)	\$0					
Excess Purchase Price Over Appraisal	\$0					
<b>NEW CONSTRUCTION</b>						
Site Work	\$4,137,397	\$4,137,397				
Structures	\$7,240,687	\$7,240,687				
General Requirements	\$977,000	\$977,000				Including general Conditions
Contractor Overhead	\$463,331	\$463,331				
Contractor Profit	\$555,997	\$555,997				
Prevailing Wages	\$0	\$0				Included
General Liability Insurance	\$261,120	\$261,120				Including Builder's Risk Insurance
Other: (Permit Fees)	\$150,000	\$150,000				
Other: (Contractor's Contingency)	\$771,007	\$771,007				
Other: (EZIQC & Sourcewell fees)	\$636,308	\$636,308				
Other: (Specify)	\$0					
<b>Total New Construction Costs</b>	<b>\$15,192,847</b>	<b>\$15,192,847</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>ARCHITECTURAL FEES</b>						
Design	\$607,153	\$607,153				
Supervision	\$0					Included
<b>Total Architectural Costs</b>	<b>\$607,153</b>	<b>\$607,153</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total Survey &amp; Engineering</b>	<b>\$0</b>					
<b>LEGAL FEES</b>						
Legal Paid by Applicant	\$0					
Other: (Specify)	\$0					
<b>Total Attorney Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>RESERVES</b>						
Operating Reserve						
HomeKey 24-Month Operating Subsidy	\$0	\$0				
Replacement Reserve	\$0					
Transition Reserve	\$0					
Rent Reserve	\$0					
Other	\$0					
Other: (Specify)	\$0					
Other: (Specify)	\$0					
<b>Total Reserve Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			
<b>Notes</b>						

**Annual Income and Expenses - Wellness Center**

**EMPLOYEE INFORMATION**

No.	FTE	Employee Job Title	Salary/Wages	Unit/Year	Unit/Year/Mo
1	1.00	On-Site Manager(s)	\$60,000	\$0	\$0
		On-Site Assistant Manager(s)	\$84,000	\$0	\$0
		Supportive Services Staff Supervisor(s)	\$96,000	\$0	\$0
		On-Site Supportive Services Coordinator	\$84,000	\$0	\$0
		Other Supportive Services Staff (inc. Case Manager)	\$126,000	\$0	\$0
		On-Site Maintenance Employee(s)	\$66,560	\$0	\$0
1	1.00	On-Site Leasing Agent/Administrative Employee(s)	\$76,000	\$0	\$0
		On-Site Security Employee(s)	\$99,840	\$0	\$0
		Housing Navigator (2.0 FTE)	\$84,000	\$0	\$0
		Substance Use Counselor (1.5 FTE)	\$75,000	\$0	\$0
		<b>Total Salaries and Value of Free Rent Units</b>	<b>\$851,400</b>	<b>\$0</b>	<b>\$0</b>
	6711	Payroll Taxes	\$65,132		
	6722	Workers Compensation	\$102,168		
	6723	Employee Benefits	\$71,092		
		<b>Employee(s) Payroll Taxes, Workers Comp. &amp; Benefits</b>	<b>\$238,392</b>		
		<b>Total Employee(s) Expenses</b>	<b>\$1,089,792</b>		
<b>Employee Units</b>					
Income Limit	Job Title(s) of Employee(s) Living On-Site		Unit Type (No. of bdrms.)	Square Footage	
None	On-Site Manager(s)		0	0	
			0	0	
			0	0	
			<b>Total Square Footage</b>	<b>0</b>	
<b>Annual Operating Budget</b>					

Acct. No.	REVENUE - INCOME	Residential	Commercial	Unit/Year	Unit/Year/Mo
5120/5140	Rent Revenue - Gross Potential		\$0		
	Restricted Unit Rents	\$0		\$0	\$0
	Unrestricted Unit Rents	\$0		\$0	\$0
5121	Tenant Assistance Payments			\$0	\$0
	Rental Subsidy	\$0		\$0	\$0
	Rental Subsidy	\$0		\$0	\$0
	Other Rental Subsidy (specify)	\$0		\$0	\$0
	Operating Subsidies			\$0	\$0
	PLHA (City of Victorville) Year 1	\$630,000		\$0	\$0
	CDBG (City of Victorville)	\$450,000		\$0	\$0
	HomeKey Operating Subsidy (50% for Year 1)	\$500,000		\$0	\$0
	County of San Bernardino Gap Filler Funding	\$420,000		\$0	\$0
5910	Laundry and Vending Revenue			\$0	\$0
5170	Garage and Parking Spaces			\$0	\$0
5990	Miscellaneous Rent Revenue			\$0	\$0
	<b>Gross Potential Income (GPI)</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	Vacancy Rate: Restricted Units	\$0		\$0	\$0
	Vacancy Rate: Unrestricted Units	\$0		\$0	\$0
	Vacancy Rate: Tenant Assistance Payments	\$0		\$0	\$0
	Vacancy Rate: County of San Bernardino Gap Filler Fun	\$0		\$0	\$0
	Vacancy Rate: Laundry & Vending & Other Income	\$0		\$0	\$0
	Vacancy Rate: Commercial Income		50.0%		
5220/5240	Vacancy Loss(es)	\$0	\$0	\$0	\$0
	<b>Effective Gross Income (EGI)</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Acct. No.	EXPENSES	Residential	Commercial	Unit/Year	Unit/Year/Mo
	<b>ADMINISTRATIVE EXPENSES: 6200/6300</b>				
6203	Conventions and Meetings	\$3,500		\$0	\$0
6210	Advertising and Marketing	\$1,000		\$0	\$0
6250	Other Renting Expenses	\$0		\$0	\$0
6310	Office/Administrative Salaries	\$76,000		\$0	\$0
6311	Office Expenses	\$10,000		\$0	\$0
6312	Office or Model Apartment Rent	\$0		\$0	\$0
6320	Management Fee	\$0		\$0	\$0
6330	Site/Resident Manager(s) Salaries	\$144,000		\$0	\$0
6331	Administrative Free Rent Unit	\$0		\$0	\$0
6340	Legal Expense -- Project	\$20,000		\$0	\$0
6350	Audit Expense	\$15,000		\$0	\$0
6351	Bookkeeping Fees/Accounting Services	\$2,500		\$0	\$0
6390	Miscellaneous Administrative Expenses	\$1,500		\$0	\$0
6263T	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$273,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Acct. No.	EXPENSES (continued)	Residential	Commercial	Unit/Year	Unit/Year/Mo
	<b>UTILITIES EXPENSES: 6400</b>				
6450	Electricity	\$35,000		\$0	\$0
6451	Water	\$10,000		\$0	\$0
6452	Gas	\$6,000		\$0	\$0
6453	Sewer	\$2,000		\$0	\$0
6400T	<b>TOTAL UTILITIES EXPENSES</b>	<b>\$53,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>OPERATING AND MAINTENANCE EXPENSES: 6500</b>				
6510	Payroll	\$166,400		\$0	\$0
6515	Supplies	\$6,000		\$0	\$0
6520	Contracts	\$0		\$0	\$0
6521	Operating & Maintenance Free Rent Unit	\$0		\$0	\$0
6525	Garbage and Trash Removal	\$2,400		\$0	\$0
6530	Security Contract	\$216,000		\$0	\$0
6531	Security Free Rent Unit	\$0		\$0	\$0
6546	Heating/Cooling Repairs and Maintenance	\$30,000		\$0	\$0
6548	Snow Removal	\$0		\$0	\$0
6570	Vehicle & Maintenance Equipment Operation/Reports	\$15,000		\$0	\$0
6590	Miscellaneous Operating and Maintenance Expenses	\$15,000		\$0	\$0
6500T	<b>TOTAL OPERATING &amp; MAINTENANCE EXPENSES</b>	<b>\$450,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>TAXES AND INSURANCE: 6700</b>				
6710	Real Estate Taxes	\$1,000		\$0	\$0
6711	Payroll Taxes (Project's Share)	\$65,132		\$0	\$0
6720	Property and Liability Insurance (Hazard)	\$50,000		\$0	\$0
6729	Other Insurance (e.g. Earthquake)	\$0		\$0	\$0
6721	Fidelity Bond Insurance	\$0		\$0	\$0
6722	Worker's Compensation -- from above	\$102,168		\$0	\$0
6723	Health Insurance/Other Employee Benefits	\$71,092		\$0	\$0
6790	Miscellaneous Taxes, Licenses, Permits & Insurance	\$0		\$0	\$0
6700T	<b>TOTAL TAXES AND INSURANCE</b>	<b>\$289,392</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>SUPPORTIVE SERVICES COSTS: 6900</b>				
6990	Staff Supervisor(s) Salaries	\$180,000		\$0	\$0
6990	On-Site Services Coordinator Salaries	\$84,000		\$0	\$0
6990	Other Supportive Services Staff Salaries	\$285,000		\$0	\$0
6990	Supportive Services Administrative Overhead	\$54,900		\$0	\$0
6990	Food services	\$255,500		\$0	\$0
6990	Transportation/bus tokens	\$20,000		\$0	\$0
6990	Other Supportive Services Costs: (specify)			\$0	\$0
6990	Other Supportive Services Costs: (specify)			\$0	\$0
6900T	<b>TOTAL SUPPORTIVE SERVICE COSTS</b>	<b>\$879,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,946,092</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>FUNDED RESERVES: 7200</b>	<b>Residential</b>	<b>Commercial</b>		
7210	Required Replacement Reserve Deposits			\$0	\$0
	<b>TOTAL RESERVES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>GROUND LEASE</b>	<b>Residential</b>	<b>Commercial</b>		
	Ground Lease	\$0		\$0	\$0
	<b>TOTAL GROUND LEASE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>NET OPERATING INCOME</b>	<b>\$53,908</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>FINANCIAL EXPENSES: 6800</b>				
6820	1st Mortgage Debt Service	\$0		\$0	\$0
6830	2nd Mortgage Debt Service	\$0		\$0	\$0
6840	3rd Mortgage Debt Service	\$0		\$0	\$0
6850	4th Mortgage Debt Service	\$0		\$0	\$0
6860	5th Mortgage Debt Service	\$0		\$0	\$0
6800T	<b>TOTAL FINANCIAL EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>CASH FLOW</b>	<b>\$53,908</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7190	Asset Management/Similar Fees	\$0		\$0	\$0
<b>Total Operating Expenses Per Unit</b>		<b>Per Year</b>	<b>Per Month</b>	<b>Req. OR - Tax Credit Project</b>	<b>\$465,523</b>
Without any Adjustments		\$0	\$0		
With the Value of Rent-Free Units Included		\$0	\$0		
Without RE Taxes, Social Services Coordinator and Case Managers and With the Value of Rent Fee Units Included		\$0	\$0	<b>Req. OR - no Tax Credits</b>	<b>\$620,697</b>

**ATTACHMENT F – RESERVED**

Attachment not required.



**ATTACHMENT H – EXCEPTIONS TO RFA**

APPLICANT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

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.)

