

Request For Proposals

for



2014 CONTINUUM OF CARE HOMELESS PROGRAMS

*DUE DATE FOR MANDATORY
ELECTRONIC SUBMISSION:*

September 3, 2014 11:59 p.m. (PDT)

ePro Document ID # DBHE15-OHS-1095

**CaSonya Thomas, Director
Department of Behavioral Health**

**Department of Behavioral Health –
Contracts Unit
268 West Hospitality Lane, Suite 400
San Bernardino, CA 92415-0026**

RFP - DBH 14-53

Table of Contents

I.	OBJECTIVE	1
II.	BACKGROUND	1
III.	DEFINITIONS	1
IV.	PROCUREMENT CONDITIONS.....	5
	A. Priorities	5
	B. Negotiations	5
	C. CoC Homeless Program Questions.....	5
	D. Energy Efficiency.....	5
V.	PROGRAM COMPONENTS	5
	A. Program Components	5
	B. Eligible Populations	5
	C. Eligible Projects.....	6
VI.	MAXIMUM REQUESTS AND LIMITS	7
VII.	GRANT TERMS.....	7
VIII.	SCHEDULE	7
IX.	SUBMISSION REQUIREMENTS & FORMATS	8
	A. Application.....	8
	B. Application Submission Format	8
	C. Application Submission Process/Instructions.....	8
X.	GENERAL REQUIREMENTS FOR ALL GRANTEES/PROJECT SPONSORS.....	8
	A. Financial Requirements Summary.....	8
	B. Grant Administration.....	9
	C. Performance Reports	9
	D. Record-keeping.....	9
	E. Timely Use of Funds.....	9
	F. Sanctions	9
	G. Homeless Management Information System	9
XI.	METHOD OF EVALUATION	10
	Attachments	
	Attachment I - Application Checklist	
	Attachment II - GeoCodes	
	Attachment III - Energy Star	
	Attachment IV - Summary Information on the Supportive Housing Program	
	Attachment V - Memorandum of Understanding	
	Attachment VI - Program Application	

I. OBJECTIVE

The County of San Bernardino Office of Homeless Services (OHS), acting on behalf of the San Bernardino County Homeless Partnership, is requesting proposals from nonprofit and local government organizations providing assistance to homeless populations within the County of San Bernardino. The County of San Bernardino is a “Housing First” County and is interested in receiving proposals that seek to assist Homeless Households with Children with Rapid Re-Housing, a type of permanent Housing, and Chronic Homeless Persons with Permanent Supportive Housing. OHS seeks projects to implement a local continuum of care-wide Permanent Housing program, including Permanent Supportive Housing and Rapid Re-housing that will focus on unsheltered homeless populations through a comprehensive direct street outreach and engagement team that will implement a “Housing First” approach in accordance with the San Bernardino County Homeless Partnership’s 10-Year Strategy to End Homelessness. The proposal must include a component of direct street engagement with a coordinated and comprehensive outreach approach that will employ sufficient Employment and Housing Guides to cover each region of the County and sufficient administrative oversight.

To ensure the San Bernardino County CoC is positioned to respond to the 2014 CoC Homeless Assistance Programs Competition Notice of Funding Availability (NoFA), OHS is administering the local procurement at this time. Agencies approved by the County of San Bernardino Interagency Council on Homelessness will be asked to submit a final proposal through HUD’s e-snaps system.

II. BACKGROUND

The County of San Bernardino, on behalf of the Homeless Partnership, shall submit an application to HUD for federal CoC assistance to provide essential services to assist homeless persons and families in the County of San Bernardino. A complete list of areas within the County of San Bernardino served with HUD 2014 CoC Homeless Assistance Programs will be provided when HUD publishes the 2014 Coc NoFA. The County of San Bernardino Interagency Council on Homelessness (ICH) has reallocated approximately \$1,000,000 to fund local efforts to address homelessness. The County will release an addendum to this RFP after HUD publishes the 2014 CoC NoFA final funding allocations. The addendum will include additional available funding, if any, for the County of San Bernardino.

This Request for Proposal (RFP) announces the intention of the ICH to receive new applications through two components of the McKinney-Vento Homeless Assistance Act: 1) Permanent Supportive Housing; and 2) Rapid Re-Housing.

This RFP is for new projects only. HUD Grantees eligible for project renewal will be notified by OHS regarding the renewal process.

III. DEFINITIONS

- A. Chronically Homeless Individuals and Families - An individual who is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and Can be diagnosed with

one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

- B. Homeless Households with Children - Households with children with at least one adult and one child under 18 and;
1. Living in a place not meant for human habitation, in emergency shelter, in transitional housing, exiting an institution where they temporarily resided, or;
 2. Losing their primary nighttime residence, which may include a motel, or hotel or a doubled up situation, within 14 days and lack resources or support networks to remain in housing, or;
 3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, or;
 4. Fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing. This category is similar to the current practice regarding people who are fleeing domestic violence.
- C. Housing First Model - Housing First is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals. Research shows that it is effective for the chronically homeless with mental health and substance abuse disorders, resulting in fewer inpatient stays and less expensive interventions than other approaches. PSH projects should use a Housing First approach in the design of the program.
- D. Permanent Supportive Housing - Permanent supportive housing means permanent housing in which supportive services are provided to assist chronically homeless individuals with a disability, or a family with an adult head of household with a disability, to live independently and maintain their housing.
- E. Rapid Re-Housing Model - Rapid Re-Housing is a model of housing assistance that is designed to assist the homeless, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing. Rapid re-housing assistance is time-limited, individualized, and flexible, and is designed to complement and enhance homeless system performance and the performance of other homeless projects. While it can be used for any homeless person, preliminary evidence indicates that it can be particularly effective for households with children. Rapid Re-housing projects awarded under the CoC Program must serve families coming from the streets or emergency shelter. A rapid re-housing approach may provide supportive services, and/or short-term (up to 3 months) and/or medium-term (for 3 to 24 months) tenant-

based rental assistance as necessary to help a homeless individual or family, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing. When providing short-term and/or medium-term rental assistance to program participants, the rental assistance:

- Must follow the written policies and procedures established by the Continuum of Care for determining and prioritizing which eligible families and individuals will receive rapid rehousing assistance, as well as the amount or percentage of rent that each program participant must pay;
- May set a maximum amount or percentage of rental assistance that a program participant may receive, a maximum number of months that a program participant may receive rental assistance, and/or a maximum number of times that a program participant may receive rental assistance. The recipient or sub-recipient may also require program participants to share in the costs of rent. For the purposes of calculating rent for rapid rehousing, the rent shall equal the sum of the total monthly rent for the unit and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located;
- Limit rental assistance to no more than 24 months to a household;
- May provide supportive services for no longer than 6 months after rental assistance stops;
- Must re-evaluate, not less than once annually, that the program participant lacks sufficient resources and support networks necessary to retain housing without Continuum of Care assistance and the types and amounts of assistance that the program participant needs to retain housing. The recipient or sub-recipient may require each program participant receiving assistance to notify the recipient or sub-recipient of changes in the program participant's income or other circumstances (e.g., changes in household composition) that affect the program participant's need for assistance. When notified of a relevant change, the recipient or subrecipient must reevaluate the program participant's eligibility and the amount and types of assistance that the program participant needs;
- Require the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability. The project is exempt from this requirement if the Violence Against Women Act of 1994 (42 U.S.C. 13925 *et seq.*) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 *et seq.*) prohibits the recipient carrying out the project from making its housing conditional on the participant's acceptance of service.

- F. Rental Assistance - Rental assistance may be short-term, up to 3 months of rent; medium-term, for 3 to 24 months of rent; or long-term, for longer than 24 months of rent. The rental assistance may be tenant-based, project-based, or sponsor-based, and may be for transitional or permanent housing. Grant funds may be used for security deposits in an amount not to exceed 2 months of rent. An advance payment of the last month's rent may be provided to the landlord, in addition to the security deposit and payment of first month's rent. HUD will only provide rental assistance for a unit if the rent is reasonable. The recipient or sub-recipient must determine whether the rent charged for

the unit receiving rental assistance is reasonable in relation to rents being charged for comparable unassisted units, taking into account the location, size, type, quality, amenities, facilities, and management and maintenance of each unit. Reasonable rent must not exceed rents currently being charged by the same owner for comparable unassisted units.

- G. Street Outreach and Engagement Team - Employment and Housing Guides provide services under the direction of a full-time Employment and Housing Administrative position are responsible for the oversight of:
1. The provision of countywide services (west valley, central valley, east valley, mountains and desert regions);
 2. Collaborating and networking with various public and private providers of permanent supportive housing programs such as affordable housing providers and landlords, independent property owners, property managers, and operators of group homes;
 3. Developing relationships with a wide-range of shelter and temporary housing providers that will provide bridge housing which is defined as short-term arrangement pending placement in permanent housing that has been identified and secured but the participant cannot immediately occupy;
 4. Implement a preemptive permanent housing program, including permanent supportive housing and rapid re-housing approach that identifies and empowers homeless individuals and families that are either chronically or non-chronically homeless to connect with appropriate supportive services to assist them in developing skills, aside from the program provided wraparound services, to sustain them financially in order to maintain permanent housing through a "Housing First" approach; and
 5. Provide in-reach services for public systems of care that that may discharge homeless persons such as health care institutions, mental health services, foster care and law enforcement, when necessary in order to prevent homeless persons being discharged into homelessness.

IV. PROCUREMENT CONDITIONS

A. Priorities

Major priorities this year will be identifying one or more providers of 1) permanent supportive housing for chronic homeless persons and/or families, and 2) rapid re-housing for homeless households with children.

B. Negotiations

OHS reserves the right to negotiate with potential grantees relative to pricing, technical information, and/or other items from their proposal(s).

C. CoC Homeless Program Questions

Questions regarding the CoC Homeless Program and/or procurement process must be sent, via e-mail to homelessrfp@hss.sbcounty.gov. In the subject line please type: CoC Question-SB to ensure the e-mail is properly routed. Please note that OHS is only permitted to answer questions and shall not provide assistance that may provide a competitive advantage to a proposal.

D. Energy Efficiency

OHS supports the Energy Star initiative that encourages the use of energy-efficient appliances (see Attachment III, Energy Star, and www.energystar.gov). Applications for new projects will only be included in the CoC plan if the applicant agrees to utilize only Energy Star appliances in their projects. Applicants should also note that all projects proposing rehabilitation or new construction shall be required to conduct outreach to employ low- and very low-income persons per the Housing and Urban Development Act of 1968 (known as Section 3).

