



Los Angeles Homeless Services Authority

a joint powers authority of the city & county of los angeles

2014 INDEPENDENT LIVING PROGRAM (ILP)

REQUEST FOR PROPOSALS (RFP)

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2014 INDEPENDENT LIVING PROGRAM (ILP) RFP

TABLE OF CONTENTS

1. INTRODUCTION AND FUNDING	3
2. ELIGIBILITY REQUIREMENTS	
2.1 Eligible Populations to be Served	4
2.2 Eligible Proposers	4
2.3 Eligible Projects	5
2.4 Eligible Facilities	5
2.5 Eligible Use of Funds	5
3. PROJECT SPECIFICATIONS	
3.1 Program Types	7
3.2 Available Funding	7
3.3 Leverage Requirement	7
3.4 Project Term	7
3.5 Target Population	7
3.6 Geographic Areas Served	8
3.7 Project Activities	8
3.8 Program Requirements	8
3.9 Site Control	11
3.10 Reporting and Evaluation	11
4. PROJECT PERFORMANCE OUTCOMES	
4.1 Residential Stability	11
4.2 Increased Skills or Income	11
5. PROPOSAL EVALUATION PROCESS	
5.1 Threshold (RFQ) Review	12
5.2 Quality Review	14
6. TECHNICAL ASSISTANCE	
6.1 Proposers' Conference	16
6.2 Questions and Answers	16
6.3 Addendums	17
7. PROPOSAL SUBMISSION	
7.1 Formatting Requirements	17
7.2 Due Dates	18
7.3 Appeals	18
8. PROPOSAL CONDITIONS AND RESERVATIONS	20
9. CONTRACT CONDITIONS	23

1. INTRODUCTION AND FUNDING

The John H. Chafee Foster Care Independence Act of 1999 makes funds available for current and former foster youth up to age 21 to enhance their planning and preparation for independent living. Each year, the State of California receives an allocation of these funds and, in turn, allocates these funds to individual counties. In Los Angeles County, the funds are administered by the Department of Children and Family Services (DCFS).

Up to thirty percent (30%) of each year's allocation may be used for housing assistance to former foster youth at least 18 and not yet 21 years of age. The purpose of this Request for Proposals (RFP) is to fund supportive services, operating costs, and administrative costs incurred by programs providing transitional housing to former foster youth. The County seeks the assistance and participation of community partners in serving the housing needs of former foster youth moving toward independence and self-sufficiency throughout all eight (8) Service Planning Areas (SPAs).

This RFP and the housing funds distributed under it will be administered by the Los Angeles Homeless Services Authority (LAHSA) under contract with the Los Angeles County Department of Children and Family Services (DCFS) in partnership with the Los Angeles County Probation Department (Probation). DCFS and Probation both provide foster care services to youth and establish programs and policies to meet the needs of those youth. For this RFP, DCFS and Probation are the lead agencies for developing the policies and priorities identified herein.

LAHSA brings expertise in conducting the RFP process, managing contracts, and monitoring the performance of community-based organizations providing housing and housing assistance. LAHSA is a joint powers authority created by the County and the City of Los Angeles to address the needs of homeless persons. LAHSA administers federal and local funds for housing and other services for homeless persons. LAHSA currently administers funds and contracts for housing programs serving former foster youth.

*****NEW FOR THIS PROPOSAL*****

- **Participation in the Proposers' Conference is mandatory to all providers who wish to submit an RFP (See Section 6.1).**
- **The Request For Quality (RFQ) process will serve as our Threshold Process for this RFP. The RFQ is a process which will help to ensure that agencies have core documents in place before they apply for initial funding or try to renew existing funding . It also provides a place for agencies to electronically store "legacy" documents to reduce duplicative processes.**

2. ELIGIBILITY REQUIREMENTS

2.1 Eligible Populations to be Served

The housing and services must be provided to former foster youth, defined as follows:

- 2.1.1** A person at least 18 years old and not yet 21 years old whose foster care services have terminated. Foster care services are deemed terminated as of the date that court jurisdiction over the youth is terminated, and a “court order” (also known as a “minute order”) is issued evidencing such. Eligible youth include:
- a. A former foster youth who was under Los Angeles County supervision through the Department of Children and Family Services or the Department of Probation and was in out-of-home care after turning 16 years old; or
 - b. A Kinship Guardianship Assistance Payment Program (Kin-GAP) is to provide the services to children who, after attaining 16 years of age, have left foster care for kinship guardianship or adoption per (Soc. Sec. Act, Sec. 477).
- 2.1.2** Eligible former foster youth include the above qualifying former foster youth who:
- a. Were adopted after their 16th birthday; and/or
 - b. Have run away from placement.

2.2 Eligible Proposers

Eligible Proposers include: states, units of local government, public housing agencies, private non-profit organizations, and community mental health associations that are public non-profit organizations. At a minimum, eligible Proposers must meet the following criteria:

- 2.2.1** All non-governmental Proposers must have been incorporated and have been operational as a non-profit 501(c)(3) organization providing services to the target population before February 1, 2012. However, agencies that have been providing services to the target population under the auspices of another incorporated 501(c)(3) organization as of February 1, 2012 and have since obtained their own 501(c)(3) status may be eligible for funding under this RFP.
- 2.2.2** Have not been debarred or suspended by the Federal Government, State of California, or a local government.
- 2.2.3** Have no current or past contract non-compliance, non-performance, suspension or termination, or other adverse audit findings with LAHSA or any other public funding source in the past five years.
- 2.2.4** The Proposer must have at least twenty-four (24) months of experience providing similar housing and/or services to the target population for which funding is being requested. Especially well planned proposals may be considered even if the required twenty-four (24) months of experience has not been met at the time of proposal submission. Both the Proposer and all organizations involved in the proposed project are subject to this review.

2.3 Eligible Projects

Transitional housing programs are eligible for funding under this RFP if they propose to provide at least six (6) new or expiring beds for the target population, as defined in Section 3.5, Target Population. Note that funding under this RFP is not intended to replace funding sources for existing beds.

New beds are defined as dedicated beds for the target population that did not exist before July 1, 2014. **New beds** include beds that existed before July 1, 2014 but were not dedicated to the target population before July 1, 2014.

Expiring beds are defined as dedicated beds for the target population for which funding will cease as of June 30, 2014 and which would result in the beds being no longer available to the target population as of July 1, 2014.

2.4 Eligible Facilities

The facilities used to house former foster youth may provide private or shared bedrooms with no more than two (2) persons per bedroom, and may be of the following types: Single Room Occupancy (SRO)-type units; multi-family units (leased or owned, scattered-site, or in one building); shared living space containing more than two beds provided that, at a minimum, there are partitions around each bed with adequate storage space for individual belongings. Proposers are encouraged to provide housing in independent living spaces, such as apartments. ***If housing is provided in a group setting, 24-hour on-site supervision is required.*** The facilities must also provide, at a minimum, access to food and cooking facilities, laundry facilities, an accessible and working telephone, and basic furnishings provided in the housing unit. All shared bedrooms and bathrooms must be for single-sex use only. Transgender youth must be housed with and share the same facilities as the gender with which they identify.

If the target population for the project proposed in this RFP is housed in the same facility as another population, the target population must be provided dedicated sleeping and bathroom areas used solely by individuals under 21 years of age.

2.5 Eligible Use of Funds

Funds may be used for supportive services, operating, Homeless Management Information System (HMIS) and administrative costs, to the extent that these costs are directly related to the housing and services being provided to former foster youth. **FUNDS UNDER THIS RFP ARE NOT AVAILABLE FOR CAPITAL COSTS.** Ineligible costs will not be funded. If a proposed project does not include any eligible costs, the proposal will be deemed ineligible and rejected from the competition. Please refer to Section 3.8., Program Requirements, for the description of supportive services that organizations are required to provide for each program awarded funds under this RFP.

2.5.1 Allowable Costs

Allowable costs are the costs associated with the day-to-day expenses of providing housing and supportive services to the target population and the tracking of those housing and services in the Los Angeles Continuum of Care (CoC) HMIS system.. For purposes of budgeting, rent costs may be considered to be the costs of operating housing. Allowable costs under this RFP include the following:

- Maintenance and repair
- Operations staff such as security, project manager, and resident manager

- Utilities (e.g., gas, heat, electricity)
- Equipment (e.g., refrigerators, ranges)
- Supplies (e.g. for bedrooms, bathrooms, and kitchens)
- Insurance
- Food
- Furnishings (e.g., beds, chairs, dressers, etc.)
- Property taxes and assessments
- Operating and replacement reserves
- Lease costs
- Supportive Services staff
- HMIS staff

Allowable costs do not include licenses, nor board of directors and officers insurance. Mortgage payments and debt service are not eligible uses of funds. Other ineligible costs include recruitment, ongoing training of staff, and fundraising.

2.5.2 Administrative Costs

Administrative costs are costs associated with coordination of the program with LAHSA, and include:

- Preparation of progress reports
- Time spent reviewing/verifying invoices for grant funds and maintaining records of the use of the funds
- Preparation of audits
- Administrative costs do not include training, conferences, and fundraising activities
- **Administrative costs cannot exceed 5% of the proposed program budget**

3. PROJECT SPECIFICATIONS

Proposers may apply for funding for multiple programs, however each proposed program must have a separate proposal submission and specify the amount requested and proposed number of beds. A Proposer cannot combine multiple programs into a single proposal submission.

3.1 Program Type

Transitional Housing programs for former foster youth are eligible for funding under this RFP. The allowable length of stay in ILP transitional housing is governed by ILP eligibility requirements (eligible youth who are 18 to 21 years of age) and programs may provide transitional housing with supportive services to eligible youth up to their 21st birthday.

3.2 Available Funding

Approximately \$1,846,376 is available in the form of grants for transitional housing programs.

