

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-3 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.

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

ATTACHMENT E – BUDGET

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

City of Rancho Cucamonga HHAP Budget

Rapid Re-Housing Program

Case Management (Salaries & Benefits)	24,000 (Housing navigation, housing stabilization, re
Rental/Utility Assistance, Application Fees	40,000 (Short term assistance)
Security Deposits, Holding Deposits	(2 mos)
	64,000

Homelessness Prevention Program

Case Management (salaries & benefits)	24,000 (Housing stabilization, landlord mediation, re
Rental/Utility Assistance	30,000 (Short term assistance)
Emergency Motel Vouchers	5,000 (Short term assistance less than 30 days, avg
	59,000

TOTAL 123,000

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.**

Sexual Abuse Liability

Sexual Abuse and Molestation (SAM) is a willful violation of law and direct liability of the perpetrator for such conduct is excluded per below exclusion FF of CIRA's Memorandum of Coverage

FF. Willful Violation of Any Law. This **Memorandum** does not apply to **Personal Injury** arising out of the willful violation of any law committed by or with the knowledge or consent of the **Covered Party. Public Officials Errors or Omissions** arising out of the willful violation of any law.

Coverage for the employer of the alleged perpetrator will not be affected by the exclusion unless the employer authorized, consented to, condoned, or ratified the perpetrator's willful violation of law. The employer may be held liable based on a number of theories that do not involve willful violation of law by the employer, such as negligent hiring, retention, and supervision of the perpetrator, failure to supervise the student, etc. Where there is an allegation of SAM, there generally will not be any coverage for the accused perpetrator, although the employer/CIRA may elect to provide defense coverage under a reservation of rights. Under CIRA's MOC, the employer (i.e. City) and additional covered party (i.e. County) will normally be covered for their alleged fault that allowed the SAM to take place. However, note that each claim is analyzed on its own facts, so we cannot predict the analysis for all SAM-related claims that may be made

A. Applicant Information	
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. 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
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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain.

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

2.	<p>Strategies to Achieve Outcome Goals</p> <p>Indicate which of the strategies to achieve outcome goals the proposed project service activities are designed to help meet (select as many as applicable for this project).</p> <p>Applicants for the Central Valley, Desert, East Valley, and West Valley Regions may select from the following strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least 300 new units of permanent supportive and/or service-enriched housing will be occupied by June 2024. <input type="checkbox"/> At least 300 additional households will exit homelessness and achieve permanent housing stability through rapid rehousing activities <input type="checkbox"/> At least 200 additional shelter/interim housing beds will be occupied by January 2024. <input type="checkbox"/> At least 500 households living housing insecure and/or at-risk of homelessness will be prevented from becoming homeless through systemwide diversion and prevention strategies. <input type="checkbox"/> At least 500 households at imminent risk of homelessness will be prevented from becoming homeless through eviction prevention strategies. <input type="checkbox"/> At least 100 high utilizers of safety net services and experiencing chronic homelessness will achieve permanent housing stability by January 2024. <p>Applicants for the Mountain Region may select from the following strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least 300 additional households will exit homelessness and achieve permanent housing stability through rapid rehousing activities <input type="checkbox"/> At least 200 additional shelter/interim housing beds will be occupied by January 2024. <input type="checkbox"/> At least 500 households at imminent risk of homelessness will be prevented from becoming homeless through eviction prevention strategies. <p>Complete the “Project Description” section, explaining in detail how the services for the proposed project, including number of units, beds and/or households served, will contribute to achieving the strategic outcome goals selected.</p>
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D. Project Description	
	Project Name:
	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-3 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 and capacity to submit timely documentation and reports.

D. Project Description

Project Name: City of Rancho Cucamonga - Homelessness Prevention & Rapid Re-Housing Program

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.

In San Bernardino County, there has been ongoing, deliberate action around coordination and collaboration to address homelessness in the region. Rancho Cucamonga has been involved, often in a leadership role, in such local efforts to support initiatives and provide feedback for programming and implementation of CoC activities. The City has a strong community network that includes partners in our local schools, non-profit organizations, and faith-based organizations that collaborate to provide much needed services to the most vulnerable in our community. The City of Rancho Cucamonga recognizes the importance of addressing homelessness in the community and has a demonstrated track record of supporting comprehensive strategies and programs in an effort to address the evolving needs of persons experiencing homelessness in our city. The City continues to be aware of the varying needs and challenges of individuals who are working to access housing to exit homelessness and is investing in an increased portfolio of services to ensure individuals are matched to the resources needed to obtain and remain stable long term.

The City of Rancho Cucamonga is interested in implementing a multi-agency, coordinated approach to homelessness prevention and rapid re-housing. The City has experienced a significant increase in unsheltered residents and intends to pro-actively secure funding to deliver services to our most vulnerable community members. It is our intent to collaboratively provide Homeless Prevention and Rapid Re-housing for Rancho Cucamonga residents.