V. PROGRAM COMPONENTS

This RFP is for new projects only. All HUD Grantees eligible for project renewal will be notified by OHS regarding the renewal process.

A. Program Components

Local HUD CoC funding is available through two components: Permanent Supportive Housing and Rapid Re-Housing. Each project component has unique requirements as to eligible applicants and eligible activities that include permanent supportive housing and rapid re-housing. Additional information will be included in an addendum to this RFP after HUD publishes the 2014 CoC NoFA.

B. Eligible Populations

1. Eligible populations for **Permanent Supportive Housing** must meet HUD's definition as noted below:

- An individual who is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years, and;
 - Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability, and;
 - An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or d. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless. Governing regulations include an income eligibility test restricting assistance to persons below 50% of Area Median Income, adjusted for household size.
2. Eligible populations for **Rapid Re-Housing** must meet HUD's definition as noted below:
- Households with children with at least one adult and one child under the age of 18, and:
- People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, exiting an institution where they temporarily resided, or;
 - People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, within 14 days and lack resources or support networks to remain in housing, or;
 - Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, or;
 - People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing. This category is similar to the current practice regarding people who are fleeing domestic violence.

C. Eligible Projects

Agencies that submit a proposal will be notified if their proposal has been recommended for funding by the Grant Review Committee. Agencies recommended for funding by the Grant Review Committee and approved by the County of San Bernardino ICH must attend a Technical Assistance Workshop and a mandatory Final Review. Agencies recommended for funding will be notified of the deadline to enter their final application in e-snaps after HUD release the 2014 CoC NoFA.

OHS shall use its resources to assist applicants in submitting project proposals that conform with the program regulations, but neither the County of San Bernardino, the San Bernardino County Homeless Partnership nor the ICH make any representation that funding is guaranteed, or that their interpretations of the regulations are fully consistent with HUD's. The responsibility for the completeness of an application and its conformity with the relevant HUD regulations is the sole responsibility of each applicant.

VI. MAXIMUM REQUESTS AND LIMITS

Specific limits concerning eligible projects, activities, supportive services, operations, Homeless Management Information System, and administration will be made known to applicants after HUD publishes the 2014 CoC NoFA.

VII. GRANT TERMS

Please note that the term for each grant depends on the program component for which applications are submitted. Additional information will be included in an addendum to the RFP after HUD publishes the 2014 CoC NoFA.

VIII. SCHEDULE

Submission Schedule

RFP Issued	Date: July 23, 2014
Proposer's Conference	Date: August 6, 2014 Time: 10:00 a.m. – Noon. (PDT) Location: County of San Bernardino Department of Behavioral Health Health Services Building 850 East Foothill Blvd - Auditorium Rialto, CA 92376
Deadline for submission of questions	Date: August 13, 2014 Time: 11:59 p.m. (PDT) Submission: homelessrfp@hss.sbcounty.gov
Questions and Answers posted as an Addendum	Date: August 20, 2014
Tentative Deadline for Electronic Submission for local Application Materials	Date: September 3, 2014 Time: 11:59 p.m. (PDT) Submission: homelessrfp@hss.sbcounty.gov

All dates and times are subject to change as deemed necessary by OHS.

Modifications: The County reserves the right to issue addenda or amendments to this RFP if the County considers that additional clarifications are needed. Only those proposers represented at the proposal conference will receive addenda or amendments issued after the Mandatory Conference.

Projects Recommended for Funding: Agencies recommended and approved for funding by the local ICH will be required to attend a mandatory final review. The authorized representative must have a strong knowledge of the application and the authority to make revisions to the approved project in order to strengthen the CoC's overall score. During this process OHS and the agency representative(s) will work together to finalize, and enter into e-snaps, project information for inclusion in the Partnerships final application to HUD.

OHS will notify the authorized representative identified by the agency of all subsequent submission requirements and meeting dates and locations. Local final submission dates in e-snaps will be determined by OHS staff when HUD releases the NoFA in 2014.

OHS is providing a listing of additional required documents in **Attachment I**. Be advised that it is the applicant's responsibility to ensure all required forms are submitted on time.

IX. SUBMISSION REQUIREMENTS & FORMATS

A. Application

Proposals for use of the HEARTH Act funds must be completed on - **Attachment VI** - County of San Bernardino 2014 Continuum of Care Homeless Assistance Grant Application

B. Application Submission Format

OHS shall only accept electronically submitted HUD applications that conform to the following guidelines:

1. Files should be saved as Microsoft Office documents compatible with Office 2007.
2. All scanned documents shall be saved only as PDF formatted files with resolution set no less than 100 dpi or greater than 400 dpi. OHS and the Grant Review Committee shall not review documents submitted as JPG, TIF or other graphical formats.
3. All forms and narratives must be prepared using an 11 point Times New Roman font.

C. Application Submission Process/Instructions

Final application submission instructions will be stated in an addendum to this RFP after HUD publishes the 2014 CoC NoFA.

X. GENERAL REQUIREMENTS FOR ALL GRANTEES/PROJECT SPONSORS

Please be aware of the following requirements of all grantees and project sponsors.