3.3 Match or Leverage Requirement

There is no specific cash match requirement for these funds. LAHSA, as best practice, asks all providers to partner with other agencies to ensure solid and robust projects that lead to stable housing outcomes. Tracking leveraged services enables providers and community partners the best view of how programs are supporting one another to achieve successful outcomes. As part of the Quality Review process (see Section 5.2), all proposals will be evaluated with regard to the level of leveraged funds that are committed to proposed projects. Selected Proposers will be responsible for providing the required supportive services described in Section 3.8 to support former foster youth in planning and preparing for independent living.

3.4 Project Term

The initial project term is July 1, 2014 to June 30, 2015, with the option to renew for up to two additional one year terms, contingent upon satisfactory contractor performance and availability of funding.

3.5 Target Population

The housing and services must be provided to former foster youth, defined as follows:

- A person at least 18 years old and not yet 21 years old whose foster care services have terminated. Foster care services are deemed terminated as of the date that court jurisdiction over the youth is terminated, and a “court order” (also known as a “minute order”) is issued evidencing such. Foster care services include:
 - A former foster youth who was under Los Angeles County supervision through the Department of Children and Family Services or the Department of Probation and was in out-of-home care after turning 16 years old; or
 - A Kin-GAP youth who at any age resided with a related legal guardian.
 - Eligible former foster youth include the above qualifying former foster youth who:
 - Were adopted after their 16th birthday; and/or
 - Have run away from placement.

3.6 Geographic Areas Served

The project must provide transitional housing to homeless former foster youth in Los Angeles County. Proposals must clearly indicate the County Service Planning Area (SPA) in which the proposed project is located. If no proposals are received or score high enough to be recommended for funding from one or more SPAs, LAHSA reserves the right to redistribute funding to other SPAs.

3.7 Project Activities

Transitional housing programs shall assist homeless former foster youth in developing independent living skills and in moving into permanent housing. The program shall provide supportive services, targeting special needs of young adults, such as developmental, behavioral, mental health, substance abuse, pregnancy and parenting issues.

3.8 Program Requirements

Programs must be designed to meet the general and special needs of former foster youth, including assessment, case management, and supportive services directed at developing and improving independent living skills and economic self-sufficiency. Programs must also assist resident youth in identifying and accessing appropriate permanent housing. Staff must be knowledgeable of and experienced in working with former foster youth. If serving resident youth with special needs, staff must be experienced and qualified to provide services specific to the population being served.

Proposers should consider the type of housing most appropriate to former foster youth who are transitioning to self-sufficiency. More points will be given to proposals where facility design and supervision is clearly appropriate to the level of independence needed by the target population. More points will also be given to proposals that include housing with long-term sustainability and viability (i.e., dedicated facilities and beds as opposed to master leasing). All programs are encouraged to incorporate best practices and the harm reduction model for substance users in their program design.

At a minimum, agencies selected for funding are responsible for providing **ALL** of the following:

- 3.8.1** Providing intake services to determine whether a resident youth is eligible to receive housing and services in a transitional housing program. This includes the verification of eligible former foster youth status.
- 3.8.2** Providing a comprehensive assessment of each resident youth's medical, physical, mental, psychosocial, and emotional health; substance abuse, domestic violence, education, and employment history; housing readiness; and legal and financial strengths and needs. On the basis of this assessment, the case manager, together with the resident youth, will develop an Individualized Service Plan (ISP) that identifies priorities, desired outcomes, and the strategies and resources to be used in attaining the outcomes.
- 3.8.3** Providing case management services. The goal of case management is to assist resident youth in addressing their issues by providing quality services in the most efficient and effective manner. Case management services are youth-centered activities that maximize the resident youth's physical, social, and economic well-being and assist him/her in living independently. Case management staff should possess relevant education, skills, and/or experience to assist resident youths in assessing their needs and achieving their goals. Former foster youth and their case managers will address each issue identified in their ISP, ensuring that at the time of their "graduation" from transitional housing, former foster youth are stable enough to move to the next level where their long-term goals may be addressed. Case managers together with the former foster youth must develop a "next step" plan for those who graduate from the program.

- 3.8.4** Providing on-going structured independent living skills training, including but not limited to, budget planning, money management (including basic tax information), meal planning and preparation, maintenance of one's own living unit, and accessing resources. Independent living skills training must be provided in a group setting and on a one-on-one setting with each individual. Agencies must demonstrate and document the increased living skills achieved by each participant.
- 3.8.5** Providing job readiness and/or increased skills to improve the former foster youth's financial situation in order to increase his/her ability to live independently.
- 3.8.6** Establishment and management of a savings account within three months of entry within the program. The resident youth shall be required to save a portion of his/her income for future moving expenses, which will be available to him/her when exiting the program.
- 3.8.7** Assisting resident youths with housing readiness and placement to assist former foster youth with all the tasks involved in locating, obtaining, moving into, and maintaining decent, safe, and sanitary housing. Services include developing, preparing and training youths in searching for, securing, and maintaining their own housing and developing relationships with landlords and property managers. Former foster youths must also be trained in dealing with landlord-tenant issues.
- 3.8.8** Providing 24-hour staffing, either on-site or on-call. On-site staffing where feasible is strongly encouraged.
- 3.8.9** Ensuring that all resident youths are provided with breakfast and dinner meals. The only exception to this requirement is if the transitional housing is configured in separate apartments with private kitchens or individual rooms with large shared kitchens (SRO style). In these types of programs, youths may be responsible for planning and preparing their own meals and purchasing a portion of their own food *only if this is a managed life skills enhancement component of the program*. In such situations, the program must also provide specific life skills training in nutrition, food budgeting, meal planning and preparation. Additionally, Provider staff must ensure that each resident youth has access to sufficient food resources. All meals, whether provided by the program or prepared by the former foster youth, must be complete and nutritionally adequate. Furthermore, agencies must not require foster youth served under this program to surrender food stamps in exchange for meals or other services.
- 3.8.10** Establishing a policy for supportive services fees, if applicable. In the event agencies charge former foster youth supportive services fees, agencies must ensure that the activities for which fees are being assessed are actual supportive services and not costs associated with the operation of the facility (e.g., landscaping, security, or janitorial services). Supportive services fees are separate from rent fees and must be charged separately. In addition, the cost of providing the supportive service must be incurred by the Proposer and not be reimbursed from other funding sources. If supportive services fees are charged to participants, the following written documentation must be kept in program files: (1) the fee charged each participant and how the fee was calculated; (2) the participant's written acknowledgement of the cost; (3) the actual cost of providing the supportive service and the method used in determining the cost; (4) a determination that the fee charged each participant is reasonable based on the level of service received; and documentation showing how the combination of rent and/or supportive service does not hinder the participant's recovery to self-sufficiency.

- 3.8.11** Establishing a policy for rent fees, if applicable. Agencies are not required to charge participants any rent. However, if rent fees are charged, agencies must clearly define standards of charging participants for rent and specify that the charge is for the rental of the housing unit in a Transitional Housing Rental Agreement. The combined total of rent and supportive services fees charged to each client cannot exceed the higher of 30% of the monthly adjusted income or 10% of the monthly gross income. If Proposer is unable to enforce the above policies due to financial limitations, LAHSA will review fees on a case-by-case basis. If rent fees are charged to participants, the following written documentation must be kept in the files: i) LAHSA's standard rent calculation form (provided with contract for funding); ii) the participant's written acknowledgement of the cost; iii) documentation showing how the combination of rent and/or supportive service fee does not hinder the participant's recovery to self-sufficiency. Agencies shall refund a minimum of 75% of the total rent and supportive service fees collected to each client upon exit from the program.
- 3.8.12** Maintaining policies and procedures for promptly and appropriately responding to mental health crises and issues, including procedures that ensure resident youths' ability to remain in the program and receive appropriate referrals for treatment and services. Staff should have experience in understanding the conditions surrounding a psychiatric emergency or de-compensation, the knowledge of the necessary assistance to help and support the resident youth at the time of the crisis, and the ability to provide that assistance or contact the appropriate entity to provide that assistance.
- 3.8.13** Maintaining policies and procedures for drug and/or alcohol use, including procedures that ensure resident youths' ability to remain in the program and receive appropriate referrals for treatment and services.
- 3.8.14** Maintaining policies and procedures for protecting the privacy and confidentiality of resident youth.
- 3.8.15** Maintaining policies and procedures for ensuring the safety and security of staff and resident youth, including policies addressing violence and the sale and use of substances.
- 3.8.16** Defining and maintaining policies regarding length of stay.
- 3.8.17** Maintaining grievance procedures.
- 3.8.18** Providing housing facilities that include, at a minimum: (1) housing that is clean, safe, and comfortable, with adequate lighting, heating, toilet and bath facilities; (2) an individual bed and linens for each resident youth; (3) access to food and cooking facilities; (4) laundry facilities; (5) an accessible, working telephone; (6) and basic furnishings provided in the housing unit. All bedrooms and bathrooms must be for single-sex use only.
- 3.8.19** Providing housing facilities that are within a reasonable proximity to neighborhood amenities. Neighborhood amenities include educational facilities, parks, health care facilities, public transportation, community services, grocery stores, shopping centers, and facilities essential to resident youths' case management, employment, and social services needs.
- 3.8.20** Ensuring that all housing facilities are in good repair, free of leaks, and provide adequate heat and ventilation. Housing facilities must meet all local building, health, and safety standards.
- 3.8.21** Ensuring that program participants sign a housing contract that clearly states the transitional housing program's rules, including but not limited to ILP guidelines, program violation warnings and termination procedures.

- 3.8.22 Submitting to DCFS, Probation, and LAHSA all required program reports in a timely manner.
- 3.8.23 Ensuring timely expenditure of grant funds. Funds not utilized in a timely manner are subject to recapture.

3.9 Site Control

Proposers must obtain site control and present proof to LAHSA with proposal.

3.10 Reporting and Evaluation

3.10.1 HMIS Participation

Agencies selected will be required to use the Los Angeles Continuum of Care (CoC) Homeless Management Information System (HMIS). Failure to input complete, accurate and timely resident youth information on HMIS may result in payment suspension and/or contract termination.

