

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	1
2.	Attachment B – Statement of Certification	2
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4.	Attachment D – Certification Regarding Debarment or Suspension; California Secretary of State Business Entity Registration	4
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11.	Attachment K – HHAP Project Application	11-18

Applicant Name: Knowledge, Education for Your Success, Inc. (KEYS)

Address: 680 South Waterman Ave. San Bernardino, CA 92408

Mailing Address (if different): _____

Telephone No.: 909-332-6388 FAX No.: _____

Email Address: jthrasher@keysnonprofit.org

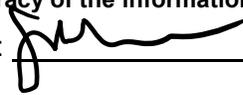
Federal Tax ID: 27-2536621

RFA Contact (Name/Title): Julie Burnette, Deputy Executive Director

Name of Authorized Representative: Jeré Thrasher

Title of Authorized Representative: Executive Director

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: 9/29/20

**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.		
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.		

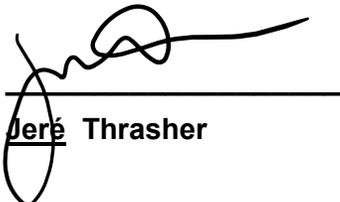
ATTACHMENT D

**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).
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).
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.

I certify that there are no debarment or suspension as a Public Entity



Jeré Thrasher

ATTACHMENT E – BUDGET

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

A	B	C
	Budget	Budget %
I. Rapid rehousing and prevention services: Direct Financial Assistan	\$27,243	55%
II. Personnel: Case Management and Housing Navigation	\$11,393	23%
III. Non Personnel	\$3,963	8%
IV. Data	\$1,981	4%
V. Admin/Operating Expenses	\$4,953	10%
<u>TOTAL PROGRAM EXPENSES</u>	<u>\$49,533</u>	<u>100%</u>

ATTACHMENT F – RESERVED

Attachment not required.

ATTACHMENT H – EXCEPTIONS TO RFA

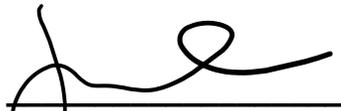
APPLICANT NAME KEYS

ADDRESS 680 S. Waterman Ave. San Bernardino, CA 92408

TELEPHONE # 909-332-6388 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.)

I certify that there are no Exceptions to RFA



Jeré Thrasher

ATTACHMENT I – PUBLIC RECORDS ACT EXEMPTIONS

APPLICANT NAME KEYS

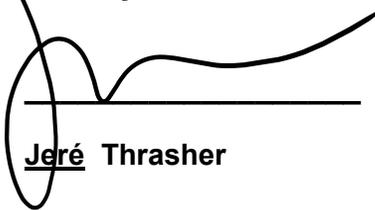
ADDRESS 68 S. Waterman Ave. San Bernardino, CA 92408

TELEPHONE # 909-332-6388

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.**

I certify that there are no Public Records Act Exemptions



Jeré Thrasher

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.

A. Applicant Information	
1.	Name of Applicant: KEYS

2.	Applicant's Legal Name: Knowledge, Education for Your Success, Inc. (KEYS)		
3.	Address: 680 S. Waterman City: San Bernardino State: CA Zip: 92408		
4.	Mailing Address (if different than above): City: State: Zip:		
5.	Contact Person: Jeré Thrasher		
6.	Title: Executive Director		
7.	Contact Phone: 909-332-6388		
8.	Contact Email: jthrasher@keysnonprofit.org		

B. Applicant Statement of Experience and Qualifications	
1.	<p>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:</p> <p>Knowledge, Education for Your Success Nonprofit Corporation: 501(c)3 Entity Number: C32722749</p>
2.	<p>Number of years the Applicant has been in business under the present business name, as well as related prior business names.</p> <p>11 years</p>
3.	<p>Do you have any commitments or potential commitments that may impact your ability to perform the Contract if awarded? If yes, explain.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

C. Regions/Eligible Use Category (must submit a separate Application for each region)	
1.	<p>Central Valley Region</p> <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> <p><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</p> <p>Note: The Central Valley Region is strongly encouraging applications that serve the 55+ homeless age category.</p>
2.	<p>Desert Region</p> <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> <p><input type="checkbox"/> New Navigation Center – Wellness & Recuperative Care Center (#1 Priority) <input type="checkbox"/> Emergency Shelters – Barstow Area (#2 Priority) <input checked="" type="checkbox"/> Rental Assistance (#3 Priority) <input checked="" type="checkbox"/> Delivery of Permanent Housing – Family Housing (#4 Priority)</p>