A. Financial Requirements Summary

CoC funded programs are subject to the uniform policies and requirements of the federal Office of Management and Budget's (OMB) Circulars and Federal regulations implementing the Circulars. The grantee must meet any applicable audit requirements in accordance with the Office of Management and Budget Circulars A-133, A-128, and A-110. The nonprofit grant recipient will be responsible for costs associated with an independent audit. As applicable, the audit must be provided to HUD in a timely manner.

B. Grant Administration

Grantees are responsible for ensuring that homeless assistance funds are administered in accordance with the requirements of applicable laws and program regulations.

C. Performance Reports

All applicants are hereby advised that as a condition of being included in the final application to HUD, all applicants must enter into a Memorandum of Understanding (MOU) with the OHS. This MOU will provide OHS necessary access to the applicant's project for monitoring and evaluation purposes. In addition, the applicant will be required to provide quarterly performance reports and the Annual Performance Report (APR) filed with HUD to the OHS.

D. Record-keeping

Each grantee must ensure that records are maintained for a three-year period after the final expenditure to document compliance with the provisions of the program regulations, and to make them available to HUD upon reasonable advance notice. Grantees are expected to use standard accounting practices in their fiscal recordkeeping.

E. Timely Use of Funds

Grantees are expected to utilize McKinney-Vento assistance in a timely manner. The program regulations make clear the standards that grantees will be held to regarding program implementation. HUD reserves the right to recapture funds not committed within 12-months of grant execution.

F. Sanctions

If the ICH determines that a grantee is not complying with the McKinney-Vento Act requirements, or with other applicable laws, it may elect to exclude a grantee from future CoC applications.

G. Homeless Management Information System

Grantees are required to utilize the Homeless Management Information System (HMIS) data tracking system for case management activities. HMIS is the computerized data collection tool specifically designed to capture client-level information over time on:

1. The characteristics and service needs of men, women, and children experiencing homelessness; and
2. The services provided to these clients.

XI. METHOD OF EVALUATION

The Grant Review Committee will complete the review and evaluation process and prepare a priority list of grantees for approval by the ICH. All agencies will be notified of the Grant Review Committee recommendation for their agency.

Evaluation Factors

Projects will be evaluated to determine if their historical or anticipated performance merits inclusion in the CoC application. Projects that may reduce the overall CoC score may be excluded from the CoC application. Projects will only be included in the submission to HUD if they demonstrate capacity to initiate a new project in a timely manner.

Projects Rating Factors

1. Feasibility (taking into account timing, availability of other resources, and experience of applicant).
2. Percentage of funding request for housing-related activities (the higher the percentage for housing the better).
3. Leverage (relative to other new projects).
4. Cost effectiveness
5. Level of participation and quality of data entered in the San Bernardino County Homeless Management Information System
6. Participation in the San Bernardino County Homeless Provider Network
7. Participation in the San Bernardino County Point In Time Count
8. Projects that reflect the recommendations stated in the County of San Bernardino's Homeless Partnership 10-Year Strategy to End Homelessness
9. Participation in San Bernardino CoC Planning process
10. Service and geographic reach: does the proposed new project provide a new needed service, and/or is the project proposed for an under-served part of the County of San Bernardino.
11. Application completeness and accuracy

END

Application Checklist

Section A: HUD Application Materials ALL APPLICANTS

- ❑ Contact Information to be included in the body of transmittal email.
- ❑ **Attachment VI** – County of San Bernardino 2014 Continuum of Care Homeless Assistance Grant Application
- ❑ Articles of Incorporation/Bylaws
- ❑ List of the Board of Directors: A list of the current board of directors or other governing body of the grantee must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member; and must identify the principal officers of the governing body.
- ❑ Statement of Non-Identity of Interest: Any member of the board or board officer who receives any compensation from the non-profit organization must identify the amount of such compensation and the services provided for which compensation was granted
- ❑ List of References: a minimum of 3, one of which must be an agency of local government.
- ❑ Organization Chart: showing how proposed project will be situated in your agency.
- ❑ Most recent Audited Financial Statement
- ❑ A list identifying your past 5 years of experience receiving HUD assistance or other government assistance

Section B: Other Required Materials for projects recommended for funding*

- ❑ SF-424 Application for Federal Assistance (must include DUNS number)
- ❑ Applicant/Recipient Disclosure/Update Report (HUD-2880)
- ❑ Survey of Ensuring Equal Opportunity for Applicants (HUD-424 SUPP)
- ❑ Copy of IRS 501 (c)(3) Tax Determination Letter
- ❑ Disclosure of Lobbying Activities (SF-LLL)
- ❑ Applicant Code of Conduct (if not previously approved by HUD)
- ❑ Certification of Consistency with Consolidated Plan (HUD-2991) **top portion only**
- ❑ SB County Dept. of Economic and Community Development--Project Info. Sheet Section 3 Survey (when requesting funds for new construction or rehabilitation)
- ❑ **Attachment V** – Memorandum of Understanding (Three signed copies)

***Please note – Agencies recommended for funding must have completed the SF-424 prior to attending the Mandatory Technical Assistance Workshop and are required to submit three (3) signed copies of the Memorandum of Understanding to OHS staff at the Mandatory Technical Assistance Workshop. Agencies that have not completed the SF-424 will not have access to the HUD e-snaps application system.**

GeoCodes

San Bernardino City and County Continuum of Care

<u>GeoCode</u>	<u>Jurisdiction</u>
060108	APPLE VALLEY
060708	CHINO
060709	CHINO HILLS
061332	FONTANA
061638	HESPERIA
062556	ONTARIO
062930	RANCHO CUCAMONGA
062964	REDLANDS
062988	RIALTO
063180	SAN BERNARDINO
063852	UPLAND
063900	VICTORVILLE
069071	SAN BERNARDINO COUNTY

Energy Star



Did You Know?