3.10.2 Data Integrity Requirements

Agencies are required to input data on a continuous basis. Data must be entered within 3 days of program enrollment or the provision of a service. Agencies are required to run the Data Integrity Report (DIR) on the last day of each month of service and all errors identified must be corrected by the seventh day of the following month. In addition, agencies are required to complete quarterly and annual performance reports through the Homeless Management Information Systems (HMIS). Results from the quarterly and annual performance reports may result in required programmatic changes. Failure to input complete, accurate and timely resident youth information on HMIS may result in payment suspension and/or contract termination.

4. PROJECT PERFORMANCE AND OUTCOMES

The program will provide transitional housing and services to former foster youth. The Providers will document the number of people who exit the program. The project performance outcomes and measurement standards are subject to change upon written notice by LAHSA, and are as indicated by the Funder.

4.1 Housing Stability Goal

- 4.1.1 For each operating year, 65% of the participants will be placed in permanent housing upon exit from the program.

4.2 Increased Income and Mainstream Benefits

- 4.2.1 For each operating year, 30% of the participants exiting the program will increase their *employment* income.
- 4.2.2 For each operating year, 60% of the participants exiting the program will increase their *overall* income (includes cash benefits such as GR, SSI, SSDI, etc.).
- 4.2.3 For each operating year, 60% of the participants exiting the program will obtain non-cash, mainstream benefits (includes SNAP Food Stamps, WIC, Medicare, Medicaid, etc.).

5. PROPOSAL EVALUATION PROCESS

All organizations are required to complete a Request for Qualification (RFQ) process.

The new RFQ process establishes a basic competitive foundation for all agencies by gathering required core proposer documents (core document listing in Attachment 14) prior to the submittal of a proposal. It also provides a place for agencies to electronically store “legacy” documents to reduce duplicative processes. Agencies that complete the RFQ process before an RFP is released will be better able to focus more specifically on the RFP program design.

The RFQ process will serve as our Threshold Process for this RFP. The RFQ process must be completed by all applicants within 21 days of the release of this RFP.

The evaluation of projects will be conducted in two phases, **Threshold (RFQ) Review** and **Quality Review**. The work of each phase will be done by a team composed of LAHSA staff, consultants, or staff from other public agencies and organizations.

THRESHOLD (RFQ) – This is a review for satisfaction of LAHSA threshold requirements for completeness, proposer eligibility, and project eligibility as specified below. Projects that pass Threshold (RFQ) Review will be moved forward in the process to be scored by an evaluation panel under the Quality Review phase.

Under this RFP, the **lead proposer** is the primary applicant and a **subcontractor** receives funds from the lead proposer. The lead proposer and any subcontractors will be subject to review as specified below:

QUALITY - Proposals that meet all threshold (RFQ) requirements will be evaluated for satisfaction of the quality criteria detailed below. Quality Review assesses program design, experience and program capacity, community integration, HMIS utilization and quality, budget and financial stability, past performance on outcomes, project readiness, and facility. Each proposal’s content, responsiveness, conciseness, clarity, relevance, and strict adherence to the instructions in this RFP will be considered when scoring each category. Final scoring will be based on the proposal as submitted.

5.1 Threshold (RFQ) Review

Proposals must meet the following eligibility criteria:

5.1.1 Request for Qualification (RFQ)

All Proposers and intended partners or contractors must complete the required RFQ process and upload all required documents into the established LAHSA on-line FileShare account and transfer documents to the corresponding on-line folders (core document listing in Attachment 14).

5.1.2 Proposal Completeness

Proposals that do not include all of the documents that demonstrate applicant eligibility, project appropriateness, and project leveraging as detailed below will be eliminated at LAHSA’s sole discretion.

5.1.3 Proposal Eligibility

Proposals must meet the eligible specifications outlined in Section 2.2 of this RFP.

5.1.4 Facilities

The proposal must submit initial documentation as stated in this proposal (Attachment 10) demonstrating the ability to secure the physical housing site for the duration of the contract period and be ready to begin operations at the time of program start. The facility and physical layout of any and all proposed sites must be appropriate for providing the services required in all other areas of this RFP.

5.1.5 Technical Population Specifications

Proposal must meet program technical specifications including, but not limited to the following: The activities for which funding is requested must be eligible under this RFP, the project target population must meet the eligibility requirements in Section 2, and proposed timelines for all activities must be consistent with program regulations.

5.1.6 Technical Infrastructure

Lead proposers and any subcontractors must be enrolled in or have the technical infrastructure available to implement the Los Angeles Continuum of Care's Homeless Management Information System (Attachment 8A and 8B).

5.1.7 Technical Site Specifications

The facility and physical layout of any and all proposed sites must be appropriate for providing the shelter required under the program (Attachment 10). Additionally, proposer will be required to upload Certifications of Occupancy and any applicable licenses into the FileShare account during the RFQ process.

5.1.8 Ineligible Proposers

Lead proposers and any subcontractors on probation with LAHSA are ineligible to apply for any new funding. Lead proposers and any subcontractors must not have had any unresolved adverse fiscal, reporting, or program issues with any of its current or past funding sources in the past five years (see Section 2.2).

5.1.9 Americans with Disabilities Act (ADA) Compliance

Proposers must be in compliance with the Americans with Disabilities Act of 1990 in the areas of program access, physical access, communications access, and employment practices (Attachment 15)

Lead proposers and any subcontractors must not have a history of contract suspension or a contract termination for cause by LAHSA or any other funding source, or outstanding financial obligations with LAHSA that have not been adequately resolved with LAHSA or any other funding source. **In the event that** the proposer has had any of its contract(s) with LAHSA suspended or terminated, it shall not be eligible for funding under any RFP released by LAHSA for a period of five (5) years starting from the effective date of suspension or termination.

LAHSA staff will report the results of the threshold review to the LAHSA Programs and Evaluation Committee. Proposers that are unsuccessful in passing threshold may appeal to the Programs and Evaluation Committee as described in Section 7.3. Proposals that do not pass threshold will be eliminated at this stage and will not proceed to quality review.

5.2 Quality Review

A proposal must receive a score of 75 points or more in order to be included in the ranking of projects recommended for funding. A proposal listed on the ranking list is only deemed eligible for funding under this RFP, and does not guarantee that the proposal will be recommended for funding or awarded a contract.

In determining the final rank order, LAHSA reserves the right to adjust the rank order to address geographic need, parity, and population(s) served, past performance, and other Los Angeles Continuum of Care priorities.

All recommendations will be based on the availability of funds at the time of award announcements.

Category	Maximum Points
Program Design	25 Points
Experience and Program Capacity	20 Points
Community Integration	15 Points
HMIS Utilization & Quality	15 Points
Budget & Financial Stability	10 Points
Past Performance on Outcomes	10 Points
Project Readiness/Facility	5 Points
Total	100 Points

5.2.1 Program Design (25 Points)

The Application will be evaluated for an appropriate and comprehensive approach to using progressive engagement strategies and addressing the intervention levels of the population it intends to serve. (Attachment 5)

- Proposal must demonstrate that there is a strong understanding of the population to be served of progressive engagement and the needed community partnerships.
- Proposals must indicate that they will use the Assessment Tool to triage participants to the most effective interventions.
- Programs should be integrated to local outreach efforts to ensure effective engagement of the target population.

5.2.2 Experience and Program Capacity (20 Points)

The Application will be evaluated for the experience, capability and capacity of the proposer, collaborators, partners, and key subcontractors to implement and administer the proposed project. If the proposal is a formal collaboration between agencies, then the multi-agency scores will be averaged. The proposer's performance under other LAHSA contracts and previous awards, as well as the proposers' demonstrated capacity to enter into a large government contract, will also be taken into consideration. Beyond the length of time providing service to the homeless in general, the panel will look at the proposer's experience working directly with the proposed population. Of critical importance is the experience directly related to carrying out the proposed project. (Attachment 4)

5.2.3 Community Integration (15 Points)

- The Application will be evaluated for the proposer's ability to demonstrate a clear collaboration with non-traditional partners. Non-traditional partnerships can include formal partnerships between non-profit organizations and governments, the for-profit business sector, academic community, and/or the faith-based community, etc. Partnerships must be a new relationship for the proposer with each partner playing a central role in directly impacting service delivery and performance. Proposals should clearly articulate the rationale behind the partnership and present a clear plan on how the partnership will lead to building capacity in the region, and how the partnership will more effectively meet the housing and services needs of the population. (Attachment 6)
- Proposals will be evaluated on originality, the strength of the partnership's implementation plan, the long-term sustainability of the partnership, potential for impact on the proposed region, and the demonstration of evidence-based practices utilized in the development of the proposal. (Attachment 6)

5.2.4 HMIS Utilization & Capacity (15 Points)

- Proposers must demonstrate a clear ability to utilize HMIS and,
- Demonstrate quality of data (Attachment 8A and 8B)

5.2.5 Budget & Financial Stability (10 Points)

- The Application will be evaluated for the feasibility, cost-effectiveness, reasonableness, and accuracy of the budget. The Panel will also assess the cost effectiveness of the budget and the extent to which additional funding and resources are committed to the proposed project. (Attachment 9)
- The Application will be evaluated for cost efficiency by comparing the amount requested to the number of beds/units and/or the level of services provided. (Attachment 9)
- The Application will be assessed for the financial stability of proposer agency. Application will describe and specify the source and dollar amount of other public and private funding and resources that will be or have been leveraged to complete the proposed project. The budgets must be for the entire program with other sources shown as leveraged funding. Strength of financing commitments will also be considered. (Attachment 9)

5.2.6 Past Performance on Outcomes (10 Points)

The Application will also be assessed for the ability of the proposer to meet outcomes. Programs that demonstrate the ability to meet outcomes, will achieve higher scores than programs that do not. The Panel under this RFP reserves the right to verify information submitted in the proposal. The proposer agrees that the Los Angeles Continuum HMIS System will be the primary source of verification of program performance and outcome data for programs funded by LAHSA. Proposers must submit back-up documentation for both LAHSA funded and non-LAHSA funded program outcomes as requested in the RFP process. The Panel reserves the right to request additional data to verify information submitted with the proposal, at its sole discretion. If the information in the proposal cannot be verified and if determines the errors are not willful, the panel reserves the right to adjust the rating points awarded. Proposers agree to provide access to records to allow the panel to verify any reported outcomes pursuant to this element. (Attachment 7)

5.2.7 Project Readiness/Facility (5 Points)

The proposal must submit initial documentation as stated in this RFP demonstrating the ability to secure the physical site(s) for the duration of the contract period and be ready to begin operations at the time of program start. The facility and physical layout of any and all proposed sites must be appropriate for providing services and housing required in all areas of this RFP. (Attachment 10)

6. TECHNICAL ASSISTANCE

6.1 Mandatory Proposers' Conference

IMPORTANT: Any proposal that is submitted for the RFP process by an agency that was not in attendance at the Proposers' Conference will be disqualified and not accepted for review.