The Homelessness Prevention and Rapid Re-Housing Program will provide financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. The funds under this program are intended to target individuals and families who would be homeless if not for this assistance. The funds will provide for a variety of assistance, including: short-term rental assistance and housing relocation and stabilization services, including such activities as security or utility deposits, utility payments, moving cost assistance, and case management.

Law enforcement services in the City have been provided through a contract with the San Bernardino County Sheriff's Department. The dedicated Solutions Oriented Policing outreach team serve as the front door to RC's homelessness services and are vital in helping the City progress towards achieving the goal of reducing the number of persons who experience unsheltered homelessness. Outreach programs are aimed at connecting households residing in unsheltered situations to the network of services available in the community to aid people experiencing homelessness. This project would provide the necessary resources to the front-line deputies to address the immediate shelter needs and provide emergency motel vouchers and services in real time outside of normal business operating hours. The deputies will be able to provide emergency shelter when appropriate and in an effort to triage them and connect with tailored services that result in a transition plan to secure permanent housing.

The City will collaborate with a non-profit agency to provide the majority of the homelessness prevention assistance (including case management, rental/utility assistance, etc) and rapid re-housing services (including deposits, rent/utilities, and housing navigation) to Rancho Cucamonga residents. The City will issue a Request for Applications (RFA) to allocate funds to local homeless services provider to implement these services. The barriers to housing and needs of the target population will be met through a tailored and individualized package of assistance that includes 1) eviction prevention, 2) housing search and placement services, 3) short term financial assistance and 4) housing stabilization case management and connections to resources.

E. Work Plan and Schedule/Project Readiness

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

The City's Solutions Oriented Policing Team is actively conducting street outreach and is ready to immediately deploy services in the community if funded. They are already trained and have the necessary skills and capacity to connect eligible candidates with services. The City will abide by its procurement guidelines to secure a subcontractor to deliver the remainder of the services, and anticipate having a subcontractor in place within 90 days. The City will include in the subcontract substantially similar terms as are provided in Section V, Scope of Work, and ensure that the subcontractor follows all terms and conditions of the contract, as well as the reporting formats and procedures specified by County. The City anticipates that its scope of services will be met, and all funds will be spent down by or close to the 50% expenditure deadline of May 31, 2024 and 100% expenditure of June 30, 2026.

F. Long Term Results

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

According to the 2023 PITC, Rancho Cucamonga saw a significant increase of 49% in its unsheltered population from 2022 to 2023. 40% were homeless for the first time during the past 12 months. This program will increase the capacity of the City and its housing partners to enhance and expand the existing services and more effectively address the needs of the community. This program will build on existing emergency sheltering efforts while also supporting permanent transitions to safe and stable housing to ensure homelessness is non-recurring.

The emergency hotel vouchers will provide an opportunity to triage the client and coordinate services unique to individual needs. The program will help those experiencing homelessness locate, secure, and maintain permanent housing. The goal is to permanently house a minimum of 5 families through these services. Based on the budget proposed and by leveraging other funding sources, the average cost per successful housing placement is approximately \$8,000 per household. Research shows that people assisted by rapid re-housing experience higher rates of permanent housing placement and similar or lower rates of return to homelessness after the assistance ends compared to those assisted by transitional housing or who only receive emergency shelter.

In addition, homelessness prevention, including eviction prevention, is a critical piece to the comprehensive system. The demand for emergency shelters far outweighs the resources available, so it is critical that we invest in services that prevent people from becoming homeless in the first place. The goal is to ensure that at least 75% of those provided assistance maintain stable housing after a year. Keeping residents housed and reducing the number of new entries into the homeless system is a top priority

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 City of Rancho Cucamonga leverages as many state and federal resources as possible to be able to deliver much needed services to the most vulnerable in our community. The City uses various data sources and methods of analysis to project the need for housing interventions among the homeless population and identify gaps in our homeless delivery system. Determining the most appropriate intervention helps to sustain the outcomes we are seeking. The City is committed to leveraging its resources to ensure the most cost-effective and sustainable delivery of services to homeless individuals and those at-risk of becoming homeless.

The non-profit and faith-based community play a key role in this delivery system. The City has historically provided resources to our community partners for services that assist the homeless and those at risk of becoming homeless. The City utilizes limited CDBG funds to provide public and supportive services to for these purposes. Homeless supportive and prevention services funded through the City's CDBG 2023-2024 program year include:

- Foothill Family Shelter – Provides homeless and low-income individuals and families with housing and food security.
- Impact Southern California – Provides case management, tenant rights counseling, and one-time payments for housing security deposits and/or rent for individuals experiencing homelessness or at risk of homelessness.
- Inland Valley Hope Partners – Provides homeless and low-income individuals and families with housing and food security.
- Inland Fair Housing and Mediation Board – Addresses fair housing mediation and landlord-tenant dispute resolution services, which helps prevent homelessness.

The City will also continue to implement the Mobile Home Accord that serves as a rent stabilization agreement between the City and mobile home park owners and implementation of the Mobile Home Rental Assistance that provides a monthly rental subsidy to low-income mobile home households.