Your home can cause twice the greenhouse gas emissions of a car.

What is ENERGY STAR?

ENERGY STAR is a government-backed program helping businesses and individuals protect the environment through superior energy efficiency.

Results are already adding up. In 2004 alone, Americans, with the help of ENERGY STAR, saved enough energy to power 24 million homes and avoid greenhouse gas emissions equivalent to those from 20 million cars - all while saving \$10 billion.

For the home

Energy efficient choices can save families about a third on their energy bill with similar savings of greenhouse gas emissions, without sacrificing features, style or comfort.

ENERGY STAR helps you make the energy efficient choice. If looking for new household products, look for ones that have earned the ENERGY STAR. They meet strict energy efficiency guidelines set by the EPA and US Department of Energy.

If looking for a new home, look for one that has earned the ENERGY STAR.

If looking to make larger improvements to your home, EPA offers tools and resources to help you plan and undertake projects to reduce your energy bills and improve home comfort.

For Business

Because a strategic approach to energy management can produce twice the savings - for the bottom line and the environment - as typical approaches, EPA's ENERGY STAR partnership offers a proven energy management strategy that helps in measuring current energy performance, setting goals, tracking savings, and rewarding improvements.

EPA provides an innovative energy performance rating system which businesses have already used for more than 21,000 buildings across the country. EPA also recognizes top performing buildings with the ENERGY STAR.

ADDITIONAL INFORMATION ON ENERGY STAR CAN BE FOUND AT:

<http://www.energystar.gov/index.cfm>

Summary Information on the Supportive Housing Program

In accordance with federal regulations at 24 CFR 583, Supportive Housing Program grant funds may be used for one or more of the following activities relating to homeless assistance:

Acquisition of sites to be used as transitional or permanent housing for homeless persons or households. No single application may be for more than \$400,000 for the combination of acquisition, new construction, and rehabilitation activities. HUD funding for capital assistance must be matched dollar-for-dollar with another source of cash.

New Construction or Rehabilitation of buildings for use as either transitional or permanent housing for the homeless. No single application may be for more than \$400,000 for the combination of acquisition, new construction, and rehabilitation. HUD funding for capital assistance must be matched dollar-for-dollar with another source of cash.

The **Leasing** of sites to be used as either transitional or permanent housing for the homeless, or the leasing of a site to be used for the provision of supportive social services. If requesting funds to lease housing units, you must not exceed the following monthly Fair Market Rates¹:

- Efficiency Unit (0-bedroom) \$766
- 1-bedroom Unit \$882
- 2-bedroom Unit \$1,120
- 3-bedroom Unit \$1,582
- 4-bedroom Unit \$1,930

Provision of essential **social services** to the homeless, including services concerned with employment, health, drug abuse, and education, and may include, (but are not limited to):

- Outreach;
- Housing search assistance;
- Life-skills training;
- Medical services and psychological counseling and supervision;
- Employment services;
- Nutritional assistance;
- Substance abuse treatment and counseling;
- Assistance in obtaining other federal, state, and local assistance including mental health benefits, employment counseling, medical assistance, veteran's benefits, and income support assistance such as Supplemental Security Income benefits, Temporary Assistance for Needy Families, General Assistance, and Food Stamps;
- Other services such as child care, transportation, job placement and job training; and Staff salaries necessary to provide the above service.

Operation costs of transitional or permanent housing to assist the homeless

Relocation assistance for households displaced because of actions related to acquisition, new construction or rehabilitation.

¹http://www.huduser.org/portal/datasets/fmr/fmrs/FY2014_code/2014summary.odn

Homeless Management Information System: funding to acquire the hardware, software, set up and operate such a system. These funds may only be used to establish program specific systems that will link to the County's HMIS system that is currently in development.

Costs for HMIS must be reasonable in light of the populations served and level of services rendered.

Administration, limited to 5% of grant funds for program activities described above.

SUPPORTIVE HOUSING PROGRAM REQUIREMENTS

Cash Match

A 20% cash match is required of supportive social services and 25% for housing operations. Acquisition, rehabilitation, and new construction funds must be matched by an equal amount of non-McKinney Act funding (100% match). There is not a match requirement for leasing costs. A nonprofit or local government agency recipient selected through this RFP process must demonstrate its capacity to provide this match in a timely manner following notification of a conditional grant award. In calculating the amount of the matching funds for capital funds, a grantee may include the documented value of any donated material or a building.

Assistance to the Homeless

Homeless individuals must be given assistance in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living; and other Federal, State, local, and private assistance available for such individuals.

MEMORANDUM OF UNDERSTANDING

Between

County of San Bernardino Department of Behavioral Health

Office of Homeless Services

And

Applicant Name

July 1, 2015 through June 30, 2016

WHEREAS, the Office of Homeless Services (OHS) is responsible for coordinating countywide efforts to end and prevent homelessness in San Bernardino County;

WHEREAS, the OHS is responsible for submitting United States Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Homeless Assistance Exhibit 1 and Exhibit 2 grant applications within the County of San Bernardino;

WHEREAS, the OHS is responsible for ensuring that all HUD CoC Homeless Assistance awardees within the County of San Bernardino adhere to HUD and local policy and procedures as established by the San Bernardino County Interagency Council on Homelessness (ICH);

WHEREAS, Applicant Name applied for and was awarded HUD CoC Homeless Assistance funding to provide housing and homeless services to individuals experiencing homelessness in the County of San Bernardino.