LAHSA will be hosting a **mandatory** Proposers' Conference for all potential Proposers, which may be attended in person, or via teleconference call-in. **Pre-registration is not required.** Teleconference call-in number will be posted on LAHSA's website.

LAHSA Proposers' Conference

April 1, 2014

2:00 PM to 3:30 PM

Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor, Los Angeles, California

Parking is available in nearby lots. Parking validation will not be provided.

Upon request, sign language interpreters, materials in alternative formats and other accommodations are available to the public for LAHSA meetings. All requests for reasonable accommodations must be made at least three working days in advance of the scheduled meeting date. For additional information, contact LAHSA at (213) 683-3333 or TTY (213) 553-8488.

6.2 Questions and Answers

After the Proposers' Conference, written questions regarding this RFP may be submitted to LAHSA for a written response that will be posted on the LAHSA website. Proposers are responsible for checking the LAHSA website to obtain current information and responses. Any omission or error made by any Proposer under this RFP for failure to obtain information posted regarding this RFP on the LAHSA website at www.lahsa.org is the sole responsibility of Proposer and is not a basis for appeal of any adverse score or evaluation under this RFP.

Questions must be e-mailed to fundingopportunities@lahsa.org with "Independent Living Program RFP" in the subject line. All questions must be **RECEIVED** prior to **3:00 PM on Tuesday, April 8, 2014**. Responses will be **posted** on the LAHSA Website www.lahsa.org no later than **5:00 PM, on Monday, April 14, 2014**.

LAHSA shall not be obligated to answer any questions received after the above-specified deadline or any questions submitted in a manner other than as instructed above. Oral comments or responses to inquiries shall not be binding on LAHSA.

6.3 Addendums

If it becomes necessary for LAHSA to revise any part of this RFP, or to provide additional information or clarification after the RFP is released, a written addendum will be posted on the LAHSA website www.lahsa.org. It is the responsibility of the Proposer to check the LAHSA website prior to submission of any proposal under this RFP to ensure an addendum or information made publicly available on the website is reviewed.

If a prospective Proposer cannot access the addendums from the LAHSA website, the Proposer may call and request that a printed copy of any addendum be mailed via first class mail within 24 hours of date and time of call to LAHSA. LAHSA is not responsible for information not received by callers when requested within 7 days of the due date of the proposal under this RFP.

7. PROPOSAL SUBMISSION

Proposers must submit one (1) original and one (1) copy of the complete proposal. The original must be marked "Original" on the upper right side of the cover and must bear the actual "wet" signatures of the person(s) authorized to sign the proposal. The copy must be numbered on the upper right hand side of the cover to indicate "Copy No. 1". Proposers must also submit one complete copy in electronic format such as CD, memory stick or external hard drive, and upload a complete copy to the agency FileShare account. The electronic and hard copy shall be identical to the original document in order to be reviewed, including having each "tabbed" document individually saved.

Prior to submission, please review all copies of your proposal for consistency and proper order.

7.1 Formatting Requirements

- 7.1.1** Proposers must submit a separate complete proposal for each program type and/or location for which they apply.
- 7.1.2** Documents must be in 12-point font with margins of no less than 1" margins on all sides. Text may be single-spaced, double-spaced or spaced one and one half space. Format must be "reader friendly" to facilitate easy review. Paragraphs must be clearly distinguishable. Use of bolding where appropriate to highlight key ideas is encouraged. Proposals must be written in English.
- 7.1.3** Proposal responses must comply with the requirements detailed in this document. Proposals that are incomplete, out of order, have inadequate number of copies, lack required attachments, or have other content errors or deficiencies will be rejected. Contextual changes and/or additions to the proposal after the deadline will not be accepted.
- 7.1.4** The proposal must be submitted in the legal name of the corporation. Proposals must be signed by authorized representative(s) of the Proposer organization who have legal authority to enter into a contract agreement with LAHSA.

- 7.1.5** Proposals must be submitted in a securely fastened format. Each page of the proposal, including exhibits, must be numbered sequentially at the bottom of the page to indicate "Page _ of _". The proposals must contain tabs marking each required attachment or section of the application. The original should be submitted in a tabbed binder, preferably the smallest size binder that will hold the proposal. The copy should be fastened with a binder clip and should include tabbed dividers. Proposals that are not fastened are not sequentially numbered pages or are not tabbed, may not be accepted.
- 7.1.6** Proposers must also submit one complete copy in electronic format such as CD, memory stick or external hard drive, and upload a complete copy to the agency FileShare account. The electronic and hard copy shall be identical to the original document in order to be reviewed, including having each "tabbed" document individually saved.

7.2 Due Dates

Proposals submitted in response to this RFP will be due in accordance with the following dates:

All proposal packets must be **RECEIVED** by hand delivery, mail, or messenger in the LAHSA office no later than **3:00 PM (Pacific Daylight Time), Thursday, April 24, 2014**. Applications will not be accepted via facsimile.

Proposals received after **3:00 PM. (Pacific Daylight Time), Thursday, April 24, 2014** will not be accepted.

Amendments and/or addendums submitted to LAHSA after the proposal deadline will be returned without review. However, LAHSA reserves the right to request clarification of unclear or ambiguous statements made in the proposal. Submit proposal packets to:

2014 Independent Living Program RFP – Attn: Nancy Neilson
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017

7.3 Appeals

After both the Threshold (RFQ) and Quality phases of the Proposal Evaluation Process, LAHSA staff will notify all Proposers of its findings and recommendations.

All appeals must be submitted in writing. Proposers under this RFP may only submit "process appeals" which are claims that LAHSA failed to abide by its own established procedures in making funding recommendations. A disagreement with the number of points awarded will not be sufficient basis for an appeal. Appeals based on the outcome of the decision-making process will not be accepted.

Within two (2) business days after notice of staff recommendations, the unsuccessful Proposer must file a written statement specifying the grounds for appeal. The appeal shall be limited to two (2) typed pages and must clearly state the grounds on which the appeal is based.

Appeals will be presented to the Programs and Evaluation Committee of the LAHSA Commission. Decisions made by the Programs and Evaluation Committee with regard to threshold will be final. In the event the Programs and Evaluation Committee is unable to hold a timely meeting to address any appeals, the final decision will be made by the LAHSA Commission.

Written appeals are to be addressed as follows:

Kerry Morrison, Chair, Programs and Evaluation Committee
Re: RFP Appeals (Independent Living Program)
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017

8. PROPOSAL CONDITIONS AND RESERVATIONS

- A. All costs of proposal preparation shall be borne by the Proposer organization. LAHSA shall not, in any event, be liable for any pre-contractual expenses incurred by the Proposer in the preparation and/or submission of the proposal. The Proposer shall not include any such expenses as part of the budget in the proposal.
- B. Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in the RFP.
- C. Submission of a proposal shall constitute a firm and fixed offer to LAHSA that will remain open and valid for a minimum of 90 days from the application submission deadline. The proposal should always include the Proposer's best terms and conditions.
- D. The proposal must set forth full, accurate, and complete information as required by this RFP. No changes or additions are allowed after the proposal deadline.
- E. LAHSA does not certify, license or endorse grant writers. Proposers are free to select any grant writer. The responsibility for the performance of the grant writer rests with the Proposer.
- F. Responses to this RFP become the exclusive property of LAHSA. All proposals will be considered public documents, subject to review and inspection by the public at LAHSA's discretion, in accordance with the California Public Records Act and other applicable laws. Exceptions will be those pages in each proposal which are defined by the Proposer as business or trade secrets and are marked as "TRADE SECRET" or "CONFIDENTIAL." LAHSA shall not in any way be liable or responsible for the disclosure of any such records, including, but not limited to, those so marked if the disclosure is deemed to be required by law or by court order. Selection or rejection of a proposal does not affect these rights.
- G. LAHSA reserves the right to communicate in writing with funders or agencies associated with the Proposer to obtain additional clarification of design of program, or Proposer fiscal and programmatic capacities, and to utilize this information in the evaluation process.
- H. LAHSA reserves the right to conduct site visits of all proposing agencies.
- I. LAHSA reserves the right to extend the RFP submission deadline should such action be in the best interest of LAHSA. Proposers may revise and re-submit their proposal in the event the deadline is extended.
- J. LAHSA reserves the sole right to reject any or all proposals received in answer to this RFP if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFP, or is not in the best interest of LAHSA.
- K. LAHSA reserves the right to withdraw this RFP at any time without prior notice. The RFP may be withdrawn if funds are not made available. Further, LAHSA makes no representation that any contract will be awarded to any applicant responding to this RFP. LAHSA reserves the right to reject any or all submissions.
- L. LAHSA reserves the right to negotiate services and costs with Proposers, including revision of program design as necessary to better meet LAHSA, City of Los Angeles, County of Los Angeles, or HUD requirements.
- M. A Proposer shall not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with LAHSA or any other funding source, a contract suspension, a termination for cause by LAHSA or any other funding source, or outstanding financial obligations with LAHSA that has not been adequately resolved with LAHSA or any other funding source. In the event that the Proposer has had any contract(s) with LAHSA suspended or terminated, it shall not be eligible for funding

under any RFP released by LAHSA for a period of five (5) years starting from the effective date of suspension or termination.