	<input type="checkbox"/> Outreach and Coordination (including employment) – Transportation (#5 Priority)
3.	East Valley Region
	<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"> <input type="checkbox"/> All populations - \$75,000 <input type="checkbox"/> Senior set aside - \$32,000 <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"> <input type="checkbox"/> Transitional Housing Units - \$75,000 <input type="checkbox"/> Outreach and Coordination (including employment) - \$8,000 <input type="checkbox"/> Operating Subsidies and Reserves - \$29,997
4.	Mountain Region
	<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
5.	West Valley Region
	<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
6.	Homeless Youth (County-wide)
	<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: H2H	<p>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.</p> <p>The H2H project is targeting prevention and rapid rehousing services in the High Desert Region of San Bernardino County to the following subpopulations: Priority 1) Seniors 55+ for those literally or at -risk of becoming homeless and Priority 2) Gap Fill: Homeless Prevention and Rapid Rehousing services to those participants currently enrolled or previously served by a rapid rehousing/homeless provider as indicated by HMIS. This gap fill assistance is to prevent another episode of literally homelessness. The project intent is to expand and increase housing and support efforts to vulnerable populations experiencing or at risk of homelessness within the CoC Homeless Crisis Response System structure.</p> <p>This request will provide Rental Assistance and Rapid Re-Housing as well as Prevention and Shelter Diversion to Permanent Housing in the Central Valley. This proposal is to request \$49,532.85 for the High Desert region, serving a minimum of 4 households annually. Additional households can be served when working in a multidisciplinary approach, leveraging resources that aim to achieve long-term sustainability and housing as identified through CoC prioritization. The design of this project aligns with evidence practices and support interventions that shape an individualized success for those participating in rapid rehousing. This can include progressive engagement, shared housing, maintaining homeless status and linkage to affordable or PSH, shallow subsidies, long term planning related to medically fragile such as connection to in-home care/support or transitioning to assistant living.</p> <p>Justification of need: <u>Seniors:</u> The 2019 PITC data illustrates a high need for the aging population. It is critical to prioritize those who are vulnerable, particularly, those who are medically fragile. Recently, KEYS has been actively case conferencing the master list for Project Room Key. Additional ESG funds will target the Project Room KEY participants, however, there are several that may opt out or need other rapid rehousing interventions and engagement post exit of Project Room Key, especially those who may exit to homelessness.</p> <p><u>Gap-fill:</u> This is to target those who have received or are currently receiving rapid rehousing that may no longer be eligible for services. Gap-fill is critical to the rapid rehousing system. CES gets several calls for those who do not qualify for services because they may not meet program requirements such as an over-income veteran or someone who exceeded the maximum allowance of assistance. This request will demonstrate a true system level approach in prioritizing the most vulnerable.</p> <p>By design, KEYS will support a No Wrong Door Approach allowing DAAS, HOPE Team and other providers to refer for assessment and screening adding all referrals to a countywide active working list for CES to assign to KEYS or other HHAP grantees.</p> <p>All services will include housing identification rent and move in assistance, intensive case management to include: funds to be used for one-time costs related to supportive, RRH programs, including utility deposits and the purchase of furnishings; or move in stipends that support food, household supplies, and hygiene products.</p>

	Individualized services plans will demonstrate stability efforts including connection to mainstream services, shared housing, shallow subsidy, connection to affordable housing applications.
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E. Work Plan and Schedule/Project Readiness

	<p>Provide a summary of the work plan for this project and the project schedule.</p> <p>KEYS has staffing capacity to accept referrals from CES or through a no wrong door approach. In addition to rapid rehousing best practices, all staff is trained in Progressive Engagement, Trauma informed Care, Motivational interviewing, and Family Strengthening principles.</p> <p>Referrals to KEYS from CES can begin on the project start date of December 1, 2020.</p> <p>KEYS is actively engaged in the Moving Forward initiative with Department of Mental Health, CES, The Chance Project, Pathways, HOPE Team and Department of Aging and Adult Services (Age Wise and At-Home). Several participants are refusing shared housing options and have little to no income and are choosing to return to homelessness. KEYS will need another layer of intervention approaches to these individuals that have had a history of denying services during Project Room KEYS and apply rapid rehousing options that secure stability while building their long term plan which will require team decision making and linkage to appropriate services. The project aligns simultaneously with Moving Forward to ensure that a higher success of housing placements with more staffing capacity.</p> <p>Targeting our aging will also include other seniors identified by the CoC partners so that it is a countywide approach in serving the most vulnerable.</p> <p>The project readiness is supported by our ability to secure units with our landlord partners. Through our strong partner relations, KEYS has identified units that will be ready for move in and will continue to build inventory for the aging population. This is also made possible through our partnership with DAAS.</p>
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F. Long Term Results

	<p>Specify the long-term results and how they will be produced through implementation of the project.</p> <p><u>Housing Placement</u> KEYS has successfully housed nearly 2,500 households in SBC since 2013, with a less than 5% recidivism rate as reported by HMIS.</p> <p>KEYS has the ability and capacity to monitor outcomes, maintain landlord relationships including those units post client exit, serving as a Point of Contact and mediation specialist to those properties. Long term relations result in long term housing stability.</p>
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G. Project Sustainability

	<p>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.</p>
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The project is designed to expand current services, servicing additional rapid rehousing or homeless prevention participants. KEYS has been able to receive additional unrestricted funds targeting these activities and will continue to seek additional funds to support ongoing assistance in areas of homeless prevention and rapid rehousing.

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?