NOW, THEREFORE, IT IS AGREED that the San Bernardino County OHS is responsible for Continuum of Care planning for homeless programs in the County of San Bernardino, and Applicant Name, has been awarded funds to provide homeless program services within the County of San Bernardino; the above parties mutually agree to the following terms and conditions:

TABLE OF CONTENTS

I. BACKGROUND 3

II. OHS RESPONSIBILITIES..... 3

III. APPLICANT NAME RESPONSIBILITIES..... 3

IV. MUTUAL RESPONSIBILITIES..... 4

V. RIGHT TO MONITOR 4

VI. TERM..... 4

VII. EARLY TERMINATION..... 4

VIII. GENERAL PROVISIONS 5

IX. CONCLUSION 6

I. BACKGROUND

In September of 2007, the San Bernardino County Board of Supervisors (Board) approved the formation of the San Bernardino County Homeless Partnership (Partnership) to provide leadership in creating a stronger countywide network of service delivery to homeless individuals, homeless families, and those at risk of becoming homeless through facilitating better communication, planning coordination, and cooperation among all entities that provide services to the county's homeless.

In addition, the Board created the Office of Homeless Services (OHS), originally under Human Services, now administered by the Department of Behavioral Health, to provide administrative support for the newly formed Partnership.

This MOU between OHS and Applicant Name delineates the roles and responsibilities of the OHS and Applicant Name with regard to the administration of the HUD CoC Homeless Assistance grants.

II. OHS RESPONSIBILITIES

OHS shall:

- A. Provide technical assistance to HUD CoC Homeless Assistance awardees.
- B. Conduct annual monitoring site visits to ensure compliance with the The Stewart B. McKinney Homeless Assistance Act of 1987, later renamed the McKinney-Vento Homeless Assistance Act title IV, subtitle C, 42 U.S.C. 11381 and The McKinney-Vento Homeless Assistance Act as amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, requirements.
- C. Prepare and submit the annual HUD CoC Homeless Assistance Exhibit 1 document to HUD, when necessary.
- D. Assist in the preparation and submission of all new and renewal HUD CoC Homeless Assistance Exhibit 2 documents that have been recommended for submission to HUD by the ICH, when necessary.

III. APPLICANT NAME RESPONSIBILITIES

APPLICANT NAME shall:

- A. Comply with the McKinney-Vento and/or HEARTH Act, requirements and other applicable laws. If ICH determines that a grantee is not in compliance with McKinney-Vento and/or HEARTH Act requirements it may elect to exclude a grantee from future CoC applications.
- B. Utilize the Homeless Management Information System (HMIS) data tracking system for case management activities. Timeliness and quality of data entered in the HMIS will be monitored during the annual monitoring site visit.
- C. Ensure that homeless assistance funds are administered in accordance with the requirements of applicable laws and program regulations.
- D. Provide quarterly performance reports and the Annual Performance Report (APR) filed with HUD to the OHS.
- E. Demonstrate that the project has established policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the

McKinney-Vento Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness.

- F. Demonstrate, if Applicant Name serves families with children, in its project that a staff person is designated to ensure that children are enrolled in school and connected to the appropriate services within the community, including early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services.
- G. Demonstrate in its project that a staff person is designated to act as a liaison with local institutions (Foster Care, Detention Centers/Jails, Hospitals and Mental Health facilities) in an effort to prevent discharged individuals from entering into homelessness.
- H. Actively participate in the San Bernardino County Homeless Partnership to include but not limited to the following: HUD mandated Point-In-Time-Count and Homeless Partnership Meetings.

IV. MUTUAL RESPONSIBILITIES

- A. OHS and Applicant Name agree they will establish mutually satisfactory methods for the exchange of such information as may be necessary in order that each party may perform its duties and functions under this agreement; and appropriate procedures to ensure all information is safeguarded for improper disclosure in accordance with applicable State and Federal laws and regulations.
- B. OHS and Applicant Name agree they will establish mutually satisfactory methods for problem resolution.

V. RIGHT TO MONITOR

- A. OHS staff or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Inspector General, shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Applicant in the delivery of services provided under this MOU. Full cooperation shall be given by Applicant in any auditing or monitoring conducted.
- B. Applicant shall cooperate with OHS in the implementation, monitoring and evaluation of this MOU and comply with any and all reporting requirements established by this MOU.
- C. Applicant shall provide all reasonable facilities and assistance for the safety and convenience of OHS's representative in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of Applicant.

VI. TERM

This MOU is effective July 1, 2015 through June 30, 2016, and shall be automatically renewed for one year periods unless terminated earlier in accordance with provisions of Section VII of this MOU.

VII. EARLY TERMINATION

This MOU may be terminated without cause upon thirty (30) days written notice by either party. The DBH Director, or his/her appointed designee, has the authority to terminate this MOU on behalf of DBH. The Applicant Name Director, or his/her appointed designee, has the authority to terminate this MOU on behalf of Applicant Name.