- N. Willful misstatements of information will result in non-recommendation for funding, regardless of the merits of the proposal submitted.
- O. LAHSA reserves the right to verify information submitted in the proposal. The Proposer agrees that the Los Angeles Continuum HMIS System will be the primary source of verification of program performance and outcome data for existing programs. LAHSA reserves the right to request additional data to verify information submitted with the proposal, at its sole discretion. If the information in the proposal cannot be verified and if LAHSA determines the errors are not willful, LAHSA reserves the right to adjust the rating points awarded.
- P. If an insufficient number of qualified proposals are received or if the proposals received are deemed non-responsive or not qualified as determined by LAHSA, LAHSA reserves the right to re-issue an RFP, execute a sole-source contract with a vendor, or otherwise ensure that services are provided by other means in a manner consistent with the program requirements.
- Q. The Proposer must be in compliance with applicable civil rights laws and Executive Orders. There must be no outstanding findings of noncompliance with civil rights statutes, Executive Orders, or regulations, unresolved secretarial charge of discrimination issued under the Fair Housing Act, no adjudications of civil rights violations on a civil action or deferral of processing of proposals.
- R. The Proposer shall be ineligible to receive funding under this RFP if any officer or employee of the Proposer who would be involved in the administration of grant funds has been convicted of a criminal offense related to the administration of funds or any member of its executive management, key staff, or any officers of its Board of Directors is involved in any litigation or other legal matter that compromises the organization's ability to carry out the project as awarded.
- S. LAHSA reserves the right to fund all or a portion of a proposal and/or require that a Proposer collaborate with another in the provision of a specific service if it is in the best interest of LAHSA, the City of Los Angeles, and the County of Los Angeles.
- T. LAHSA reserves the right to waive minor technical deficiencies or any informality in a submitted proposal.
- U. Proposals may be withdrawn by written request of the authorized signatory on Proposer letterhead at any time prior to the LAHSA Commission's actions on staff's final recommendation for funding.
- V. If an Proposer declines to implement the project or changes significant project specifications which are deemed relevant to the basis on which the award was granted thereby negating the funding award after the LAHSA Commission approves funding award(s) under a LAHSA competitive process, said Proposer shall not be eligible to submit an application for any other new project funding for a period of one year from the time of notice. Changes to significant project specifications include, but are not limited to, a change in the Service Planning Area in which the project is located or a change in the target population which the projects serves. LAHSA may exempt an Proposer from this policy if it is deemed that the circumstances that facilitated the refusal to implement the project or change to significant project specifications was out of the reasonable control of the Proposer.
- W. It is improper for any LAHSA officer, employee or agent to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer's provision of the consideration may secure more favorable treatment for the Proposer in the

award of the contract or that the Proposer's failure to provide such consideration may negatively affect the LAHSA's consideration of the Proposer's submission. A Proposer shall not offer or give, either directly or through an intermediary, consideration, in any form, to a LAHSA officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the contract. A Proposer shall immediately report any attempt by a LAHSA officer, employee or agent to solicit such improper consideration. The report shall be made to the Executive Director of LAHSA or to the County Auditor-Controller's Employee Fraud Hotline: 800-544-6861. Failure to report such a solicitation may result in the Proposer's submission being eliminated from consideration. Among other items, such improper consideration may take the form of cash, discounts, and service, the provision of travel or entertainment, or tangible gifts.

- X. Upon the request of LAHSA, a Proposer whose bid is under consideration for the award of the contract shall provide LAHSA with written authorization to request a credit report from a reputable credit Proposer to gain satisfactory evidence of the Proposer's financial background, stability and condition.
- Y. In accordance with Los Angeles County Code, Chapter 2.160 (County Ordinance 93-0031), each person/firm submitting a response to this request for bid/proposal must certify in writing that such Proposer and each County lobbyist and County lobbyist firm, as defined by Los Angeles County Code 2.160.010, retained by the Proposer, is in full compliance with Chapter 2.160 of the Los Angeles County Code.
- Z. Notwithstanding a recommendation of a department, Proposer, individual, or other, the LAHSA Board of Commissioners retains the right to exercise the final decision concerning the selection of a proposal and the terms of any resultant Agreement, and to determine which proposal best serves the interests of LAHSA. The Board is the ultimate decision-making body and makes the final determinations.
- AA. A bid/proposal, which contains conditions or limitations established by the Proposer, may be deemed irregular and nonresponsive and may be rejected by LAHSA, in its sole discretion.

9. CONTRACT CONDITIONS

Contractors will be required to comply with conditions set forth by LAHSA, the County of Los Angeles and the U. S. Department of Health and Human Services (HHS), hereafter referred to as “Funders”. These conditions include, but are not limited to the following:

- A. The initial recommendation for funding should not be construed as a finding that the proposed program complies with all requirements and conditions for a contract for grants. LAHSA reserves the right to fund all or a portion of a proposal and/or require that a Proposer collaborate with another in the provision of a specific service if it is in the best interest of LAHSA. A funding recommendation or offer to contract may be withdrawn upon failure of reasonable attempts to negotiate an agreement.
- B. Contractors shall allow representatives of Funders to inspect facilities that are used in connection with the contracts made to implement programs funded under this RFP.
- C. Successful applicants will be required to satisfy LAHSA’s and other participating agency or entity’s insurance requirements. Additionally, all applicants must comply with all contractual requirements. Contractors will name LAHSA and the City/County of Los Angeles as additional insured on general liability, professional liability (where required), auto liability (owned and non-owned), workers’ compensation, and errors and omissions policies (where required).
- D. Contractors shall make available to representatives of Funders, upon reasonable notice, the fiscal records and/or client data records pertaining to the contract. Demographic information about clients will be regularly submitted to LAHSA in a manner consistent with agreements protecting client and/or Proposer confidentiality rights.
- E. Contractors shall comply with reasonable requests from Funders concerning promotional activities related to the program.
- F. Contractors acknowledge that, as recipients of Federal funds, they will be required to comply with Federal regulations pertaining to the use of such funds. All regulations will be enumerated in the contract and will be incorporated by reference. It will be the Contractor’s responsibility to assure compliance with applicable regulations.
- G. The Contract shall include standard clauses and in some cases, certifications, requiring Contractor’s compliance with, but not limited to, the following regulations: non-discrimination, affirmative action, and equal opportunity; separation of church and State; Americans with Disabilities Act(ADA); conflict of interest; restrictions on lobbying; debarment; audits; rights in data; drug- free workplace; and lead-based paint and Equal Benefits Ordinance.
- H. Contractors shall maintain any applicable licenses or permits, and meet any facilities code regulations required for the program(s) funded under the contract.
- I. Contractors shall participate in information networking, training, and coordination meetings as directed by LAHSA or other grant funding sources.
- J. Contractors shall cooperate with related research and evaluation activities as directed by LAHSA or other grant funding sources.
- K. Contractors will be required to submit a Code of Conduct which will address conflict of interest requirements.
- L. Contractors may not enter into an agreement with a subcontractor for the provision of shelter or supportive services under any program funded under this RFP, unless the subcontractor and its qualifications are fully described in the proposal, and the intention to subcontract is explicitly stated in the proposal or the use of the subcontractor has been

approved in writing by LAHSA. **Contractor shall remain liable for the performance of the subcontractor, and will require the subcontractor to adhere to all provisions in the contract between LAHSA and Contractor.**

- M. Contractors will ensure that an annual financial audit is performed in compliance with the Federal Single Audit Act as indicated by regulations. Contractor shall submit a copy of the audit report to LAHSA within nine months after the end of the Contractor's fiscal year.
- N. Each Contractor must comply fully with all of the requirements specified in this RFP and committed to in the program proposal, including program leveraging commitments, otherwise Contractor risks immediate termination of contract.
- O. The responsibility for accuracy rests entirely with the Proposer. If a Proposer knowingly and willfully submits false performance or other data, LAHSA reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance, financial or other data submitted in response to this RFP, LAHSA reserves the right to terminate said contract immediately.
- P. Contractor shall have in place an appropriate grievance procedure. Said grievance procedure must be in compliance with LAHSA's grievance standards stated in the program contract.
- Q. LAHSA reserves the right to extend the duration of the program as well as to renegotiate the terms of the contract if an extension is granted.
- R. Contractor agrees to participate in the Los Angeles Continuum of Care (CoC) Homeless Management Information System (HMIS). Said system shall be implemented during the term of the contract awarded. LAHSA shall provide Contractor with the basic training required to use HMIS.
- S. Contractor shall be required to possess a corporate seal.
- T. Awards are made subject to receipt of award funds from Funders by LAHSA. Contractor agrees that if Funders do not provide funds for program, contract will be deemed null and void.
- U. Contractor and Contractor staff working with youth, either as employees or volunteers, who have a supervisory or disciplinary authority over minors must be fingerprinted and pass the background check, as required by California Penal Code Sec. 11105.3 and California Education Code Sec. 45125.1 and Sec. 10911.5 prior to working with youth. Fingerprinting and a background check may be required of other staff and volunteers depending upon how much contact the staff member will have with minors. The Contractor shall be responsible for obtaining security clearances for staff whose duties require a sufficient level of interaction with youth.
- V. Contractor shall have tuberculosis (TB) tests completed and the results on any staff member prior to that person working with youth.
- W. Contractors are subject to applicable City of Los Angeles and/or County of Los Angeles contracting requirements, which may include but are not limited to:
 - a. Los Angeles County and City Child Support Compliance Program. Contractors shall 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Sub-recipient (County Code Chapter 2.202).
 - b. County Sub-recipient Employee Jury Service Ordinance (Los Angeles County Code, Chapter 2.203).