**ATTACHMENT I – PUBLIC RECORDS ACT EXEMPTIONS**

APPLICANT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

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.**



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**ATTACHMENT K**  
**HHAP PROJECT APPLICATION**

**Purpose**

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  10. **West Valley Region** - \$371,116.18.
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- Carefully read the entire RFA and attached documents.
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- 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.

<b>A. Applicant Information</b>	
1.	Name of Applicant:
2.	Applicant's Legal Name:
3.	Address: City: State: Zip:
4.	Mailing Address (if different than above): City: State: Zip:
5.	Contact Person:
6.	Title:
7.	Contact Phone:
8.	Contact Email:

<b>B. Applicant Statement of Experience and Qualifications</b>	
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:
2.	Number of years the Applicant has been in business under the present business name, as well as related prior business names.
3.	Do you have any commitments or potential commitments that may impact your ability to perform the Contract if awarded? If yes, explain. <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>C. Regions/Eligible Use Category (must submit a separate Application for each region)</b>	
1.	<b>Central Valley Region</b> Indicate the proposed project category/categories (select as many as applicable for this project). Complete the "Project Description" section, explaining each category selected below in detail. <input type="checkbox"/> Rental Assistance and Rapid Re-Housing <input type="checkbox"/> Prevention and Shelter Diversion to Permanent Housing <input type="checkbox"/> Delivery of Permanent Housing <input type="checkbox"/> New Navigation Centers and Emergency Shelters  <b>Note:</b> The Central Valley Region is strongly encouraging applications that serve the 55+ homeless age category.
2.	<b>Desert Region</b> Indicate the proposed project category/categories (select as many as applicable for this project). Complete the "Project Description" section, explaining each category selected below in detail. <input type="checkbox"/> New Navigation Center – Wellness & Recuperative Care Center (#1 Priority) <input type="checkbox"/> Emergency Shelters – Barstow Area (#2 Priority) <input type="checkbox"/> Rental Assistance (#3 Priority) <input type="checkbox"/> Delivery of Permanent Housing – Family Housing (#4 Priority)

	<input type="checkbox"/> Outreach and Coordination (including employment) – Transportation (#5 Priority)
<b>3.</b>	<b>East Valley Region</b>
	<p>Indicate the proposed project category/categories (select as many as applicable for this project). Complete the “Project Description” section, explaining each category selected below in detail.</p> <input type="checkbox"/> Rental Assistance and Rapid Re-Housing <ul style="list-style-type: none"> <li><input type="checkbox"/> All populations - \$75,000</li> <li><input type="checkbox"/> Senior set aside - \$32,000</li> </ul> <input type="checkbox"/> New Navigation Centers and Emergency Shelters - \$75,000 <input type="checkbox"/> Prevention and Shelter Diversion to Permanent Housing <ul style="list-style-type: none"> <li><input type="checkbox"/> Transitional Housing Units - \$75,000</li> </ul> <input type="checkbox"/> Outreach and Coordination (including employment) - \$8,000 <input type="checkbox"/> Operating Subsidies and Reserves - \$29,997
<b>4.</b>	<b>Mountain Region</b>
	<p>Indicate the proposed project category/categories (select as many as applicable for this project). Complete the “Project Description” section, explaining each category selected below in detail.</p> <input type="checkbox"/> Rental Assistance and Rapid Re-Housing (High Priority) <input type="checkbox"/> Prevention and Shelter Diversion to Permanent Housing (High Priority) <input type="checkbox"/> Operating Subsidies and Reserves <input type="checkbox"/> Landlord Incentives <input type="checkbox"/> Outreach and Coordination (including employment) <input type="checkbox"/> Systems Support to Create Regional Partnerships <input type="checkbox"/> Delivery of Permanent Housing <input type="checkbox"/> New Navigation Centers and Emergency Shelters <input type="checkbox"/> Innovative Solutions
<b>5.</b>	<b>West Valley Region</b>
	<p>Indicate the proposed project category/categories (select as many as applicable for this project). Complete the “Project Description” section, explaining each category selected below in detail.</p> <input type="checkbox"/> Rental Assistance and Rapid Re-Housing <input type="checkbox"/> Landlord Incentives <input type="checkbox"/> Systems Support to Create Regional Partnerships (up to 10% to facilitate regional planning/coordination) <input type="checkbox"/> Prevention and Shelter Diversion to Permanent Housing <input type="checkbox"/> New Navigation Centers and Emergency Shelters <input type="checkbox"/> Innovative Housing Solutions
<b>6.</b>	<b>Homeless Youth (County-wide)</b>
	<input type="checkbox"/> Services specific to the needs of homeless youth. <p>Complete the “Project Description” section, explaining in detail how the services for the proposed project meets the needs of homeless youth or youth at risk of homelessness.</p>

**D. Project Description**

Project Name:

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.

**E. Work Plan and Schedule/Project Readiness**

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

**F. Long Term Results**

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

**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.

**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?

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

**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.

**M. Administrative Capacity**

Describe your agency's/organization's administrative capacity that will allow effective implementation of the proposed project.

# Attachment 1: Statement of Experience & Qualifications

## **Statement of Experience and Qualifications**

### **City of Victorville's Experience**

In October 2009 the City of Victorville's Redevelopment Agency ("RDA") acquired a 67 multi-family unit known as the Hillcrest Court Apartments. The apartment complex provided affordable housing to individuals and families. Although the City no longer manages the property the City still maintains a 55-year affordability covenant. More recently, in an effort to help the chronically homeless population, the City partnered with the Housing Authority of San Bernardino County ("HASBC") in October 2019 by providing \$1,509,505 of its Neighborhood Stabilization Program funds as a loan to assist in the acquisition of a dilapidated motel. The 60-unit motel, formerly known as the Queen's Motel, was acquired by the HASBC, serving as the Developer for the project, for the purposes of renovating and converting it into a 31-unit one-bedroom and one-bath apartment complex to provide permanent housing for individuals and families without preconditions and barriers to entry, such as sobriety, treatment or service participation. The City's financial participation will secure all 31-units for the term of 55 years.

The City also has experience with overseeing seasonal and emergency shelters. For many years, the City has supported seasonal shelters in partnership with a local, non-profit shelter provider to accommodate vulnerable, homeless men, women, and families. During the COVID-19 pandemic, the seasonal shelter was turned into a 24-hour shelter allowing occupants to quarantine in place for safety precautions. Placing public health and safety in the forefront, the City extended emergency services by establishing two COVID-19 quarantine sites located at its Westwinds Sports Center and Hook Community Center. These sites were equipped with the necessary personal protective equipment for staff, volunteers and individuals exposed to COVID-19 who may need a safe place to rest and recover. The City made sure there was medical oversight attached to the quarantine sites and the 24-hour seasonal shelter, as well as two other local shelters assisted by the City in a support capacity.

To develop and operate the Wellness Center, the City intends to partner with Lead Operator(s) and service providers who have years of experience servicing the targeted population. The City will enter into a professional service agreement with the Lead Operator(s) selected through an RFP process. The Lead Operator(s) will manage the Wellness Center with the City's oversight. The City will also utilize Memorandums of Understanding (MOU) with multiple on-site support agencies and a medical clinic operator. The medical clinic will be operated by a Federally Qualified Health Center.

The City has experienced and dedicated staff to address the target population through use of general funds, Community Development Block Grant (CDBG) funds and Permanent Local Housing Allocation (PLHA) funds. City staff routinely assist with the coordination of public services and maintenance of public facilities. The City's goal is to develop a permanent, 24-hour shelter, referred to as the Wellness Center that will provide the targeted population with direct access to housing services, basic necessities and resources.

## Attachment 2: Project Description

## **HHAP Application Attachment 2**

### **Section D**

In this section provide a concise description of the proposed project, its purpose, and its beneficiaries. Provide details for each category(ies) selected above.

#### **Project Description**

The City of Victorville seeks to meet a high priority local need by developing a 168 bed Wellness and Recuperative Care Center that will act as a low barrier, navigation center to provide interim housing for homeless men, women and families and recuperative care for homeless persons discharged from hospitals, but who are still in need medical care for chronic or acute health condition.

The Wellness Center will resemble a campus and have four distinct components:

- Interim Housing
- Recuperative Care/Medical Respite
- Onsite Medical Clinic, and
- Onsite Supportive Services

Unlike a traditional shelter, the Wellness Center will have day center type qualities as participants will not be forced back out into the community each day. Instead, occupants can remain in the center to work on their individualized case plans. This model will help to reduce homeless foot traffic in community and reduce the spread of COVID-19. The interim housing component aligns with CDC guidelines as occupants will be assigned to a single, double, or family occupancy unit depending on status. CDC's interim guidance for homeless persons living on the street recommend the use of motel or private rooms versus congregate shelters to help reduce the spread of COVID-19. The Wellness Center's unique and innovative design for interim housing will allow occupants a level of privacy, comfort and security in their assigned room or family unit.

#### **Scope of Services**

Along with interim housing, the Wellness Center will include an on-site medical clinic and a variety of on-site supportive services including:

- Case Management
- Substance Use Counseling
- Behavioral Health Services
- Physical Health Services
- Housing Navigation/Tenancy Support
- Life Skills Training/Financial Literacy Classes
- Rental & Utility Assistance (for those at risk of homelessness)
- Pet Care
- Assistance with Documentation Readiness, and
- Help with Income Stabilization
  - Assistance with Public Benefit Application (if applicable)
  - Job Readiness Training/Job Placement

## ***HHAP Application Attachment 2***

### **Section D**

#### **Purpose**

By adopting a “Navigation Center” model, the Wellness Center will help to significantly reduce barriers that could otherwise keep homeless persons from seeking shelter and assistance. Couples and families will be able to remain together, pets are allowed and those with mild to moderate mental health disorders or substance use addictions can receive respite and services.

Three common problems were repeated by many homeless individuals surveyed in the 2020 Point in Time Count:

1. Difficulty accessing services
2. Economic hardship, and
3. Inability to locate affordable housing

The City of Victorville lacks the adequate level of shelter beds needed to house its unsheltered homeless population. Having a Wellness Center will provide a humane service to those impacted by homelessness. Just as important, many homeless persons often lack proper identification or the ability to visit several locations to obtain help with documentation readiness, income stabilization or housing. The Wellness Center will act as a “one-stop shop” to provide a variety of on-site programs and services to help break the cycle of homelessness.

The Wellness Center will have an on-site Coordinated Entry System (CES) worker who works directly with the County’s Continuum of Care. The CES worker will act as a nexus to transition people into stable housing as part of an exit strategy.

#### **Beneficiaries**

The homeless demographic in Victorville is an eclectic mix of young, old, singles, families, and veterans. 36% of individuals surveyed in the 2020 Point in Time Count reported having a substance use disorder and 22% reported having a mental health disorder. Of the total number of homeless men and women surveyed, 22% reported being homeless for the first time and 95% reported they became homeless in the local area.

