

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

Applicant Name: Inland SoCal United Way (legal name: Inland Empire United Way)

Address: 9644 Hermosa Avenue, Rancho Cucamonga, CA 91730

Mailing Address (if different): Same as Above

Telephone No.: (909) 980-2857 FAX No.: (909) 980-2957

Email Address: grants@ieuw.org

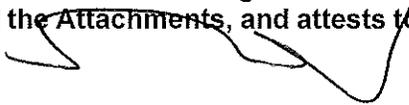
Federal Tax ID: 33-0502676

RFA Contact (Name/Title): Alisa Lemke

Name of Authorized Representative: Shirli Driz

Title of Authorized Representative: ISCUW VP Operations & IEUW Interim President/CEO

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

Signature of Authorized Representative: 

Date: 9/24/2020

**ATTACHMENT B
STATEMENT OF CERTIFICATION**

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

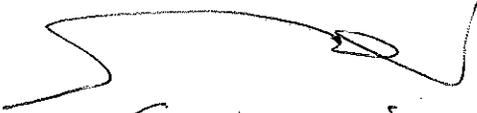
	Statement	Agree (initial)	Disagree with qualification (initial and attach explanation)
1.	The offer made in the Application is firm and binding for nine (9) months from the Deadline for Applications.	SD	
2.	All declarations in the Application and attachments are true and that this shall constitute a warranty, the falsity of which will entitle the County to pursue any remedy by law.	SD	
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.	SD	
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.	SD	
5.	Applicant, if selected will comply with all applicable rules, laws and regulations.	SD	
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.	SD	

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.


Shirin Driz 9/24/2020

ATTACHMENT E – BUDGET

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

ATTACHMENT E - BUDGET

Inland Empire United Way					
HHAP Budget					
	Central Valley	Desert Region	East Valley Region	Mountain Region	West Valley Region
	2255 HOAC Hrs	1025 HOAC Hrs	615 HOAC Hrs	461 HOAC Hrs	768 HOAC Hrs
Housing Outreach Assessment Coordinator (17/hr + 30% benefits)	\$49,826	\$22,648	\$13,589	\$10,192	\$16,986
Administration (5%)	\$2,768	\$1,258	\$755	\$566	\$944
Finance (5%)	\$2,768	\$1,258	\$755	\$566	\$944
Total	\$55,362	\$25,164	\$15,099	\$11,324	\$18,873

NOTE: As the CES serves the entirety of San Bernardino County, the project budget is designed to include 5% of HHAP. The region for this request is highlighted. The number of designated Case Conferencing (HOAC) hours is proportionate to the budget allocation in the region. Administrative and finance line items are activities necessary to implement the CES Expansion project.

ATTACHMENT F – RESERVED

Attachment not required.

ATTACHMENT H – EXCEPTIONS TO RFA

APPLICANT NAME Attachment H - N/A

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.)

N/A

ATTACHMENT I – PUBLIC RECORDS ACT EXEMPTIONS

APPLICANT NAME Attachment I - N/A

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.**

N/A

ATTACHMENT J - INDEMNIFICATION AND INSURANCE REQUIREMENTS AFFIDAVIT

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

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

Lake Insurance Agency

9/21/2020

Insurance Broker / Agency Name

Date

Patty Allinson

Please see the following page for a
physical signature.

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

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

653 S B St.

Tustin

CA

92780

Address

City

State

Zip Code

714-263-3600

714-975-9124

PAllinson@lakeins.com

Telephone Number

FAX Number

Email Address

Inland Empire United Way

HHAP No. OHS-20-02

Applicant's Name

County RFA Name and Number

Below State the Name of Insurance Company Providing Coverage:

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

Philadelphia Ind. Ins. Co.

Philadelphia Ind. Ins. Co.

Commercial General Liability

Automobile Liability

Technology Insurance Co.

Philadelphia Ind. Ins. Co.