- c. City of Los Angeles Living Wage and Equal Benefits Ordinances.
- d. City of Los Angeles Sub-recipient Responsibility Ordinance.
- X. Contractors shall be required to submit to LAHSA, or its designee, periodic status reports, including program expenditures, progress reports and recipient information. Failure to do so may result in termination of the contract.
- Y. The Grant Agreement between LAHSA and its funders may be incorporated by reference into all contracts between LAHSA and the contracting agencies.
- Z. Contractors acknowledge that LAHSA funds are not meant to replace or supplant other local sources of funding.
- AA. The Proposer is hereby notified that, in accordance with LAHSA Rules and Regulations implementing the Responsibility Ordinance, LAHSA may debar the Proposer from bidding on LAHSA contracts for a period of five (5) years, if the LAHSA Commission finds, in its discretion, that the Proposer does not possess the necessary quality, fitness, or capacity to perform work on LAHSA contracts.
- BB. Contractor shall have in place appropriate policies and procedures relative to service animals for persons with disabilities. Said service animal policies and procedures must be in compliance with LAHSA's policies and procedures as stated in the program contract. Contractor must participate in training offered by LAHSA regarding service animals and other ADA requirements, within three (3) months of beginning service.
- CC. LAHSA reserves the right to terminate contracts awarded under this RFP if the Contractor is unable to commence services within three (3) months of the effective date of the contract. If a contract is terminated under these conditions, LAHSA may award the deobligated funding to remaining Proposers who submitted proposals under the RFP and received fundable scores.
- DD. LAHSA reserves the option to renew contracts awarded through this RFP for two additional years, contingent upon the following: a) satisfactory Contractor performance; b) availability of funds; and c) demonstrated site need.

ATTACHMENT 1 – SUPPORTING DOCUMENTS CHECKLIST

The following documents must be submitted in the order listed below with tabs marking each document. Failure to submit any of these documents in an application may result in ineligibility of the application.

Note: If you have intentionally left an attachment out of the proposal, please include and insert a sheet of paper with the notation “**Attachment X Intentionally Left Blank**” and the explanation why the attachment is not relevant to your proposal in the appropriate place in your proposal (where the attachment would normally be included in the proposal).

- Attachment 1: Supporting Documents Checklist
- Attachment 2: LAHSA Project Summary
- Attachment 3: Civil Rights Laws Compliance
- Attachment 4: Proposer Capacity & Experience
- Attachment 5: Program Design
- Attachment 6: Integration with CoC Strategic Planning
- Attachment 7: Past Program Involvement & Performance Report
- Attachment 8A: Homeless Management Information System (HMIS)
- Attachment 8B: HMIS – Domestic Violence
- Attachment 9 : Budget and Financial Stability (including a CD with Excel Worksheet)
- Attachment 10: Facility
- Attachment 11: Board Resolution Authorizing Application for Funds
- Attachment 12: Signatures and Assurances
- Attachment 13: Letter of Representation
- Attachment 14: Core RFQ Document List
- Attachment 15: ADA Compliance

ATTACHMENT 2 – LAHSA PROJECT SUMMARY

A. Proposer Information

LEGAL NAME OF PROPOSER: _____

EXECUTIVE DIRECTOR: _____

EXECUTIVE DIRECTOR E-MAIL: _____

BOARD CHAIRPERSON: _____

PROPOSER ADDRESS: _____

CITY: _____ ZIP: _____

PROPOSER TELEPHONE: _____

B. Contact Person

CONTACT PERSON* / TITLE _____

CONTACT PERSON TELEPHONE: _____

CONTACT PERSON E-MAIL: _____

**This must be the person who is most knowledgeable about this proposal and able to respond to any questions regarding this proposal.*

C. Program Information

Program Name: _____

Program Street Address: _____

City & Zip Code: _____

D. Service Planning Area: Please check off the primary that the project will serve.

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> 1. Antelope Valley | <input type="checkbox"/> 4a. Metro Downtown | <input type="checkbox"/> 5. West |
| <input type="checkbox"/> 2. San Fernando Valley | <input type="checkbox"/> 4b. Metro West | <input type="checkbox"/> 6. South |
| <input type="checkbox"/> 3. San Gabriel Valley | <input type="checkbox"/> 4c. Metro East | <input type="checkbox"/> 7. East |
| | | <input type="checkbox"/> 8. South Bay |

E. Please indicate the LA County Supervisorial District and, if applicable, the LA City Council District in which the project is located:

LA County Supervisor District _____ LA City Council District _____

F. Funding Request (Please refer to proposal amounts as listed in section 3.1.4)

Category	Proposal Request	Other Funding	Total Program
Independent Living Program			\$

G. Total Number of Beds in Program _____

Please provide the **total numbers of beds** that would be **in your program**, if you receive your proposed funding from LAHSA. If the program has other sources of funding, please provide the **total number of beds** that would be in the program, **including those funded by other sources**.

H. Homeless Population

Please indicate the primary homeless population your project intends to serve.

Target Population	
--------------------------	--

If your project's services are not exclusive to one population, please indicate all sub-populations served.

Subpopulation	Check all that apply
Chronically Homeless	
Severely Mentally Ill	
Chronic Substance Abuse	
Veterans	
Persons with HIV/AIDS	
Victims of Domestic Violence	
Women with Children	
Youth (Under 18 years of age)	

I. Fiscal and Administrative Accountability

Please list the persons who have legal authority to sign contracts and other legal documents, payment requests, and checks related to this proposed contract. Add lines, if necessary.

Name	Title	Authorized to Sign Documents

J. Project History

- Has your organization ever received funds from LAHSA? Yes No
- Has the proposed project been funded by LAHSA in the past? Yes No
- If you answered "Yes" to either questions, please provide amount and contract number under which it was funded: _____

ATTACHMENT 3 – CIVIL RIGHTS LAWS COMPLIANCE

Project sponsors must be in compliance with applicable civil rights laws and Executive Orders. Please answer 'Yes' or 'No' to the following questions. If you answer "Yes" to one or more of these situations, please attach a brief description and include with this Attachment.

- | | | |
|---|-----|----|
| A. Any pending civil rights suit instituted by the Department of Justice? | Yes | No |
| B. Any non-compliance with civil rights statutes, Executive Orders or regulations as determined by formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of non-compliance, or is currently negotiating such an agreement? | Yes | No |
| C. Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103:400? | Yes | No |
| D. Any adjudication of a civil rights violation in a civil action brought against the Proposer by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of non-compliance or the applicant has discharged any responsibility arising from such litigation? | Yes | No |
| E. Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57)? | Yes | No |

**ATTACHMENTS 4 – 10
PROPOSAL NARRATIVES / ATTACHMENTS**

Narrative responses to the following items must be included as part of the proposal submitted. Each narrative section must be included in the proposal as a separate attachment, which is clearly marked with the attachment number and tabbed appropriately.

Each of the following narrative sections contains the description of the information required to be included in the proposal. In the right-hand column is the maximum number of pages allowed for each response. You must clearly number the response to each of the questions under the narrative sections. Points may be deducted for exceeding the stated page limits.

ATTACHMENT 4 – PROPOSER CAPACITY AND EXPERIENCE

Items	Page Limit
1. Describe your organization's mission and discuss how the program proposed ties into the mission.	½ page
2. Describe your organization's prior successful experience working with the target population proposed in this application.	½ page
3. Provide a brief description of titles, responsibilities and qualifications of staff who will: a) administer (reporting and accounting) and b) operate (direct service staff) the proposed program.	1 page
4. Provide a chart showing the programs in the Proposer's organization and indicate where the proposed program will fit.	1 page
5. Discuss mechanisms for ongoing and consistent staff supervision ensuring adequate staff coverage.	½ page
6. Describe your organization's internal quality assurance monitoring system and demonstrate how it will effectively identify programmatic problems.	½ page
7. If on-site services will be jointly provided with another organization, submit a formal written agreement between the two organizations.	No Limit

8. Please circle the answers to the questions below. Please explain any “Yes” answers below or on a separate sheet under this attachment heading.

A. In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board? Yes No

Date of 501(c)3 status: _____

B. Has your organization been sued in the last five years? Yes No

C. Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations? Yes No

D. Have any unfavorable rulings been handed down by any court against your organization or Executive Director in the last five years? Yes No

E. Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its current or past funding sources? Yes No

PROPOSER EXPERIENCE CHART

Please complete. An electronic copy of this chart is available on LAHSA’s website.

Project name	Program Description and Target Population	Year Awarded	Grant Number	Grant Amount	Amount Spent to Date
EXAMPLE: PROJECT HOMELESS	Permanent Supportive Housing for chronically homeless persons	2000	CA16B000-062	\$500,000	\$375,412

ATTACHMENT 5 – PROGRAM DESIGN

Items	Page Limit
1. Provide an overview of your proposed project. Include plans for partnering with other agencies, ensuring exits to stable housing, and increasing the ability for youth to be self-sustaining at exit.	1-3 page(s)
2. Please fully describe the eligibility criteria for the program including any issues or barriers that would prevent a youth from being accepted.	½ page
3. Describe your outreach plan for your target population. Where will your clients come from? Indicate percentage of homeless persons coming from the streets, emergency shelters and transitional housing. Also explain in your outreach plan how you will partner with other agencies.	1 page
4. Describe in detail how your agency will ensure the provision of the program services described in Section 3.8 of the RFP. Please articulate how this approach will fulfill LAHSA's goals set forth in this RFP.	2 pages
5. How many total participants or clients will your program serve in a day? How many total participants or clients do you anticipate serving in the course of one year? If this program includes additional funding, please use the total number of participants or clients for the whole program to answer the questions above.	½ page
6. Describe how your program will address the needs of people you are unable to accommodate in your program.	½ page
7. Given your proposal request, what is your anticipated case load per staff member?	½ page
8. Do you charge clients program fees such as rent or supportive service fees? If so, please explain. Please attach any worksheets used to calculate fees, if applicable.	½ page
9. Do you require religious participation as a condition of receiving services? If so, please explain.	½ page
10. List on-site services proposed and the direct service staff responsible for providing the service. Use the format below:	1 page

Supportive Service	Direct Service Staff (position) Providing Service
1.	
2.	
3. etc.	

11. List of off-site services provided through partnerships. Use the format below: 1 page

Supportive Service	Provider Proposer
1.	
2.	
3. etc.	

For offsite supportive services, please describe what transportation will be available to participants to access those services.

12. a) Describe your Proposer referral procedures (include description of follow-up process for ensuring that clients have utilized referral services). 1 page
 b) Briefly describe your referral network and resources and complete attached supportive services linkages chart.