VIII. GENERAL PROVISIONS

- A. No waiver of any of the provisions of the MOU documents shall be effective unless it is made in writing which refers to provisions so waived and which is executed by the Parties. No course of dealing and no delay or failure of a Party in exercising any right under any MOU document shall affect any other or future exercise of that right or any exercise of any other right. A Party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
- B. Any alterations, variations, modifications, or waivers of provisions of the MOU, unless specifically allowed in the MOU, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of both parties as an amendment to this MOU. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.

- INTENTIONALLY LEFT BLANK -

Program Application

County of San Bernardino 2014 Continuum of Care Homeless Assistance Grant Application

A. Project Information:

1. Program Type: Permanent Supportive Housing Program Rapid Re-Housing
2. Project Description: Provide a detailed description of the project. The description must include a response to the program requirements under which the project will operate. The description must also include the following; Schedule of daily activities and interactions with homeless populations; Development of collaboration with permanent housing providers; Relationships with shelter and temporary housing providers; How your program will assist to enroll clients in mainstream services; Address the removal of barriers to housing (i.e. screening and eligibility criteria for housing placement); Include annual review process of clients regarding sufficient resources and support networks necessary to sustain housing; Participation in local CoC committees, Project Connects, Point-in-Time Counts, and Partnership sponsored and/or recommended events; the triage approach that will be implemented for prioritizing households and matching appropriate housing and services based on needs (i.e. the use of a vulnerability index); How you will address daily and evening outreach and engagement coverage.
3. Will the project use Energy Star (See Attachment III) equipment such as computers, printers, kitchen appliances, etc.? Yes No
4. Is the project located on land previously owned by the military? Yes No

B. Project Sponsor Information

1. Organization Name:
2. Organization Type: local government nonprofit other:_____
3. DUNS Number:
4. Tax ID or EIN #:
5. Street Address 1:
6. Street Address 2:
7. City:

8. Zip Code:
9. Is the sponsor a faith-based organization? Yes No
10. Has the sponsor ever received a federal grant, either directly from a federal agency or through a State/local agency? Yes No

C. Project Sponsor Contact Information

1. Name:
2. Title:
3. E-mail address:
4. Phone number:
5. Fax number:

D. Experience of Project Applicant, Sponsor, and Partners

Experience Narrative(s) - each narrative must address the specific type and length of experience for the applicant, project sponsor, housing and supportive service providers, and if applicable, key subcontractors involved in implementing the project. In addition, the narratives must describe the experience of all entities, as it relates to working with homeless persons, and the experience directly related to the proposed activities being carried out, including: housing development, housing management, construction, rehabilitation, service delivery, and HMIS activities (for new HMIS projects).

1. **Describe the experience of the project applicant, sponsor, and partners, as it relates to providing supportive services and housing for homeless persons, and carrying-out the activities of the project.**
2. **Describe experience of project partners related to providing activities and working with homeless persons.**

3. **Unresolved monitoring or audit findings on HUD McKinney-Vento Act grants, excluding ESG - check Yes or No to indicate whether or not the sponsor has open OIG audit findings; poor or non-compliance with applicable Civil Rights Laws and/or Executive Orders; or open SNAPS related monitoring finding(s). The question is related to those projects for which the sponsor organization is either a direct grantee or a sponsor.**

Yes No

If “yes,” please explain findings:

E. Type and Scale of Housing

Project Participants - Households with Dependent Children

Instructions:

- **Total number of households** - enter the total number of households served at a point in time.
- **Disabled adults** - (in this row) enter the total number of adult participants with a disability. Of these participants, indicate how many fall into one or more of the subpopulation categories (chronically homeless, severely mentally ill, chronic substance abuse, veterans, persons with HIV/AIDS, and DV victims).
- **Non-disabled adults** - (in this row) enter the total number of adult participants without a disability. Of these participants, indicate how many fall into one or more of the subpopulation categories (chronic substance abuse, veterans, and DV victims).
- **Disabled children** - (in this row) enter the total number of participant children with a disability. Of these participants, indicate how many fall into one or more of the subpopulation categories (chronically homeless, severely mentally ill, chronic substance abuse, persons with HIV/AIDS, and DV victims).
- **Non-disabled children** - (in this row) enter the total number of participant children without a disability. Of these participants, indicate how many fall into one or more of the subpopulation categories (chronic substance abuse and DV victims).

- **Total persons** – add rows above
- **Total number of adults** – add rows above for adults only
- **Total number of children** – add rows above for children only

In the table below, indicate the total number of homeless persons and subpopulations served by the project at a particular point in time (when the project is at full capacity).