Workers' Compensation Liability

Professional Liability

Cyber Liability

Pollution Liability

Sexual Abuse Liability

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

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

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

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Lake Insurance Agency

09/21/2020

Insurance Broker / Agency Name

Date

Patty Allinson

Patty Allinson

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

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

653 S. B St.

Tustin

CA 92780

Address

City

State Zip Code

714-263-3600

714-975-9124

PAllinson@lakeins.com

Telephone Number

FAX Number

Email Address

Inland Empire United Way

HHAP No. OHS-20-02

Applicant's Name

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Technology Insurance Co

Philadelphia Ind. Ins. Co.

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Professional Liability

Pollution Liability

Cyber Liability

Philadelphia Ind. Ins. Co.

Sexual Abuse Liability

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ATTACHMENT K
HHAP PROJECT APPLICATION

Purpose

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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: Inland SoCal United Way
2.	Applicant's Legal Name: Inland Empire United Way
3.	Address: 9644 Hermosa Avenue City: Rancho Cucamonga State: CA Zip: 91730
4.	Mailing Address (if different than above): City: Same As Above State: Zip:
5.	Contact Person: Alisa Lemke
6.	Title: Grants Program Manager
7.	Contact Phone: (909) 980-2857 ext. 227
8.	Contact Email: grants@ieuw.org

B. Applicant Statement of Experience and Qualifications	
1.	Business name of the Applicant and type of legal entity such as corporation, partnership, etc. If Applicant is a business entity that must be registered with the California Secretary of State, Applicant shall provide the County the entity number assigned to it by the Secretary of State: This application is under the legal business name of Inland Empire United Way. The organization is a 501(c)3 nonprofit.
2.	Number of years the Applicant has been in business under the present business name, as well as related prior business names. The present legal business name has operated since 1996. Prior business names include Mt. Baldy United Way and Desert Communities United Way. A merger occurred July 1, 2020, to become Inland SoCal United Way, but presently the legal name remains Inland Empire United Way.
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 checked="" type="checkbox"/> No

C. Regions/Eligible Use Category (must submit a separate Application for each region)	
1.	Central Valley Region 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 Note: The Central Valley Region is strongly encouraging applications that serve the 55+ homeless age category.
2.	Desert Region 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 checked="" 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> <ul style="list-style-type: none"> <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> <ul style="list-style-type: none"> <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> <ul style="list-style-type: none"> <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)
	<ul style="list-style-type: none"> <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: Expansion of Coordinated Entry System (CES) Case Conferencing

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.

This project will expand the Coordinated Entry System (CES) to include dedicated hours for regional Case Conferencing in the Desert Region. Please see the Additional Attachment for a full description.

E. Work Plan and Schedule/Project Readiness

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

5% of the regional HHAP funding will provide for CES staff participation in case conferencing as follows: Desert Region - 1,025 hours. Please see the Additional Attachment for more information.

F. Long Term Results

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

Expanded direct CES support of regional providers will streamline pathways to housing. This will reduce client time in homelessness and increase coordination between providers, the CES, and supportive services. Please see the Additional Attachment for more information.

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.

The budget is configured to be spread out to accommodate the region's needs. Please see the Additional Attachment for sustainability plans.

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?

Please see the Additional Attachment for a list of service providers and municipalities partnering with the 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.

This project is specifically designed to provide closer, more effective coordination by the CES. Please see Additional Attachment.

K. Homeless Management Information System (HMIS)

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

Currently participate in HMIS? Agrees to participate in HMIS?

L. Measurable Outcomes

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

We estimate 140 households and 210 individuals to be served. Please see the Additional Attachment for more information.

M. Administrative Capacity

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

ISCUW has substantial capacity to effectively implement the proposed project. Please see the Additional Attachment.



ATTACHMENT K – ADDITIONAL ATTACHMENT

Desert Region

Complete Responses to Application Items D, E, F, G, H, J, L, and M

D. Project Description

This project will expand the Coordinated Entry System (CES) to include dedicated hours for regional Case Conferencing in the Desert Region.