The Wellness Center will service adults and homeless persons with children. Although, individuals who fall under the Transitionally Aged Youth (TAY) category will be allowed access into the Wellness Center, a Case Manager will quickly work to transition this population into an appropriate TAY program or community. Along with interim housing beds, the Wellness Center will include a wide variety of on-site supportive services including, a medical clinic, mental health services, substance abuse counseling, employment linkage, public benefits assistance, pet care, and housing navigation.

#### **Location and Characteristics**

The Wellness Center will be located on City owned land located adjacent to a community park. A Public transit stop will be adjacent to the facility and there will be ample parking spaces for staff, occupants who own vehicles and community residents looking for services.

## Attachment 3: Work Plan & Project Readiness

**HHAP Application Attachment 3**  
**Section E**

**Work Plan and Schedule/Project Readiness**

In this section provide a summary of the project schedule and work plan for this project.

**1. OPERATION AND ADMINISTRATION OF THE YEAR-ROUND WELLNESS CENTER**

Our 24/7 Site Management Plan will ensure maximum coverage to provide a safe and secure shelter experience at all times. The Daily Staffing Plan below and ratio of staff to security guards we believe will provide this effective coverage. The City conducted extensive research and sought operating advice from several experienced operators including Illumination Foundation, National Health Organization, High Desert Homeless Services and Mercy House. Each agency conducts either a year-round emergency shelter, recuperative care center or navigation center. The Wellness Center will have a Site Leader on-site 16 hours a day during the busiest times. When program participants are sleeping, an overnight logistics coordinator will oversee the shelter operations.

**Daily Staffing Plan:**

Position	Hours of Shift	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL Hrs.
Overnight Logistics 1	11:00 p.m. - 7:00 a.m.	8	8	8	8	8			40
Overnight Logistics 2	11:00 p.m. - 7:00 a.m.	8	8	8			8	8	40
Overnight Logistics 3	11:00 p.m. - 7:00 a.m.	8	8			8	8	8	40
Overnight Logistics 4	11:00 p.m. - 7:00 a.m.			8	8	8	8	8	40
Senior Site Leader	7:00 a.m. - 3:00 p.m.	8	8		8	8		8	40
AM/PM Site Leader	7:00 a.m. - 3:00 p.m.		8	8	8		8	8	40

**HHAP Application Attachment 3**  
**Section E**

<b>Position</b>	<b>Hours of Shift</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>	<b>TOTAL Hrs.</b>
PM Site Leader	3:00 p.m. - 11:00 p.m.	8		8	8	8	8		40
AM Logistics 1	5:00 a.m. - 9:00 a.m.	4	4	4	4	4	4	4	28
AM Logistics 2	7:00 a.m. - 11:00 a.m.	4	4	4	4	4	4	4	28
AM Logistics 3	7:00 a.m. - 11:00 a.m.	4	4	4	4	4	4	4	28
AM Logistics 4	9:00 a.m. - 1:00 p.m.	4	4	4	4	4	4	4	28
AM Logistics 5	11:00 am - 3:00 pm	4	4	4	4	4	4	4	28
PM Logistics 1	1:00 p.m. - 5:00 p.m.	4	4	4	4	4	4	4	28
PM Logistics 2	4:00 p.m. - 8:00 p.m.	4	4	4	4	4	4	4	28
PM Logistics 3	3:00 p.m. - 9:00 p.m.	6	6	6	6	6	6	6	42
PM Logistics 4	4:00 p.m. - 11:00 p.m.	7	7	7	7	7	7	7	49
PM Logistics 5	5:00 p.m. - 11:00 p.m.	6	6	6	6	6	6	6	42
Outreach/Patrol 1	4- 3 hours shifts			3	3	3	3		12
Outreach/Patrol 2	4- 3 hours shifts			3	3	3	3		12
Lead Housing Navigator	Hours may vary to meet need	8	8	8	8	8			40
Housing Navigator	Hours may vary to meet need	8	8	8	8	8			40
Housing Navigator	Hours may vary to meet need	8	8	8	8	8			40
Housing Navigator	Hours may vary to meet need	8	8	8	8	8			40
Housing Navigator	Hours may vary to meet need	8	8	8	8	8			40
Volunteer Coordinator	Hours may vary to meet need			8	8	8	8	8	40
Data Specialists	9:00 a.m. - 5:00 p.m.	8	8	8	8	8			40
Call Center/ Support 1	10:00 a.m. - 2:00 p.m.	5	5	25	5	5			25

**HHAP Application Attachment 3**  
**Section E**

**Daily Security to Staff Ratio:**

<b>Shift Coverage</b>	<b>Staffing Levels</b>	<b>Security Levels</b>
11:00PM-5:00AM	3 staff	3 Security Guards
5:00AM-7:00AM	4 staff	3 Security Guards
7:00AM-3:00PM	3 staff	3 Security Guards
3:00PM -4:00PM	3 staff	4 Security Guards
4:00PM -8:00PM	5 staff	4 Security Guards
8:00PM-9:00PM	4 staff	4 Security Guards
9:00PM-11:00PM	3 staff	3 Security Guards

**Wellness Center Staffing Plan**

<i>Personnel for Shelter/Interim Housing Component</i>	<b>FTE Staff</b>
Program Manager	1
<i>Shift Lead</i>	4
<i>Housing Navigator</i>	1.5
<i>Substance Use Counselor</i>	2
<i>Case Manager</i>	2
<i>Site Assistant (regular)</i>	5
<i>Site Assistant (off hour)</i>	3
<b>Total</b>	<b>18.5</b>

**Recuperative Care Center Staffing Plan**

<i>Personnel for Recuperative Care Component</i>	<b>FTE Staff</b>
Program Manager	1
<i>Shift Lead</i>	1
<i>Housing Navigator</i>	1
<i>Substance Use Counselor</i>	2
<i>Behavioral Health Therapist</i>	1.5
<i>Case Manager</i>	2
<i>Site Assistant (regular)</i>	5
<i>Site Assistant (off hour)</i>	3
<b>Total</b>	<b>16.5</b>

**HHAP Application Attachment 3**  
**Section E**

**2. PROJECT READINESS/SCHEDULE**

The projected completion for interim housing and recuperative care is slated for March 31, 2021. This timeline is contingent upon the receipt of Project Homekey funds. The date and scope of the project can be adjusted should the City not receive an award from Project Homekey. The City is prepared to layer funding from various sources (i.e. CDBG, PLHA, NSP, County funds and private donations).

\*\* See project schedule on next page-Attachment 3a.

**HHAP Application Attachment 3**  
**Section E**

<b>Position</b>	<b>Hours of Shift</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>	<b>TOTAL Hrs.</b>
PM Site Leader	3:00 p.m. - 11:00 p.m.	8		8	8	8	8		40
AM Logistics 1	5:00 a.m. - 9:00 a.m.	4	4	4	4	4	4	4	28
AM Logistics 2	7:00 a.m. - 11:00 a.m.	4	4	4	4	4	4	4	28
AM Logistics 3	7:00 a.m. - 11:00 a.m.	4	4	4	4	4	4	4	28
AM Logistics 4	9:00 a.m. - 1:00 p.m.	4	4	4	4	4	4	4	28
AM Logistics 5	11:00 am - 3:00 pm	4	4	4	4	4	4	4	28
PM Logistics 1	1:00 p.m. - 5:00 p.m.	4	4	4	4	4	4	4	28
PM Logistics 2	4:00 p.m. - 8:00 p.m.	4	4	4	4	4	4	4	28
PM Logistics 3	3:00 p.m. - 9:00 p.m.	6	6	6	6	6	6	6	42
PM Logistics 4	4:00 p.m. - 11:00 p.m.	7	7	7	7	7	7	7	49
PM Logistics 5	5:00 p.m. - 11:00 p.m.	6	6	6	6	6	6	6	42
Outreach/Patrol 1	4- 3 hours shifts			3	3	3	3		12
Outreach/Patrol 2	4- 3 hours shifts			3	3	3	3		12
Lead Housing Navigator	Hours may vary to meet need	8	8	8	8	8			40
Housing Navigator	Hours may vary to meet need	8	8	8	8	8			40
Housing Navigator	Hours may vary to meet need	8	8	8	8	8			40
Housing Navigator	Hours may vary to meet need	8	8	8	8	8			40
Housing Navigator	Hours may vary to meet need	8	8	8	8	8			40
Volunteer Coordinator	Hours may vary to meet need			8	8	8	8	8	40
Data Specialists	9:00 a.m. - 5:00 p.m.	8	8	8	8	8			40
Call Center/ Support 1	10:00 a.m. - 2:00 p.m.	5	5	25	5	5			25

**HHAP Application Attachment 3a**  
**Section E**

<b>Wellness Center Timeline Template</b>					
<b>#NAME?</b>	<b>Objective</b>	<b>Description</b>	<b>Start Date</b>	<b>Finish Date</b>	<b>Note</b>
<b>1.0</b>					
<b>Requirments</b>	Standard Agreement	xxxxx	Thur 10/8/20	Fri 10/16/20	Pending Award
	Site Control	xxxxx	Thur 10/15/20	Thu 10/22/20	xx
	Identifying Development Team	xxxxx	Thu 10/15/20	Fri 10/16/20	xx
	Appraisal Document	xxxxx	Thu 10/15/20	Wed 10/29/20	xx
	Physical Needs Assessment	xxxxx	xx/xx/2020	xx/xx/2020	N/A - New Construction
	Accessibility and Non-Discrimination Statement	xxxxx	Thu 10/15/20	Wed 10/21/20	xx
	Preliminary commitment for Title Insurance	xxxxx	xx/xx/2020	xx/xx/2020	N/A
	Liability Insurance Coverage	xxxxx	Mon 10/19/20	Fri 11/13/20	xx
	Applicant Compliance Certification	xxxxx	Mon 10/19/20	Wed 11/11/20	xx
	Certification of Occupancy	xxxxx	Mon 2/15/21	Fri 2/26/21	xx
<b>2.0</b>					
<b>Entitlements</b>	<b>Entitlements</b>	Planning Commission Site Plan	Wed 10/21/20	Tue 11/3/20	Ministerial Action Only
					Exempt from Discretionary Actions
<b>3.0</b>					
<b>Permits</b>	<b>Permits</b>	xxxxx	Tue 10/20/20	Mon 11/16/20	xx
	Design	xxxxx	Tue 10/27/20	Mon 11/16/20	xx
	Modular Design	xxxxx	Tue 10/20/20	Mon 11/9/20	xx
<b>4.0</b>					
<b>Environmental Clearance</b>	Site Assessment	xxxxx	Mon 10/5/20	Tue 10/13/20	Vacant In-Fill Property Staff Assessment
	Submitting Documents	xxxxx	Mon 10/5/20	Tue 10/20/20	Pending Notice of Exemption Notice and Hearing
	CEQA Clearance (even if using exemption the applicant must document the exemption)	Notice of Exemption	Tue 10/13/20	Tue 10/27/20	Pending Notice of Exemption Action on 8/18 followed by filing of Notice of Exemption for 35 day period
	NEPA Clearance (if using local federal funding awards to support proposed activities)	xxxxx			N/A
<b>5.0</b>					
<b>Board or Governing Body Approval</b>	Authorizing Resolution	City Council Resolution No. 20-090	Tue 10/13/20	Tue 10/13/20	8/18/2020 Agenda
	NTP	xxxxx	Wed 10/28/20	Wed 11/4/20	Pending Award
<b>6.0</b>					
<b>Closing Process</b>	Closing Date	xxxxx	xx/xx/2020	xx/xx/2020	N/A - City Owned Property
<b>Note:</b>					