SUPPORTIVE SERVICE LINKAGE CHART

Indicate if you refer clients to other agencies for services and the level of collaboration with each Proposer. Please insert additional lines, as necessary. An electronic copy of this chart is available on LAHSA's website. **Please submit Memorandums of Understanding (MOUs) in Attachment 17.**

Type of Service	Name of Proposer	On-site or Off-Site Service Provision	Service Site Address (if off-site)	Identified Contact Person	Written MOU (Yes/No)
Legal assistance					
Literacy training					
Job training					
Mental health services					
Substance abuse services					
Health service					
Other (please specify)					

ATTACHMENT 6 – INTEGRATION WITH COC STRATEGIC PLANNING

Please describe how your proposed project fits into your geographic area's homeless Continuum of Care. Specifically, describe how your proposed project is consistent with unmet needs and will fill a gap in the continuum of care system. ½ page

ATTACHMENT 7 – PAST PROGRAM INVOLVEMENT & PERFORMANCE REPORT

INSTRUCTIONS:

1. Provide performance data for each component applied for under this RFP.
2. Complete PART A if this project is currently funded by LAHSA or has received LAHSA funding within the past three (3) years.
3. Complete PART B If your agency DOES NOT have a LAHSA funded program.
 - a. Please complete the table below to demonstrate your agency's prior successful experience with programs to serve homeless persons.

Please note that all provided information will be verified upon submission. LAHSA funded programs will be verified by through annual progress reports submitted as well as the most recent monitoring report.

PART A: Agencies with LAHSA Funded Programs

Please generate the **QPR 2013 (LAHSA)** report in HMIS covering the last four (4) quarters of for the corresponding program component applied for under this RFP. Please refer to the example QPR 2013 (LAHSA).

Example: If your agency is applying for the Crisis Housing program component, please use Performance Outcomes for an Emergency Shelter/Crisis Housing program.

Contract Type:	%
Agency:	LA_XXX
Program:	%; XX_XXXXXXX
Start Date:	1/1/2013
Contract Number:	CA0XXXL9D00XXXX
Quarter:	Quarter4 (10/01/2013 - 12/31/2013)
Duplicated?	Yes
Summarized By:	Households
Printed On:	3/18/2014 4:17:04 PM

sp: 20131030, rpt: 20131101

Quarterly Performance Report 2013 (LAHSA)

I. Demographics

A. Persons Served (?)

I. Residential - Emergency, Transitional (including ILP), Permanent Housing, Safe Haven, Year Round Emergency Program, and/or WSP

	Q1	Q2	Q3	Q4	Total
Adults	84	8	3	4	99
Children	0	0	0	0	0
Don't Know/Refused	0	0	0	0	0
Total	84	8	3	4	99

II. Non-Residential - Services Only, Access Centers, Employment, and/or Drop-in Center Program, and/or FTP Winter Shelter Program, HPRP

	Q1	Q2	Q3	Q4	Total
Adults	0	0	0	0	0
Children	0	0	0	0	0
Don't Know/Refused	0	0	0	0	0
Total	0	0	0	0	0

B. Persons' Age (?)

	Q1			Q2			Q3			Q4			Total		Total	Total
	Female	Male	Transgendered	Female	Male	Transgendered	Female	Male	Transgendered	Female	Male	Transgendered	Female	Male	Transgendered	
Under 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5-12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
13-17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
18-24	0	2	0	0	0	0	0	0	0	0	0	0	0	2	0	
25-34	2	6	0	0	0	0	0	0	0	1	0	0	2	7	0	
35-44	4	7	1	1	1	0	0	0	0	1	0	0	5	9	1	
45-54	16	18	0	1	3	0	0	2	0	1	0	0	17	24	0	
55-61	10	13	0	0	1	0	0	1	0	0	1	0	10	16	0	
62+	1	4	0	0	1	0	0	0	0	0	0	0	1	5	0	
Age Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	33	50	1	2	6	0	0	3	0	4	0	0	35	63	1	

C. Households Served by Household Type (?)

	Q1			Q2			Q3			Q4			Total		Total	Total
	Adults w/ Children	Children Only	Adults Only	Adults w/ Children	Children Only	Adults Only	Adults w/ Children	Children Only	Adults Only	Adults w/ Children	Children Only	Adults Only	Adults w/ Children	Children Only	Adults Only	
Male	0	0	50	0	0	6	0	0	3	0	0	4	0	0	63	
Female	0	0	33	0	0	2	0	0	0	0	0	0	0	0	35	
Transgendered	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Don't Know/Refused	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Missing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	0	0	84	0	0	8	0	0	3	0	0	4	0	0	99	

D. Households Served by Family Type (?)

	Q1			Q2			Q3			Q4			Total		Total	Total
	Female	Male	Transgendered	Female	Male	Transgendered	Female	Male	Transgendered	Female	Male	Transgendered	Female	Male	Transgendered	
Adults w/ Children																
Single Parent 18 and Over	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Two Parents 18 and Over	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Children Only																
Unaccompanied 17 and Under	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Single Parent 17 and Under	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Two Parents 17 and Under	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Adults Only																

Unaccompanied 18 and Over	33	50	1	2	6	0	0	3	0	0	4	0	35	63	1
Adults No Children	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	33	50	1	2	6	0	0	3	0	0	4	0	35	63	1
Total	33	50	1	2	6	0	0	3	0	0	4	0	35	63	1

E. Households' Race and Ethnicity (2)

	Q1			Q2			Q3			Q4			Total	Total	Total
	Race	Hispanic/Latino	Non-Hispanic/Non-	Race	Hispanic/Latino	Non-Hispanic/Non-	Race	Hispanic/Latino	Non-Hispanic/Non-	Race	Hispanic/Latino	Non-Hispanic/Non-	Race	Hispanic/Latino	Non-Hispanic/Non-
White	24	12	12	3	3	0	1	1	0	2	0	2	30	16	14
Black/African American	58	1	57	5	0	5	2	0	2	1	0	1	66	1	65
Asian	2	0	2	0	0	0	0	0	0	0	0	0	2	0	2
American Indian or Alaska Native	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Multiple Races	0	0	0	0	0	0	0	0	0	1	0	1	1	0	1
Don't Know/Refused	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Information Missing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	84	13	71	8	3	5	3	1	2	4	0	4	99	17	82

F. Physical and Mental Health Conditions by Entry (2)

Conditions	Q1			Q2			Q3			Q4			Total	Total	Total
	Adults	Children	Don't Know/Refused	Adults	Children	Don't Know/Refused	Adults	Children	Don't Know/Refused	Adults	Children	Don't Know/Refused	Adults	Children	Don't Know/Refused
Mental Illness	77	0	0	5	0	0	3	0	0	4	0	0	89	0	0
Alcohol Abuse	11	0	0	2	0	0	1	0	0	1	0	0	15	0	0
Drug Abuse	26	0	0	0	0	0	2	0	0	0	0	0	28	0	0
Chronic Health Condition	12	0	0	2	0	0	1	0	0	2	0	0	17	0	0
HIV/AIDS and Related Diseases	4	0	0	0	0	0	0	0	0	0	0	0	4	0	0
Developmental Disability	2	0	0	0	0	0	0	0	0	1	0	0	3	0	0
Physical Disability	9	0	0	4	0	0	1	0	0	1	0	0	15	0	0
Total Conditions	141	0	0	13	0	0	8	0	0	9	0	0	171	0	0

Number of Known Conditions	Q1			Q2			Q3			Q4			Total	Total	Total
	Adults	Children	Don't Know/Refused	Adults	Children	Don't Know/Refused	Adults	Children	Don't Know/Refused	Adults	Children	Don't Know/Refused	Adults	Children	Don't Know/Refused
None	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1 Condition	45	0	0	4	0	0	0	0	0	1	0	0	50	0	0
2 Conditions	19	0	0	3	0	0	2	0	0	1	0	0	25	0	0
3+ Conditions	18	0	0	1	0	0	1	0	0	2	0	0	22	0	0
Condition Unknown	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0
Don't Know/Refused	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Information Missing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	84	0	0	8	0	0	3	0	0	4	0	0	99	0	0

G. Persons by Characteristics (2)

Characteristics	Q1			Q2			Q3			Q4			Total	Total	Total
	Adults	Children	Don't Know/Refused	Adults	Children	Don't Know/Refused	Adults	Children	Don't Know/Refused	Adults	Children	Don't Know/Refused	Adults	Children	Don't Know/Refused
Chronically Homeless	80	0	0	7	0	0	3	0	0	4	0	0	94	0	0
Disabling Condition	84	0	0	8	0	0	3	0	0	4	0	0	99	0	0
Veteran	4	0	0	0	0	0	0	0	0	0	0	0	4	0	0
Elderly	5	0	0	1	0	0	0	0	0	0	0	0	6	0	0
Domestic Violence	2	0	0	1	0	0	0	0	0	2	0	0	5	0	0
Transitional Aged Youth (16-24)	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0
Foster Care History	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LGBTQ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Juvenile Justice Record	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Probation Record	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First Time Homeless	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
First Time At Risk of Homelessness	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Homeless as a Child	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Characteristics	177	0	0	17	0	0	6	0	0	10	0	0	210	0	0

H. Households' Residence Prior to Program Entry (2)

Homeless Situations	Q1			Q2			Q3			Q4			Total	Total	Total
	Adults w/ Children	Children Only	Adults Only	Adults w/ Children	Children Only	Adults Only	Adults w/ Children	Children Only	Adults Only	Adults w/ Children	Children Only	Adults Only	Adults w/ Children	Children Only	Adults Only
Emergency Shelter	0	0	61	0	0	1	0	0	2	0	0	1	0	0	65