Total Number of Households:							
	Total Persons	Chronic Homeless	Severely Mentally Ill	Chronic Substance Abuse	Veterans	Persons with HIV/AIDS	Victims of Domestic Violence
Disabled Adults							
Non-Disabled Adults							
Disabled Children							
Non-Disabled Children							
Total Persons							
Total Number of Adults							
Total Number of Children							

Project Participants - Households without Dependent Children

- **Total number of households** - enter the total number of households with or served at a point in time.
- **Disabled adults** - (in this row) enter the total number of adult participants with a disability. Of these participants, indicate how many fall into one or more of the subpopulation categories (chronically homeless, severely mentally ill, chronic substance abuse, veterans, persons with HIV/AIDS, and DV victims).
- **Non-disabled adults** - (in this row) enter the total number of adult participants without a disability. Of these participants, indicate how many fall into one or more of the subpopulation categories (chronic substance abuse, veterans, and DV victims).
- **Disabled unaccompanied youth** - (in this row) enter the total number of unaccompanied youth with a disability. Of these participants, indicate how many fall into one or more of the subpopulation categories (chronically homeless, severely mentally ill, chronic substance abuse, persons with HIV/AIDS, and DV victims).
- **Non-disabled unaccompanied youth** - (in this row) enter the total number of unaccompanied youth without a disability. Of these participants, indicate how many fall into one or more of the subpopulation categories (chronic substance abuse, and DV victims).
- **Total persons** – add rows above.
- **Total number of adults** - add rows above for adults only.
- **Total number of unaccompanied youth** - add rows above unaccompanied youth only.

In the table below, indicate the total number of homeless persons and subpopulations served by the project at a particular point in time (when the project is at full capacity).

Total Number of Households:							
	Total Persons	Chronic Homeless	Severely Mentally Ill	Chronic Substance Abuse	Veterans	Persons with HIV/AIDS	Victims of Domestic Violence
Disabled Adults							
Non-Disabled Adults							
Disabled Unaccompanied Youth							
Non-Disabled Unaccompanied Youth							
Total Persons							
Total Number of Adults							
Total Number of Unaccompanied Youth							

F. Supportive Services for Participants

Instructions:

- 1. Policies and practices consistent with the educational laws** (required) – select Yes or No. Does the applicant/sponsor have policies which are consistent with educational laws, including the McKinney-Vento Act, relating to the provision of educational and related services to individuals and families experiencing homelessness.
- 2. Designated staff person to ensure the homeless children receive educational needs** (required) - select Yes or No. Does the applicant/sponsor have a designated staff person responsible for ensuring that children are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services.
- 3. Frequency** - select the frequency (daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, does not apply) at which each basic supportive service is provided to participants.
- 4. Accessibility of community amenities** - select the level of accessibility of basic community amenities for project participants. Basic community amenities should be accessible to participants via walking, public transportation, driving, or transportation provided by the project.

The information provided below records the capacity of the project to provide supportive services or access to services that participants require. See instructions above for assistance.

- 1. For projects serving families, does the applicant/sponsor have policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness?**

Yes No not applicable

- 2. For projects serving families, does the applicant/sponsor have a designated staff person responsible for ensuring that children are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services?**

Yes No not applicable

3. Specify the frequency of supportive services to be provided to project participants.

Supportive Services	Check Frequency						
	Daily	Weekly	Bi-Weekly	Monthly	Bi-Monthly	Quarterly	Does not Apply
Outreach							
Case Management							
Life Skills							
Job Training							
Alcohol and Drug Abuse Services							
Mental Health and Counseling							
HIV/AIDS Services							
Health/Home Health Services							
Education and Instruction							
Employment Services							
Child Care							
Transportation							
Other:							
Other:							
Other:							

4. How accessible are basic community amenities (e.g., medical facilities, grocery store, recreation facilities, schools, etc.) to the project?

Very Accessible Somewhat Accessible Not Accessible

G. Homeless Management Information System (HMIS) Participation

All projects must indicate their level of participation in the CoC's HMIS.

Does this project provide client level data to HMIS at least annually?

Yes No Not Applicable (HMIS dedicated projects only)

If the project is providing participant data in the HMIS - indicate the total number of participants served by the project, and the total number of clients reported in the HMIS. Also, for those participant records that were reported in the HMIS, indicate the percentage of values that were missing ("Null or Missing Values") and/or unknown ("Don't Know or Refused"). If there were no unknown values, note a "0" value.

If the project is not providing participant data in the HMIS - indicate one or more of the four (4) reason(s) for non-participation:

- Federal law prohibits (please cite specific law)
- State law prohibits (please cite specific law)
- New project not yet in operation
- Other (please specify prohibition)

H. Project Budgets

1. Supportive Services Budget

Eligible Costs	Quantity Description	Annual Assistance Requested
Ex. Housing Guide		

2. Rental Assistance Budget

Eligible Costs	Number of Units x Monthly Rent or Amount of Relocation and Stabilization per Unit	Annual Assistance Requested
Rental Assistance:		
Short-term assistance (up to 3 months)		
Medium-term assistance (3 to 24 months)		
Long-term assistance (more than 24 months)		
Housing Relocation and Stabilization		
Rapid Re-housing:		
Short-term assistance (up to 3 months)		
Medium-term assistance (3 to 24 months)		
Long-term assistance (more than 24 months)		
Housing Relocation and Stabilization		

I. Project Leveraging

INSTRUCTIONS: Complete the table below by listing all leveraged resources that will be utilized on this project. Leveraged resources should be considered either committed or anticipated resources for your project

Type of Contribution	Source of Contribution	Identify Source as: (G) Government* or (P) Private	List any Anticipated Leveraging	Date of Written Commitment	Value of Written Commitment
<i>Example: Child Care</i>	<i>CDBG</i>	<i>G</i>		<i>2/15/20014</i>	<i>\$10,000</i>
TOTAL:					\$

$$\frac{\text{Committed leveraging}}{\text{Total leveraging}} = \%$$

Percentage of funds committed for this project.

_____ %

End