**HHAP Application Attachment 3a**  
**Section E**

7.0	Milestones (Tracking Purpose), Recommended by NOFA				
	NTP to Contractor		Fri 10/9/20	Fri 10/9/20	
	Demo and Cleaing		Fri 10/16/20	Fri 10/16/20	
	Building Pad		Tue 12/15/20	Tue 12/15/20	
	Expenditure Deadline		Wed 12/30/20	Wed 12/30/20	
	Site Work Complete		Fri 1/15/21	Fri 1/15/21	
	Modular Installation		Fri 1/15/21	Fri 1/15/21	
	LifeArk Modular Installation		Mon 2/15/21	Mon 2/15/21	
	TCO		Thu 3/15/21	Thu 3/15/21	
	Public Work Complete		Mon 2/15/21	Mon 2/15/21	
	Operation Deadline		Tue 3/30/21	Tue 3/30/21	

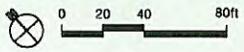


**PROJECT SUMMARY**

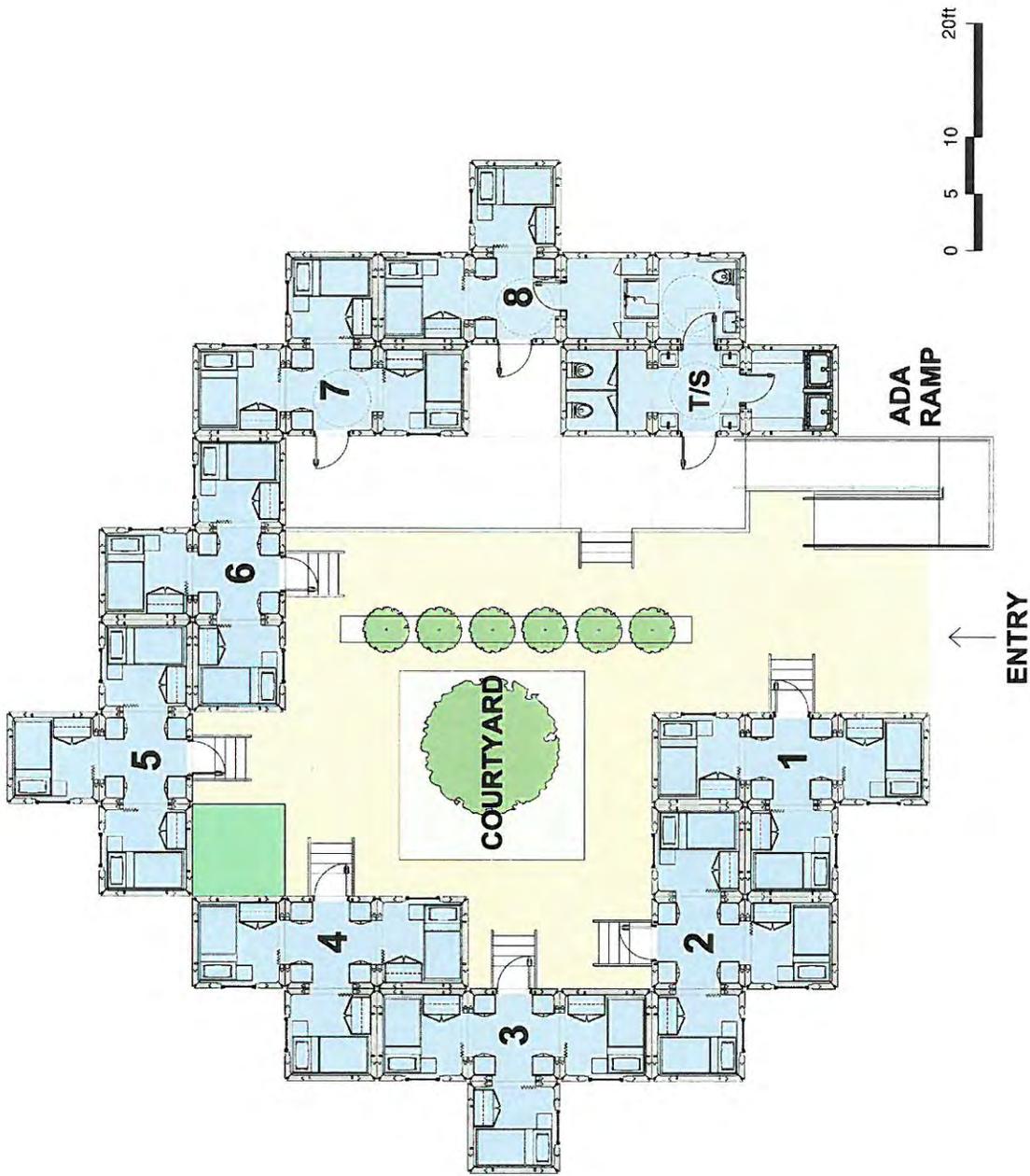
TOTAL CITY SITE AREA : 177,960 SF (4.09 AC)

- 1. NAVIGATION CENTER : 10,448 SF  
5 X 24 BED CLUSTERS- TOTAL 120 Beds  
5 SHOWER/TOILET UNITS
- 2. RECUPERATIVE CARE CENTER : 4,179 SF  
2 X 24 BED CLUSTERS- TOTAL 48 Beds  
2 SHOWER/TOILET UNITS
- 3. MULTI-PURPOSE CENTER : 2,160 SF  
A. DINING- 1,560 SF  
B. KITCHEN- 600 SF
- 4. OFFICE : 2,880 SF
- 5. CLINIC : 1440 SF
- 6. ENTRY PLAZA
- 7. CENTRAL COURTYARD
- 8. OUTDOOR DINING
- 9. DOG RUN / DOG KENNEL
- 10. COMMUNITY FARM
- 11. SERVICE
- 12. PARKING
- 13. BUS TERMINAL / TURN-AROUND
- 14. GATE
- 15. FIRE TRUCK LOOP ROAD
- 16. GARDEN
- 17. PUBLIC PLAZA