All HUD and State homeless funding, both current and impending, mandate that funded providers function in HMIS via the CES to meet local priorities. The most efficient and effective way to accomplish this work is case conferencing. Through this project, providers and CES will meet regularly to determine the most appropriate services and providers for each client. Clients are individuals and families across San Bernardino County who are experiencing homelessness or at imminent risk of homelessness. This project will expand CES staff capacity to designate 1,025 hours in case conferencing specifically to clients in the Desert Region. Approximately 210 individuals will be served in the Desert Region.

Activities will include regularly scheduled case conferencing meetings where local providers and the CES will work closely together and determine next steps on the client list. They will discuss any variances from VI-SPDAT assessment (e.g., unique circumstances that have increased vulnerability/need but may not be accounted for in the VI-SPDAT tool). Lastly, they will problem-solve the client situation as a collaborative group. They will connect live to HMIS and review case notes to discuss which providers meet the client's need and have the capacity to take on the client, which supportive services can promote housing readiness and success, and the most effective and efficient pathway forward to solve each client's homelessness.

E. Work Plan and Schedule/Project Readiness

5% of the regional HHAP funding will provide for CES staff participation in case conferencing as follows: Desert Region – 1,025 hours per year. Designated CES staff will utilize HMIS connection during case conferencing to coordinate as described in the project description. The project will begin immediately once funds are received. At minimum, case conferencing will occur on a regular monthly schedule.

F. Long Term Results

Expanded direct CES support of regional providers will streamline pathways to housing. This will reduce client time in homelessness and increase coordination between providers, the CES, and supportive services. As a result, clients will have their homelessness resolved more quickly and effectively towards solving the regional homelessness problem.

G. Project Sustainability



The budget is configured in hours to be spread out over time to accommodate the region's needs. CES will seek to supplement budget sustainability with CESH, CESH 2, ESG, HHAP 2, and additional CoC and other grant funding.

H. Collaboration

Partners for the Desert Region include the following. Each is a local agency involved with HMIS and the CES. Their role in this project is to participate in regional case conferencing and, when case-applicable, to provide their services to the client.

- City of Barstow
- Community Action Partnership
- Catholic Charities
- Family Assistance Program
- Housing Authority
- High Desert Homeless Services
- Inland Housing Solutions
- Knowledge & Education for Your Success
- Lighthouse Social Services
- St. Mary Medical Center
- Step Up on Second Street, Inc.
- US Vets
- VA Loma Linda
- Victor Valley Family Resource Center

J. Coordinated Entry System (CES)

This project is specifically designed to provide closer, more effective coordination by the CES via expanded capacity and designated case conferencing hours to the Desert Region. The project's prioritization criteria for clients include the VI-SPDAT assessment concurrently with HMIS case notes and case conferencing discussion.

L. Measurable Outcomes

The indicator of success will be the number of clients with resolved homelessness. CES will conduct a regular report of the time that clients spend in the process from initial engagement to secured housing. The projected number of households to be served in the Desert Region is about 140. Assuming about 1.5 people per household, the projected number of unduplicated homeless individuals served is 210.

Additionally, a CES Advisory Board will be implemented to include varied providers. CES will submit regular reports to the Advisory Board which will help shape CES improvements.

M. Administrative Capacity



Inland SoCal United Way (ISCUW) has served the Inland Region for 89 years. We unite people, ideas, and resources with our community to improve lives. Inland Empire United Way and United Way of the Inland Valleys merged on July 1, 2020 to form ISCUW and collectively advance Health, Education, and Financial Stability. We serve over 300,000 people who are under-resourced, under-served, and under-represented, working together to move them from poverty to self-sufficiency.

As the operator of 211 San Bernardino County and SBC CoC's Coordinated-Entry System, ISCUW has substantial administrative capacity to effectively implement the proposed project. With the merger, we increased the number of Finance and other administrative staff, including hiring a fiscal role dedicated to grants and contracts. ISCUW has an expanded Programs department with new resources and enhanced leadership structure. 211 now has an Executive Director, Director, and Assistant Director, all under a Vice President of Operations. We have an expert External Affairs department tasked to build effective and sustainable relationships and community engagement. Altogether, our expanded administrative capacity increases the number of strategic and funding partnerships to support this project and the work of the CES.