KEYS is active in county wide case conferencing: Veterans, Permanent Supportive Housing, and Aging /medically fragile groups. These groups consist of a multidisciplinary approach with evidence of prioritization.

Collaboration:
Roxanne Young- DAAS: At Home and Age Wise programs: project referrals for seniors
Maria Razo, Executive Director of HACSB – Chair of ICH, Homeless Advisory Board (HAB) member.
Gilbert Ramos, TAD Director – HAB member.
Gary Watson, TAD Deputy Director – Housing and Disability Advocacy Program (HDAP) Committee member.
Jere Thrasher, KEYS Executive Director – HAC member, ICH RRH Adhoc Committee member, HAB member.
Ron Griffin- The Chance Project: Project Room Key/Moving Forward
Karyn Young Lowe- Lighthouse Social Services Family Stabilization and veteran partnership
Jeff Little- Housing Identification partnership for master leasing initiatives
Deputy Mike Jones: HOPE team referrals
Julie Burnette, KEYS Programs Manager – HPN member, Co-Chair of the Homeless Veteran Community Group and Project Room Key/Moving Forward project.

Children’s Fund- unmet needs of children and families
Department of Human Services- Referrals to workforce development
Department of Behavioral Health- referrals for direct services
CES- lead entity for all referrals to KEYS
HPN members- KEYS will provide gap fill support and capacity building and training to member agencies

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.

All referrals and engagement activities are screened for eligibility of meeting the literal homeless definition, of which will require a VISDAT or those who are in prevention meet the threshold score indicating their risk of becoming homeless within the next 30 days.

All those screened are added to the active working list and reciprocal referrals and/or direct referrals from CES are ready for intake. Those with the highest vulnerability are enrolled based on bed or funding availability.

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.

Measurable outcomes:

- 75% enrolled will achieve housing placements/housing stabilization (prevention)
- 25% will increased income through utilization SOAR certified staff (HDAP), disability claims, connection to WDD, First Steps or other employment services.
- 85% will Maintain housing retention 1-year post exit

Over the last few years, the KEYS leadership team have attended several national, state, and local conferences with the intention of identifying specific strategies that, when implemented, will strengthen, enhance, and grow the positive impact that the rapid rehousing programs currently provide for participants. Examples of our learning opportunities include the NAEH conference in Washington, D.C., CalWORKs Spring Learning Forum, Annenberg Alchemy Leadership Lab Full Cost Workshop, Inland Empire, and Bridges Out of Poverty certification.

We have learned and shared best practices, networked, and connected in order to better support our residents. We are intent on practicing decision-making that incorporates regular and consistent assessment of the full cost to deliver strong outcomes, and developing ideas to adapt the nonprofit business model for more efficiency and effectiveness and lead to creating action steps that create a culture of sustainability within the rapid rehousing programs.

Our success is measured using the standards and criteria outlined in the NAEH benchmarks. This is recorded in HMIS. KEYS serves over 800 households per year, and of these participants, KEYS meets the standard of the following benchmarks:

#1 Reduced the length of time remaining homeless: KEYS average days of placement is 30 days or less

#2 Permanent housing success rate: KEYS meets the benchmark to have at least 80% of those exited in HMIS are in permanent housing, and

#3 Returns to homelessness: KEYS is proud to have over 90% of households maintain housing one-year post exit.

M. Administrative Capacity

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

KEYS has fostered housing stability and support to individuals and families experiencing homelessness since 2013. Each grant year, KEYS has achieved the performance benchmarks for SSVF (Supportive Service for Veteran Families), TAD (Transitional Assistance Department) - HSP contract and CoC/HUD requirements. Each year, KEYS demonstrates the ability to expand, and deliver quality services and exceed program benchmarks, demonstrating the ability to achieve accurate and appropriate goals. Our success is achieved through our evaluation of our service delivery approach and continuous quality improvements as well as our ability to be innovative as demonstrated in the expansion of our HSP resulting in the 3rd highest grant award in the state of California, just behind Los Angeles and San Francisco.

KEYS is an established, top-performing agency across all programs and services, receiving recognition at the local, regional, and state level. KEYS has been in compliance in all areas: fiscal, program, and data. Agency policies and procedures ensure the operations are in good standing. Each data quality report reflects excellent ratings as presented by ICH. KEYS is noted as the largest rapid rehousing provider with excellent delivery of services through its continuous efforts in responding to homelessness throughout the County of San Bernardino. Since 2014, KEYS typically houses 30% of the total housed by rapid rehousing providers within the CoC, averaging one household placed into permanent housing per day.

KEYS continues to provide excellent quality services throughout its program and funding growth. All external audits have results with no findings and each target meets or exceeded standards. KEYS has been a supportive arm to the CES, finding innovative solutions in meeting immediate needs of those experiencing homelessness. This request for funding will strengthen the goal in providing a solid foundation to build system capacity and establish master leasing that will establish long lasting relations with landlords willing to work with tenants under the Housing First principles as well as serving those in rapid rehousing who may not qualify or need leverage direct financial assistance in partnership with another service provider.