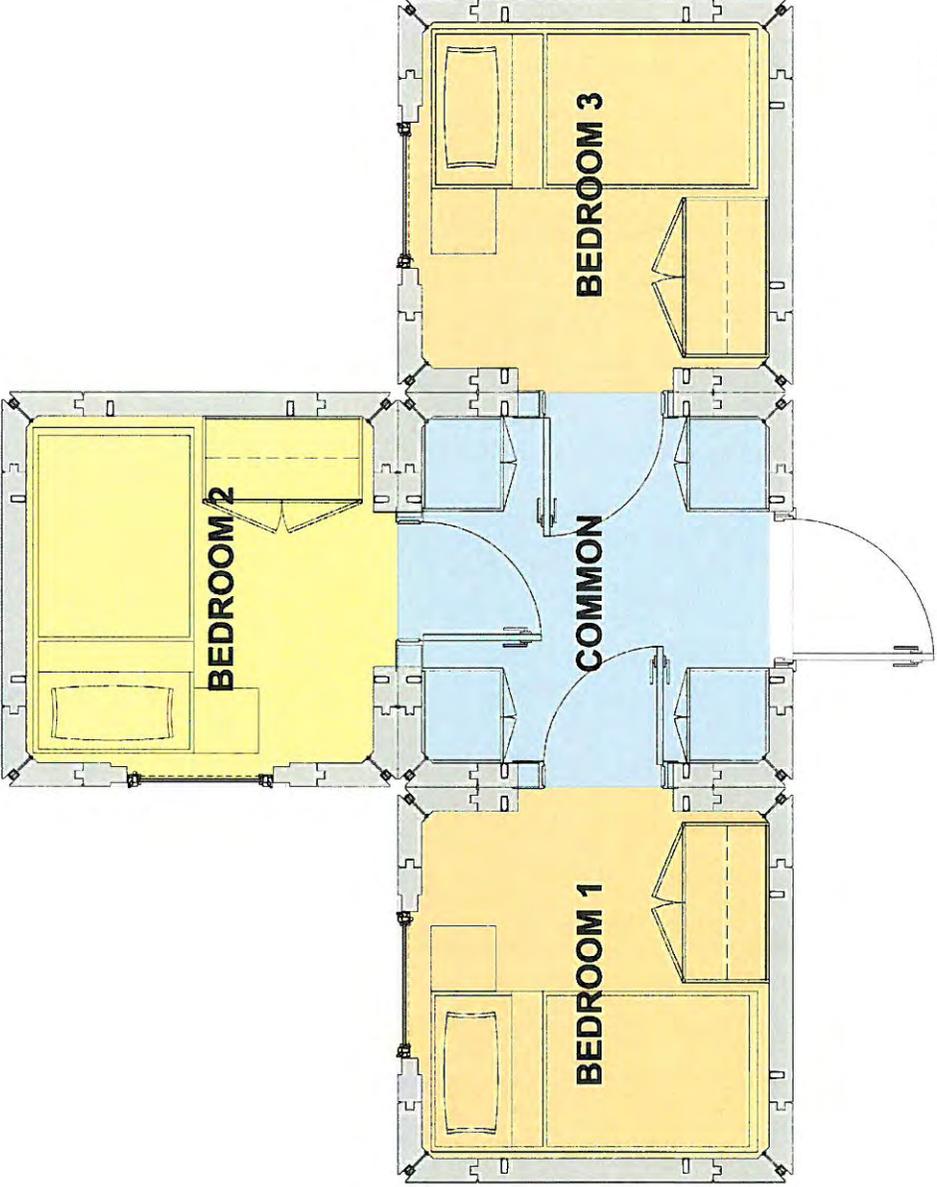
**SITE PLAN**



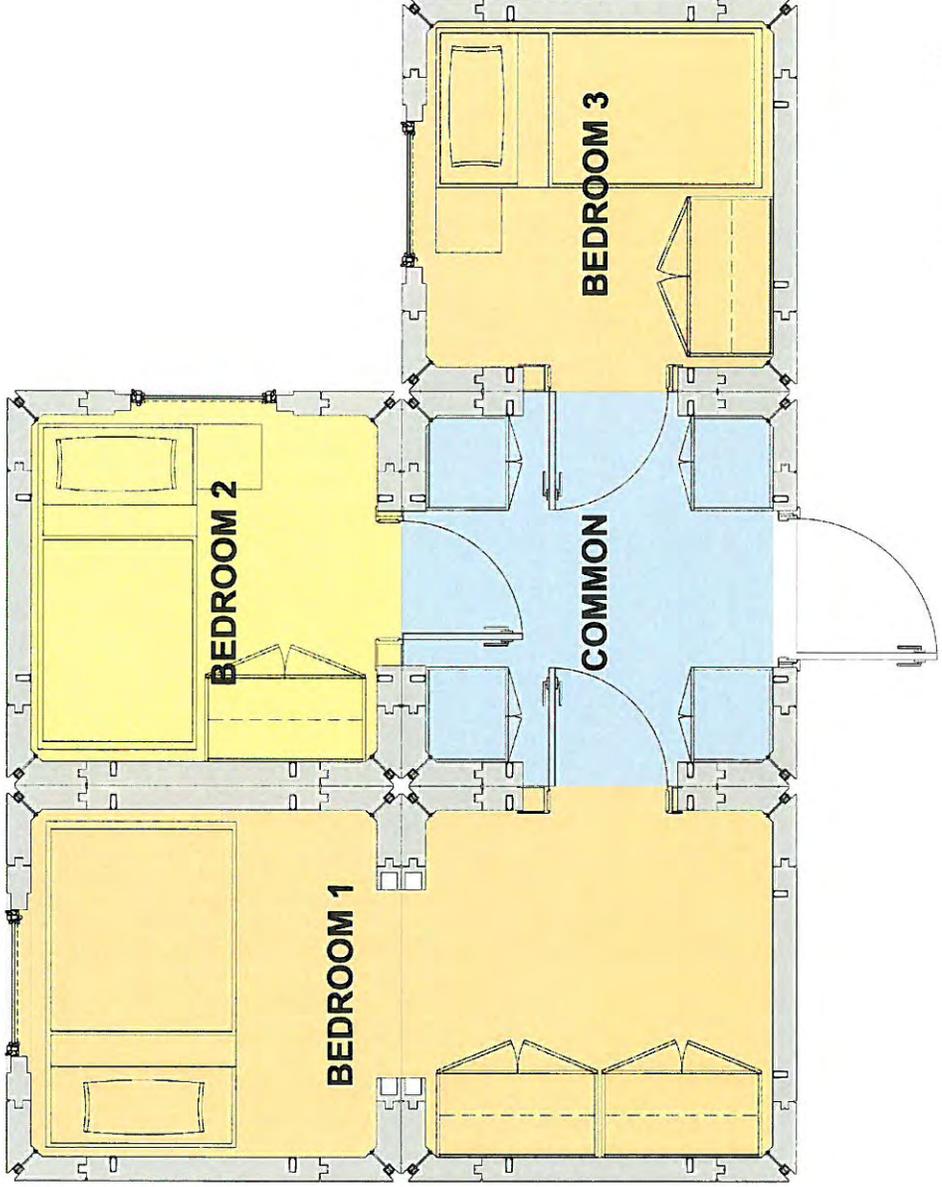
**VICTORVILLE WELLNESS CENTER**



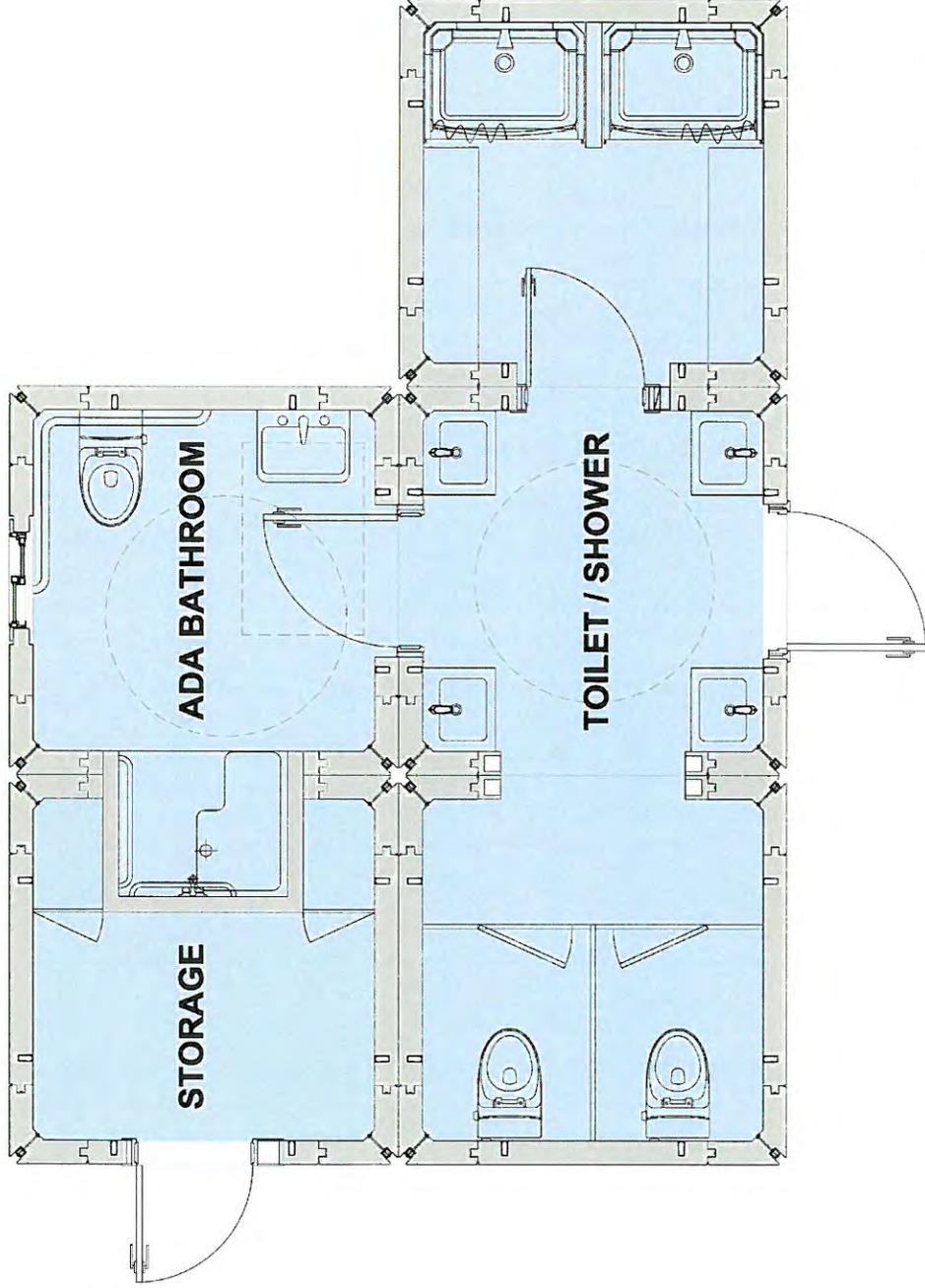
**TYPICAL 9 UNIT CLUSTER - 24BEDS**  
**ADA TOILET/SHOWER**  
**6 ADA BEDS**



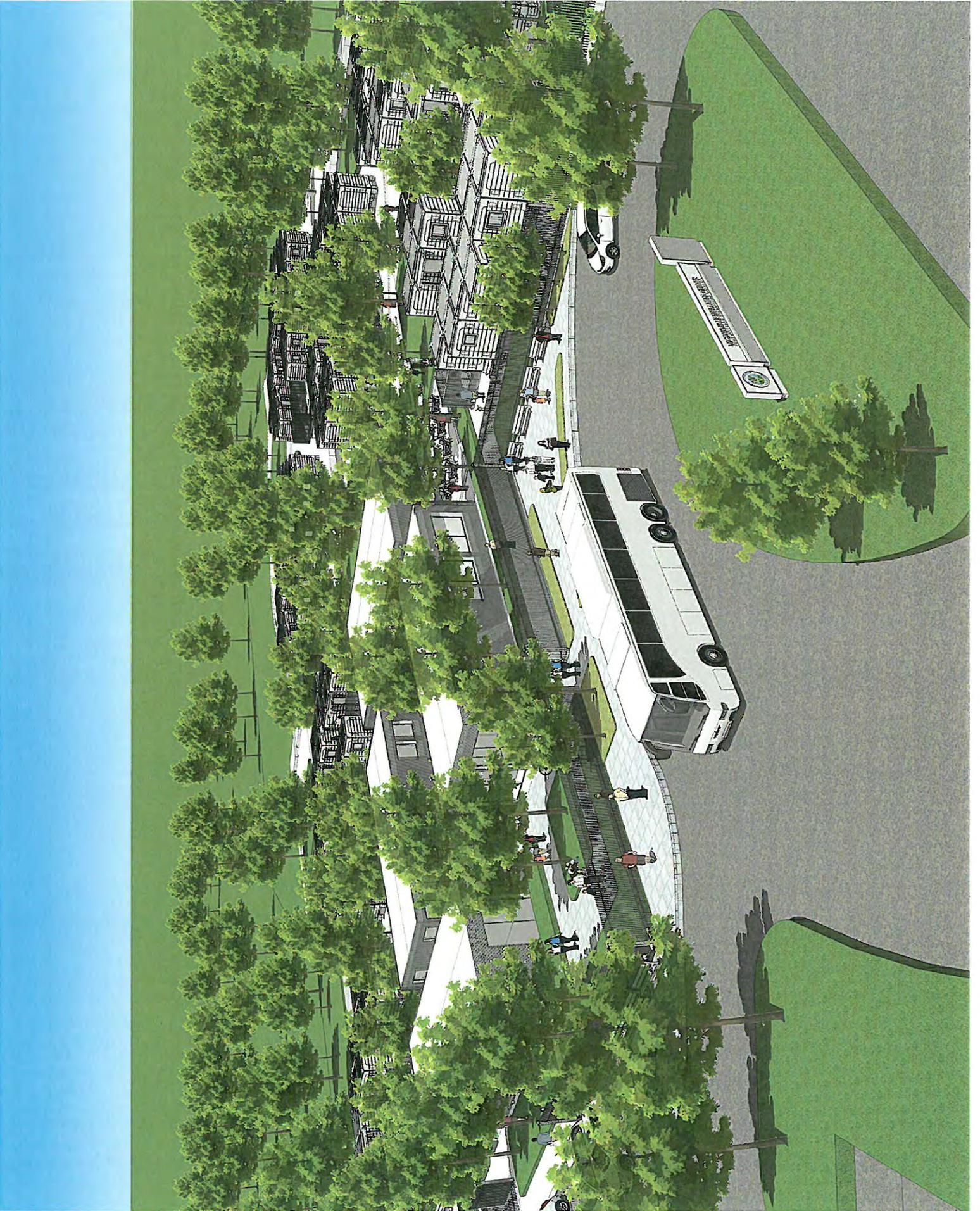
TYPICAL 3 SINGLE UNIT

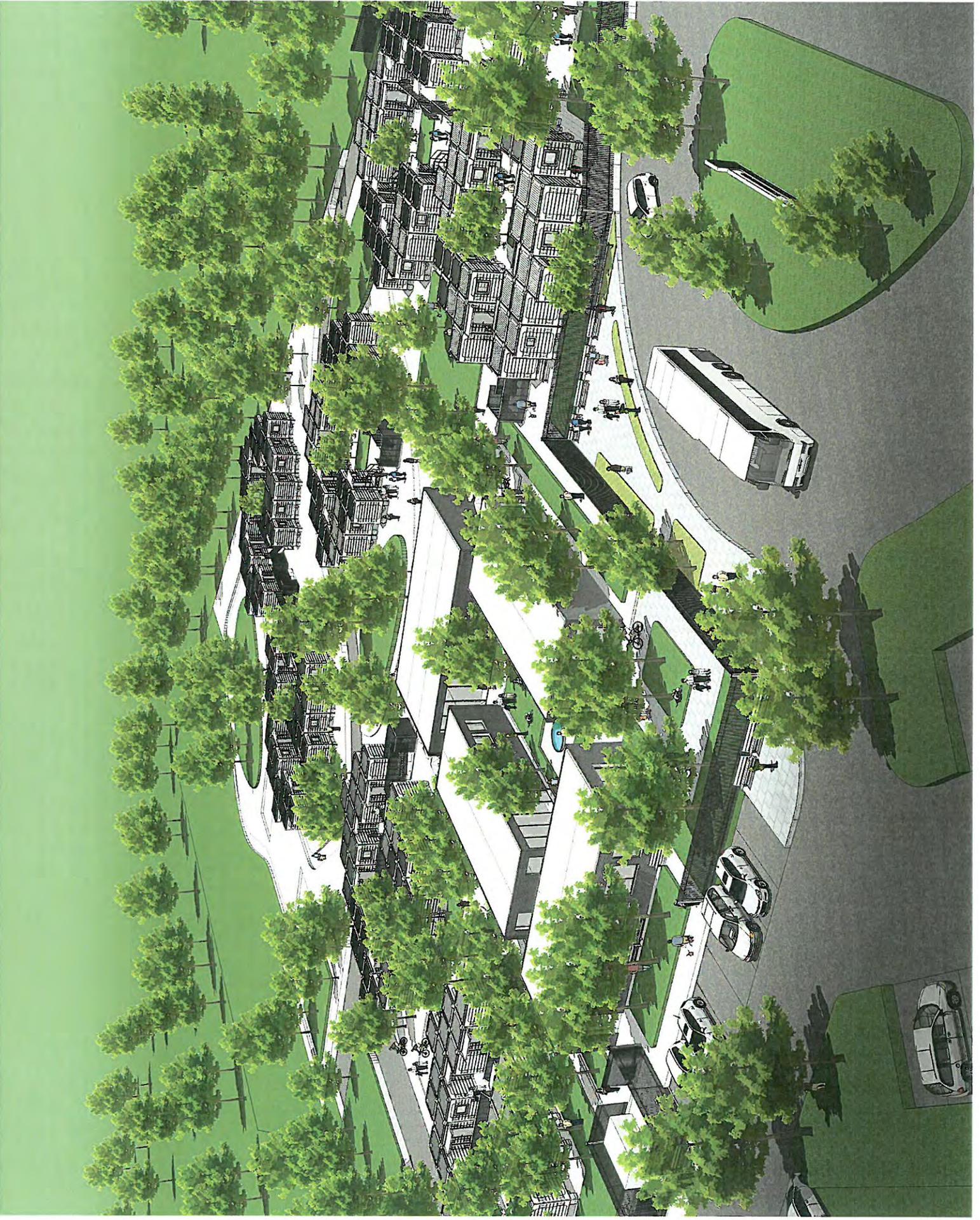


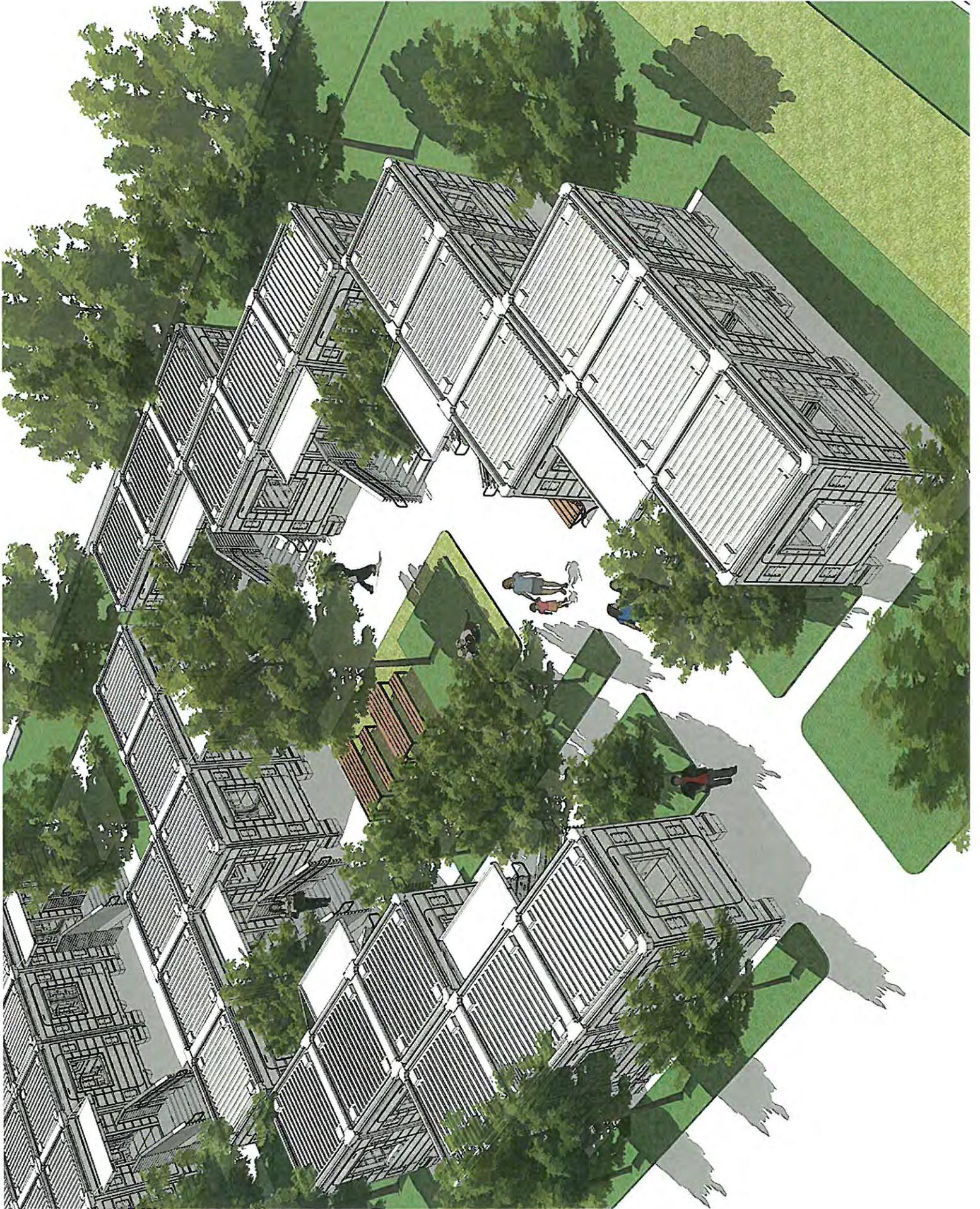
**FAMILY UNIT B**



**TYPICAL SHOWER/TOILET UNIT**







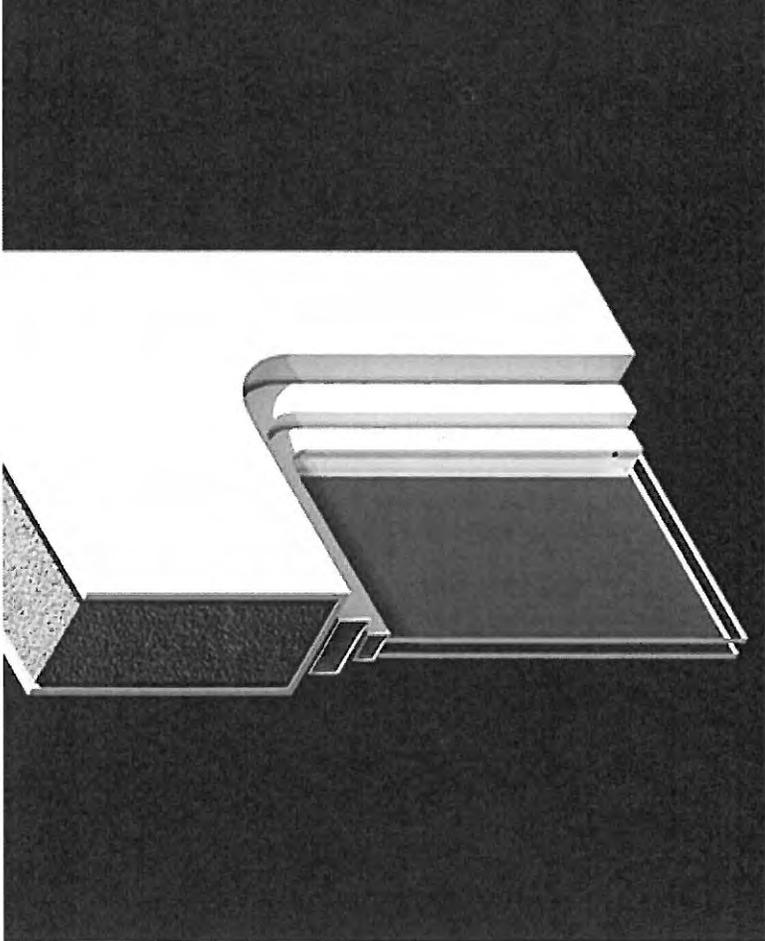
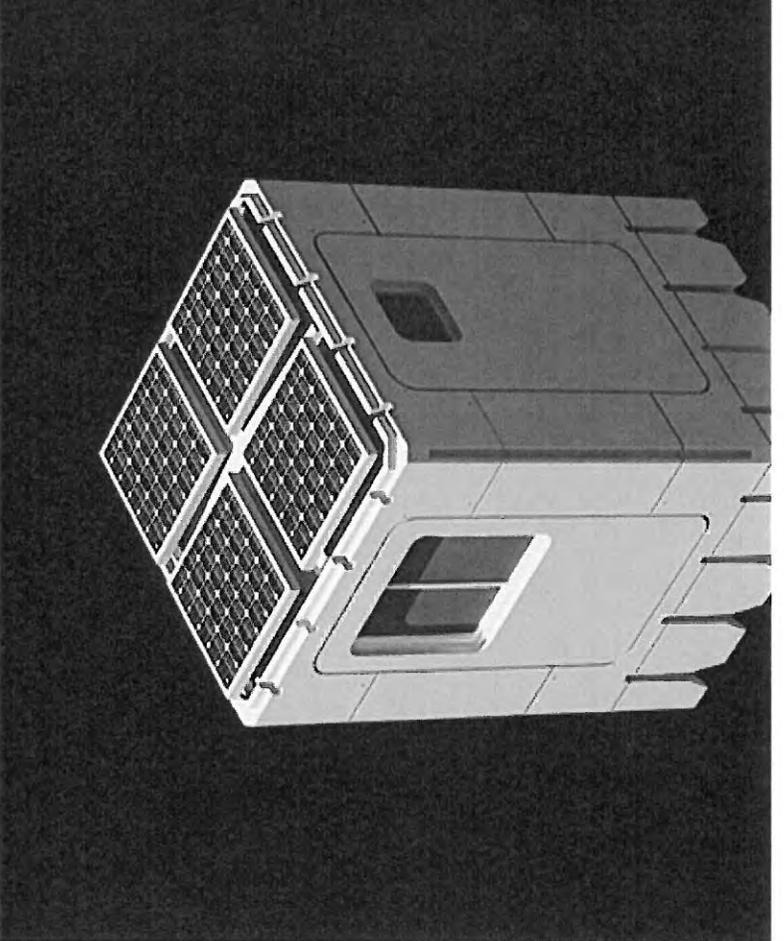
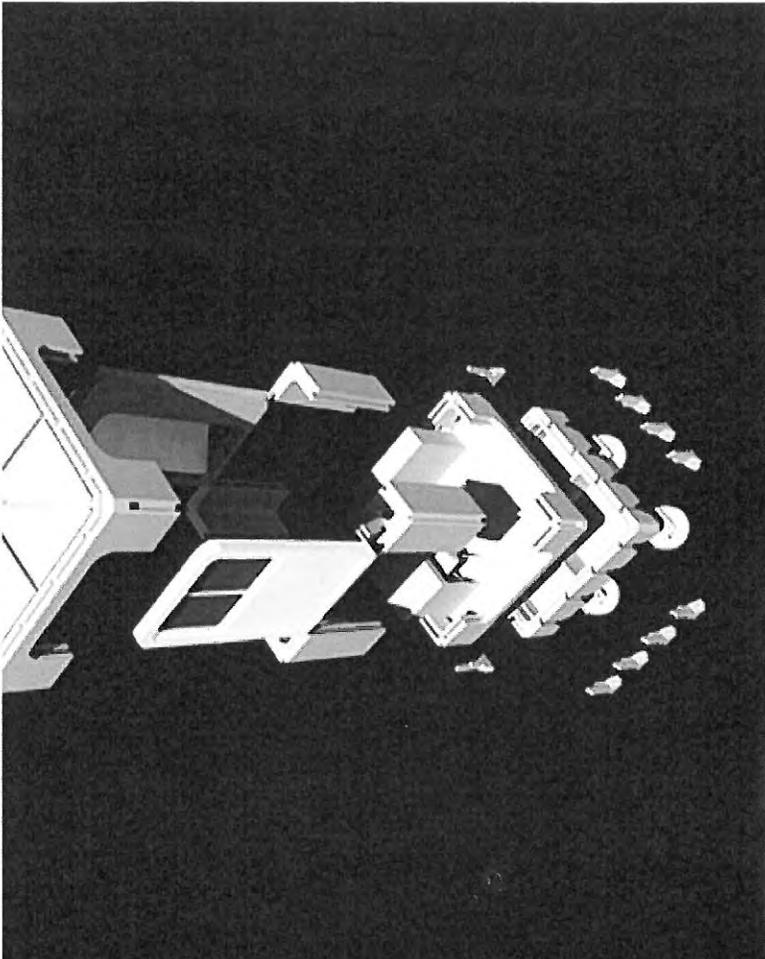
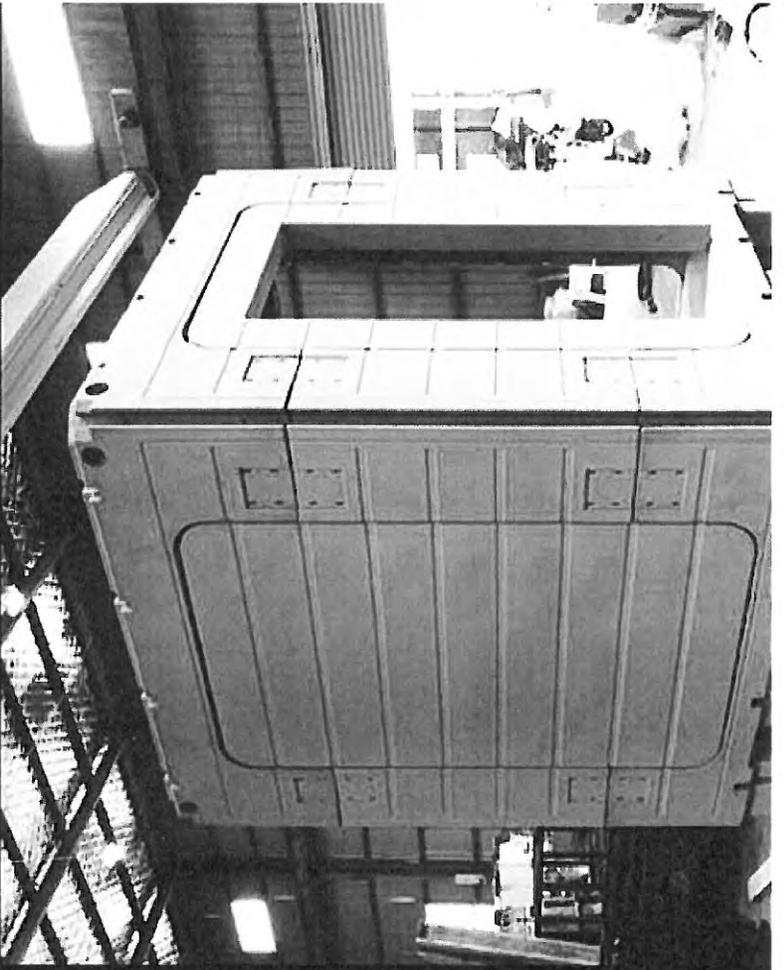




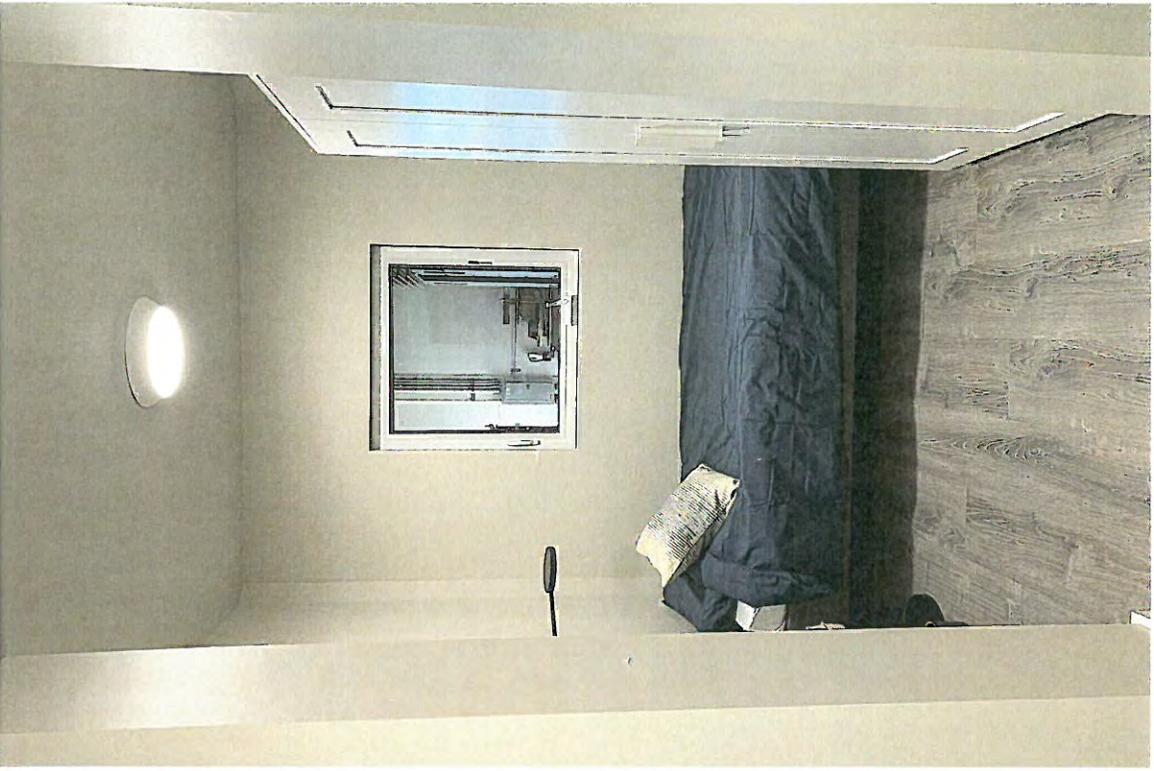












## Attachment 4: Long Term Results

## **HHAP Application Attachment 4**

### **Section F Long Term Results**

*In this Section specify the long-term results and how they will be produced through implementation of the project*

The Wellness Center will provide long-term results because it will operate in a manner that is consistent with housing first practices including the following: Low barrier access to interim housing for homeless individuals and families, Dedicated staff who will work with the Coordinated Entry System to help participants quickly identify and resolve barriers to obtain and maintain housing; Focus on the participant's