The one-time HHAP funding equips the City with the ability to enhance these services currently provided and expand its reach. The funding will allow the City to serve the increased number of unsheltered residents identified in the 2023 PITC. With continued collaboration with our partners, we will be able to coordinate efforts and better sustain the services and outcomes of the program. The City will continue to leverage alternative funding support from federal and state governments and/or in-kind funding, and adjust our program structure, reach, and/or services to fit the needs of the community and resources available.

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 institutional delivery system in Rancho Cucamonga is high-functioning and highly collaborative—particularly the relationship between local government and the non-profit sector comprised of a network of capable non-profit organizations that are delivering a full range of services to residents. Strong City departments anchor the administration of HUD grant programs and the housing, community and economic development activities that are implemented by the City support and enhance this existing institutional structure. As the lead applicant, the City of Rancho Cucamonga will provide the administrative and operational backbone to the project. The City's current outreach services through the Solutions Oriented Policing Team will be enhanced with the ability to provide emergency motel vouchers and services in real time outside of normal business operating hours. The City will collaborate with a non-profit agency to provide homelessness prevention assistance (including case management, rental/utility assistance, etc) and rapid re-housing services (including deposits, rent/utilities, and housing navigation) to Rancho Cucamonga residents.

J. Coordinated Entry System (CES)

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

The City's subcontracted housing partner will receive direct referrals through the Coordinated Entry System to link homeless residents to the most appropriate housing solution based on their needs with a Housing First approach.

Referrals will include those who currently reside in Rancho Cucamonga and are eligible for services. The City also receives referrals outside of CES for homeless prevention assistance from our local school districts, other service agencies, self-referrals, etc. The City and its partners will collaboratively deploy services to the community in an equitable and timely manner.

L. Measurable Outcomes

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

The project goal is to contribute to the reduction in the number RC residents experiencing homelessness or on the brink of homelessness by connecting individuals with services tailored to their unique needs that lead to stable, permanent housing.

Project success will be measured by the following objectives:

- A minimum of 5 households experiencing homelessness will secure permanent housing and 75% will maintain stable housing. (Measurement: # of people who have secured permanent housing; # of people in stable housing at end of assistance and after 1 year)
- A minimum of 10 at-risk households prevented from losing their housing and 75% will maintain stable housing. (Measurement: # of people served; # of people in stable housing at end of assistance and after 1 year)

The Local Homelessness Action Plan identifies a number of goals including the following of which the proposed program will contribute to:

- Reducing the number of persons experiencing homelessness on a daily basis by 10%
- Reducing the number of persons that become homeless for the first time by 10%
- Increasing the number of people exiting homelessness for the first time by 10%

In addition, ICH adopted strategies to achieve outcome goals including the following results which are addressed in this proposal:

- At least 300 additional households will exit homelessness and achieve permanent housing stability through rapid rehousing activities by June 2024
- At least 500 households living housing insecure and/or at-risk of homelessness will be prevented from becoming homeless through systemwide diversion and prevention strategies.
- At least 500 households at imminent risk of homelessness will be prevented from becoming homeless through eviction prevention strategies

City staff will coordinate and meet regularly with the subcontractor to review program goals and outcomes and create a process for continued analysis.

M. Administrative Capacity

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

The City has over 45 years of experience in providing services to the community. City staff have extensive knowledge of community needs and challenges. The City of Rancho Cucamonga has a structure, staffing capacity, and necessary experience to perform the proposed activities. Primary CMO staff for this project include a Management Analyst III who has over 20 years of experience in project management and administering large scale, million dollar + federal, state, and private grants. Staff also serves on the Interagency Council of Homelessness and is the West End co-chair for the Steering Committee and leads a region wide coalition to improve quality of life and access to resources for unhoused communities in the city and region.

In addition to administering the ongoing CDBG Program that provides services for unhoused or those at risk of becoming homeless, the City of Rancho Cucamonga also has a proven track record of success the RC CARES Program. In the summer of 2020, the City allocated nearly \$2.8 million in Federal CARES Act funds to assist Rancho Cucamonga residents and businesses. These funds provided rental assistance for low-income residents, helped with back rents for commercial tenants, and granted funds to assist local businesses with COVID compliance to remain open and keep patrons safe. Nearly 1,000 applications were reviewed, 1,364 calls received to our RC CARES hotline, 2,000 emails received to our RC CARES inbox, and 848 residents and businesses were provided assistance.

The Finance Department is responsible for managing the financial operations of the City in accordance with generally accepted accounting principles, as well as applicable laws, regulations, and City policies. The Finance Department prepares the annual Comprehensive Annual Financial Report (CAFR) to provide the City Council, citizens, representatives of financial institutions, and others with detailed information concerning the financial condition and performance of the City of Rancho Cucamonga. The report also provides assurance that the City presents fairly its financial position as verified by independent auditors. The City has received the Certificate of Achievement for Excellence in Financial Reporting for its CAFR since 1988. The Certificate of Achievement is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government financial reports.