housing crisis first before other non-housing related services; Case management that works with participants to identify individual housing needs, within practical and funding limitations; Direct connection to appropriate support and services available in the community that foster long-term housing stability, and financial assistance and supportive services to help those who are at imminent risk of becoming homelessness. This model should help to reduce the cycle of homelessness as it promotes self-sufficiency rather than dependency.

# Attachment 5: Project Sustainability

**HHAP Application Attachment 5**  
**Section G Project Sustainability**

*Explain how the project will 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.*

**Project Sustainability**

The City of Victorville is committed to the success of the Wellness Center and will dedicate contingency funds towards the Center's annual operating cost. The following grants have been identified as possible funding sources: CDBG, PLHA and NSP. The City will also apply revenue received from the Center's recuperative care component to go towards annual operations. Should the City receive Project Homekey funds the City will use HHAP funds to help with operational expenses for the Wellness Center.

The City is seeking 80% of HHAP Funds (\$396,263) The City will remain vigilant in also applying for any new funding sources from either the State, County or private foundations to help sustain operations.

Information on operation expenses were gathered from several sources throughout California that specialize in the management of shelters and navigation centers. It is estimated that the interim housing portion for the Wellness Center will require \$1-\$1.5 Million annually to operate. On the other hand, the recuperative care component has the built-in capacity to be self-sufficient through various funding sources such as:

- ❖ Leased/Per Diem Beds (hospitals and HMO's cover cost),
- ❖ Endorsements (Pool finances and investments),
- ❖ Private Foundation Grants,
- ❖ Partnership with Several Health Plans/Hospitals-Reimbursement Strategy
- ❖ Bridge Housing Funds
- ❖ CALAIM (California Advancing and Innovating Medi-Cal)-Coming Soon. Medical Waiver Program effective 2021

The City anticipates receiving a monthly revenue from the Center's recuperative care component, which is able to sustain itself. As a result, the City will only need to focus on financially supporting operational expenses for interim housing with wrap around services. Income from recuperative care received by the City will go towards the expense and upkeep of the Wellness Center.

Although the shelter component lacks the ability to generate an income, the Lead Operator will still need to have a funding mechanism in place to either help absorb cost or create revenue to help support operations such as:

- ❖ Grants/Programs
- ❖ Fundraising/Capital Campaign

**HHAP Application Attachment 5**  
**Section G Project Sustainability**

- ❖ In-Kind Donations
- ❖ Volunteer Pool

## Attachment 6: Collaboration

**HHAP Application Attachment 6**  
**Section 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?*

The City of Victorville will select one or two Lead Operators to manage the day to day activities of the Wellness Center as it pertains to interim housing and recuperative care. The Lead Operator(s) will be selected through an RFP process and will be responsible for the management, functionality and service coordination of the Wellness Center. The Lead Operator(s) will be required to have the appropriate level of staff, equipment and services in place to perform the required duties. The City will develop a lease agreement with the selected Lead Operator(s) and establish Memorandums of Understanding with multiple non-profits, community and government agencies to provide a broad-based level of wrap-around services needed to assist the targeted population.

The City expects to release the RFP soliciting a Lead Operator(s) within the next 30 days.

**City of Victorville’s Wellness Center Collaborative**

SERVICE PROVIDER	DESCRIPTION OF SERVICES	GROUP	ON-SITE/OFF-SITE
<b>Potential Lead Shelter Operator-TBD</b>	Management of shelter/interim Housing, Intake assessments, Case management, Referral, Service coordination, Assist with documentation readiness, Employment connection & Housing navigation	Men, Women, Families, Seniors, Veterans, Disabled Adults	On-site
<b>Potential Lead Recuperative Care Operator-TBD</b>	Targeted & interdisciplinary services for vulnerable homeless clients-Case mgmt., housing navigation, mental health & physical health services	Men, Women, Seniors, Disabled Adults	On-site
<b>Medical Clinic Operator-SAC, Borrego Health &amp; Symba Center</b>	Primary & Preventative Care Physical Examinations Chronic Disease Management Medication Access Programs Laboratory Testing Immunizations	Men, Women, Families, Seniors, Disabled Adults (insured & non-insured)	On and Off-site

**HHAP Application Attachment 6**  
**Section H Collaboration**

<b>ANTICIPATED SERVICE PROVIDERS</b>	<b>DESCRIPTION OF SERVICES</b>	<b>GROUP</b>	<b>ON-SITE/OFF-SITE</b>
	TB Screenings		
IEHP	Health Education, Care Management, Behavioral Health, Permanent Supportive Housing, Connection to Community resources	Men, Women, Families, Seniors, Disabled Adults (members)	On-Site
Helping Hearts	Behavioral Health, 24/7 support, Housing assistance, Psychiatric Care, Medical care, psychotherapy, Service/care coordination, Assistance with medical appts	Men & Women (age 18+)	On-site
Searchlight Society	Street-level outreach, Case Management & Housing navigation	Men, Women, Families, Seniors, Disabled Adults (members)	On and Off-site
US Vets	Housing including emergency, transitional & permanent low income, counseling career development, comprehensive support	Veteran Men & Women	On-site
Lighthouse Social Services	Rapid Rehousing & Permanent Supportive Housing Services	Men, Women, Families, Seniors, Disabled Adults, Veterans	Off-site
Victor Valley Family Resource Center	Transitional Housing, Re-Entry Program, Workforce Readiness Training, Substance Abuse Prevention and Case Management	Men and Women	Off-site
Cedar House	Substance abuse counseling, Mental Health Counseling, Residential Treatment, Housing Placement and Case Management	TAY-Transitionally Aged Youth ages 18-25	On and Off-site
Borrego Health	Primary care, Dental Services, Preventative Services	Men, Women, Families	On-site
Goodwill Industries	Job/Life Coaching/ Job Placement, Transportation, Housing Assistance	Men & Women	On-Site
Workforce Development	Career Workshops, Employment Assistance, On the job training,	Men & Women	On-Site

## Attachment 7: CES

## **HHAP Application Attachment 7**

### **Section J**

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

Referrals for the Wellness Center will be generated through the Coordinated Entry System (CES) which, utilizes a standard assessment tool to ensure continuity and better alignment of services. However, there are distinct differences between accessing interim housing versus recuperative care. See the breakdown below.

#### **Shelter/Interim Housing Component**

The target population will be able to gain access to the Wellness Center through the coordinated entry system. Upon entry, participants will connect with case managers who will perform assessments and help design an individualized service plan that is realistic to the participant's needs and ability.

A Coordinated Entry Specialist will be on-site to ensure that all interim housing residents are appropriately linked to the Coordinated Entry System (CES) and will assist on-site service personnel with helping residents establish exit strategies and connections to available housing, resources and opportunities.

#### **Recuperative Care Component**

Homeless individuals requiring medical respite can only receive admittance into the Wellness Center's Recuperative Care Center via an appropriate hospital discharge plan. A system will be established where either the hospital or recuperative care lead operator will work directly with CES to process a referral for recuperative care. The recuperative care lead operator will establish contracts directly with hospitals and healthcare management organizations (HMO) to provide medical care, oversight to appropriate clients and help with income stabilization and help with housing navigation. The contractual agreement will include either leased or per diem beds. A recuperative care client cannot have a skilled need. The recuperative care operator is able to perform many of the same supportive services provided by the shelter/interim housing component, but if needed recuperative care patients can be referred to any of the on-site support service agencies for additional assistance.

## Attachment 8: Measurables

## HHAP Application Attachment 8

### Section 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.*

The Wellness Center will promote an effective homeless response system that includes:

- The ability to quickly identify and engage people who are experiencing homelessness and who are at risk of homelessness;
- Intervention to prevent people from losing their housing and divert people from entering the homelessness services system;
- Provide people with immediate access to shelter and crisis services without barriers to entry if homelessness does occur; and
- Quickly connect people experiencing homelessness to housing assistance and services tailored to their unique needs and strengths to help achieve and maintain stable housing.

The indicators used to determine the Wellness Center's effectiveness at resolving homelessness will include the following measurables:

- Number of individuals served:
  - Emergency shelter
  - Recuperative care
  - Medical clinic
  - Homeless prevention services
- Number of new individuals served
- Successful diversion outcomes
- Recidivism rate
- Successful housing outcomes
- Number of individuals connected to public benefits
- Number of individuals connected to employment and/or receive job training
- Number of individuals who complete a substance use counseling
- Average length of stay at shelter
- Average length of stay in recuperative care
- Reduction in police calls related to homelessness
- Reduction in Point in Time Count numbers
- Reduction in the reported emergency and hospital room utilization by homeless persons

The collected data and information will be useful to the CoC, but it will also allow the Wellness Center to fine tune its programming so that programs and services can be more effective at serving the targeted population and local community. The data will also help to estimate the actual need and help the City to better advocate for the appropriate level of permanent housing. During the first year of operation the Wellness Center is expected to provide services to 60% of Victorville's unsheltered homeless population (298) as reflected in the 2020 Point in Time Count. It is expected that the number of duplicated cases will decrease annually as homeless persons are connected to shelter and comprehensive services that are designed to improve quality of life and promote self-sufficiency.

## Attachment 9: ADM Capacity

**HHAP Application Attachment 9**  
**Section M Administrative Capacity**

*Describe your agency's/organization's administrative capacity that will allow effective implementation of the proposed project*

The City of Victorville is choosing to utilize a lead operator or multiple lead operators to operate the Wellness Center, which will serve the target population. The City will develop a lease agreement with each lead operator who will be responsible for the management, functionality and service coordination of their prospective service component and each lead operator will be required to have the appropriate level of staff and services in place to perform their distinct duties and responsibilities. If multiple lead operators are selected, these distinct areas of responsibility will include:

1. Lead operator for the shelter/interim housing
2. Lead operator for recuperative care

To help provide the broad-based level of services needed to assist the target population multiple non-profits, community and government agencies will provide a variety of on-site services.

**Pre-requisites for Selected Lead Operators**

The City of Victorville will enter into a professional services agreement with lead operators to manage the Wellness Center and the following prerequisites must be met:

- Must be a qualified organization currently engaged in providing homeless services and homeless prevention services and have experience successfully managing a homeless service center.
- Must have a minimum of three consecutive years of successfully managing and operating homeless programs and delivering relevant services of a similar type and scope as described above under Scope of Work.
- Must have a safety/security plan.
- No bankruptcy under any business name over the past five (5) years.
- Must have the current organizational experience and staff capacity to undertake a new Homeless Service Center Program.

**How the Process Will Work**

*Shelter/Interim Housing Component*

The target population will be able to gain access through the coordinated entry system. Upon entry, participants will connect with case managers who will perform assessments and help design an individualized service plan that is realistic to the participant's needs and ability.

San Bernardino County's CoC will have coordinated entry personnel stationed on-site to ensure that all interim housing residents are appropriately linked to the Coordinated Entry System (CES)

**HHAP Application Attachment 9**  
**Section M Administrative Capacity**

and will assist on-site service personnel with helping residents establish exit strategies and connections to available housing services, resources and opportunities to help transition people into stable housing.

Shelter case managers will also help to triage participant to the appropriate support service agencies either on-site or off-site for assistance as deemed necessary. The shelter lead operator has the staffing ability to assist participants with case management, employment and housing navigation. Case managers are also qualified to assist participants with Cal Fresh benefits if needed. Only individuals who have been processed through the intake system will have access to the Wellness Center Campus. For security purposes the supportive services building will be centrally located near the front office/intake area so that community residents not seeking shelter can receive assistance without breaching the living quarters of the campus.

*Recuperative Care Component*

Homeless individuals requiring medical respite can only receive admittance into the recuperative care center if a hospital provides an appropriate discharge plan. The recuperative care lead operator will establish contracts directly with hospitals and healthcare management organizations (HMO) to provide medical care, oversight, help with income stabilization and help with housing navigation. The contractual agreement will include either leased or per diem beds. The recuperative care operator is able to perform many of the same supportive services provided by the shelter/interim housing component, but if needed recuperative care patients can be referred to any of the on-site support service agencies for additional assistance.

Support Service Agencies

The City will establish partnerships with the medical clinic operator and support service agencies to provide on-site services through an MOU process:

- Case Management
- Substance Use Counseling
- Behavioral Health Services
- Physical Health Services/Medical Clinic
- Housing Navigation/Tenancy Support
- Life Skills Training/Financial Literacy Classes
- Rental & Utility Assistance (for those at risk of homelessness)
- Assistance with Documentation Readiness and
- Help with Income Stabilization
  - Assistance with Benefit Application (if applicable)
  - Job Readiness Training/Job Placement

# Victorville Wellness & Recuperative Care Campus