Transitional housing for homeless	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Place not meant for habitation	0	0	23	0	0	7	0	0	1	0	0	3	0	0	34	0
Safe Haven	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	0	0	84	0	0	8	0	0	3	0	0	4	0	0	99	0
Institutional Settings																
Psychiatric facility	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Substance abuse or detox center	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hospital (non-psychiatric)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jail, prison or juvenile detention	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Foster care	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Locations																
PSH for homeless persons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Owned by client, no subsidy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Owned by client, with subsidy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rental by client, no subsidy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rental by client, VASH subsidy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rental by client, with other subsidy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hotel/motel paid by client	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Staying or living with family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Staying or living with friend	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Don't know/Refused	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Information Missing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	84	0	0	8	0	0	3	0	0	4	0	0	99	0

I. Area Median Income (AMI) Range (?)

	Q1	Q2	Q3	Q4	Total
(120%) Moderate Income	0	0	0	0	0
(80% and above) Above 80% of	0	0	0	0	0
(50%-80%) Low Income	0	0	0	0	0
(30%-50%) Very Low Income	0	0	0	0	0
(0%-30%) Extremely Low Income	27	4	2	4	37
Other	0	0	0	0	0
Missing	57	4	1	0	62
Total	84	8	3	4	99

J. Households Client Monthly Cash-Income Amount (?)

	Q1		Q2		Q3		Q4		Total	Total
	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status
No Income	1	1	1	0	0	0	0	2	2	3
\$1 - \$150	0	0	0	0	0	0	0	0	0	0
\$151 - \$250	49	1	3	2	2	0	3	32	57	35
\$251 - \$500	2	0	0	0	0	0	0	3	2	3
\$501 - \$750	0	0	1	0	0	0	0	1	1	1
\$751 - \$1,000	27	3	2	1	1	3	1	45	31	52
\$1,001 - \$1,250	3	0	1	0	0	0	0	3	4	3
\$1,251 - \$1,500	2	0	0	0	0	0	0	1	2	1
\$1,501 - \$1,750	0	0	0	0	0	0	0	0	0	0
\$1,751 - \$2,000	0	1	0	0	0	0	0	0	0	1
\$2,001+	0	0	0	0	0	0	0	0	0	0
Don't Know/Refused	0	0	0	0	0	0	0	0	0	0
Information Missing	0	0	0	0	0	0	0	0	0	0
Total	84	6	8	3	3	3	4	87	99	99

K. Households Cash Income Sources (?)

	Q1		Q2		Q3		Q4		Total	Total
	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status
Earned Income	3	1	0	0	0	0	0	2	3	3
Unemployment Insurance	0	0	0	0	0	0	0	1	0	1
Supplemental Security Income or SSI	27	3	2	1	1	3	1	43	31	50
Social Security Disability Income	2	0	0	0	0	0	0	2	2	2
Veteran's Disability Payment	0	0	0	0	0	0	0	0	0	0
Private Disability Insurance	0	0	0	0	0	0	0	0	0	0
Worker's Compensation	0	0	0	0	0	0	0	0	0	0
TANF/CalWORKS (formerly AFDC)	0	0	0	0	0	0	0	0	0	0
General Assistance (GA)	51	1	3	2	2	0	3	34	59	37

Retirement income from Social	6	1	2	0	0	0	0	11	8	12
Veteran's Pension	0	0	0	0	0	0	0	0	0	0
Pension from a former job	0	0	0	0	0	0	0	0	0	0
Child Support	0	0	0	0	0	0	0	0	0	0
Alimony or other Spousal Support	0	0	0	0	0	0	0	0	0	0
Other Source	0	0	0	0	0	0	0	0	0	0
No Financial Resources	1	1	1	0	0	0	0	2	2	3
Don't Know/Refused	0	0	0	0	0	0	0	0	0	0
Information Missing	0	0	0	0	0	0	0	0	0	0
Total Sources	90	7	8	3	3	3	4	95	105	108

L. Households Cash Income Number of Sources (2)

	Q1		Q2		Q3		Q4		Total	Total
	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status
No Sources	1	1	1	0	0	0	0	2	2	3
1+ Source(s)	83	5	7	3	3	3	4	85	97	96
Don't Know/Refused	0	0	0	0	0	0	0	0	0	0
Information Missing	0	0	0	0	0	0	0	0	0	0
Total	84	6	8	3	3	3	4	87	99	99

M. Households Non-Cash Benefit Sources (2)

	Q1		Q2		Q3		Q4		Total	Total
	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status
Food Stamps	37	1	4	2	2	0	2	40	45	43
Medicaid	24	1	2	0	1	0	0	23	27	24
Medicare	2	0	1	1	0	0	0	3	3	4
State Children's Health Insurance	0	0	0	0	0	0	0	0	0	0
WIC	0	0	0	0	0	0	0	0	0	0
VA Medical Services	0	0	0	0	0	0	0	0	0	0
TANF/CalWORKS Child Care	0	0	0	0	0	0	0	0	0	0
TANF/CalWORKS Transportation	0	0	0	0	0	0	0	0	0	0
Other TANF/CalWORKS Service	0	0	0	0	0	0	0	0	0	0
Temporary Rental Assistance	0	0	0	0	0	0	0	0	0	0
Section 8 or Rental Assistance	48	1	8	1	3	0	4	54	63	56
Other	2	0	0	0	0	0	0	1	2	1
Don't Know/Refused	0	0	0	0	0	0	0	0	0	0
Information Missing	0	0	0	0	0	0	0	0	0	0
No	0	3	0	0	0	3	0	2	0	8
Total Sources	113	6	15	4	6	3	6	123	140	136

N. Households' Number of Non-Cash Benefit Sources (2)

	Q1		Q2		Q3		Q4		Total	Total
	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status	Entry	Latest Status
No Sources	0	3	0	0	0	3	0	2	0	8
1+ Source(s)	84	3	8	3	3	0	4	85	99	91
Don't Know/Refused	0	0	0	0	0	0	0	0	0	0
Information Missing	0	0	0	0	0	0	0	0	0	0
Total	84	6	8	3	3	3	4	87	99	99

O. Households' Length of Participation (2)

	Q1			Q2			Q3			Q4			Total	Total	Total
	Stayers	Leavers	Exit to PH	Stayers	Leavers	Exit to PH	Stayers	Leavers	Exit to PH	Stayers	Leavers	Exit to PH	Stayers	Leavers	Exit to PH
30 days or less	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
31 to 60 days	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
61 to 180 days	0	1	0	0	0	0	0	1	1	4	0	0	4	2	1
181 to 365 days	0	1	0	0	0	0	0	1	0	16	1	0	16	3	0
366 to 730 days (1 - 2 yrs)	0	0	0	0	2	2	0	0	0	18	0	0	18	2	2
731 to 1,095 days (2 - 3 yrs)	0	0	0	0	1	0	0	0	0	13	0	0	13	1	0
1,096 to 1,460 days (3 - 4 yrs)	0	0	0	0	0	0	0	1	0	10	0	0	10	1	0
1,461 to 1,825 days (4 - 5 yrs)	0	1	0	0	0	0	0	0	0	6	0	0	6	1	0
More than 1,825 days (> 5 yrs)	0	3	2	0	0	0	0	0	0	17	0	0	17	3	2
Total	0	6	2	0	3	2	0	3	1	86	1	0	86	13	5

P. Households' Exit Destination (2)

	Q1	Q2	Q3	Q4	Total	Total	Total
--	----	----	----	----	-------	-------	-------

	Adults w/ Children	Children Only	Adults Only	Adults w/ Children	Children Only	Adults Only	Adults w/ Children	Children Only	Adults Only	Adults w/ Children	Children Only	Adults Only	Adults w/ Children	Children Only	Adults Only
Permanent Destinations															
Owned by client, no ongoing subsidy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Owned by client, with ongoing subsidy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rental by client, no ongoing subsidy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rental by client, VASH subsidy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rental by client, other ongoing subsidy	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
PSH for homeless persons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Living with family, permanent tenure	0	0	0	0	0	2	0	0	1	0	0	0	0	0	3
Living with friends, permanent tenure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	0	0	2	0	0	2	0	0	1	0	0	0	0	0	5
Temporary Destinations															
Emergency Shelter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transitional housing for homeless	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Staying with family, temporary tenure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Staying with friends, temporary tenure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Place not meant for human habitation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Safe Haven	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hotel or motel, paid by client	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional Settings															
Foster care	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Psychiatric facility	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Substance abuse or detox facility	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hospital (non-psychiatric)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jail or prison	0	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Subtotal	0	0	1	0	0	0	0	0	1	0	0	0	0	0	2
Other Destinations															
Deceased	0	0	2	0	0	0	0	0	1	0	0	0	0	0	3
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Don't Know/Refused	0	0	1	0	0	1	0	0	0	0	0	1	0	0	3
Information Missing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	0	0	3	0	0	1	0	0	1	0	0	1	0	0	6
Total	0	0	6	0	0	3	0	0	3	0	0	1	0	0	13

A. HMIS Data Quality (?)	Total	Goal%
Data Quality Score	99%	90%

B. Occupancy (Residential Only) (?)	Q1	Q2	Q3	Q4	Total
Occupancy Rate	86%	94%	96%	98%	94%

C. Contracted to Serve (?)	Q1	Q2	Q3	Q4	Total Achieved
Households with Children					0 0%
Households without Children	84	8	3	4	99 114%
Households with and without Children					0 0%

D. New Program Enrollment (?)	Q1	Q2	Q3	Q4	Total Achieved
First Time in HMIS	33	4	1	0	38 38%

D.1 Eligibility and Assessment (FSS) (?)	Q1	Q2	Q3	Q4	Total Achieved
Eligible					0%
Ineligible					0%
Ineligible and Referred					0%
Total Assessments Completed					0%
Program Enrollment Completed					0%
Housing Plan Completed					0%
Total Participants					0%

E. Average Length of Participation (?)	Q1	Q2	Q3	Q4	Total Achieved
Stayers				1,063	1,063 N/A
Leavers	1,427	586	516	294	936 N/A

F. Linkage to Condition Specific Services (?)			Q1	Q2	Q3	Q4		
	Identified	Eligible	Connected	Connected	Connected	Connected	Total Achieved	
Physical Disability	15	1	0	0	0	0	0 0%	
Developmental Disability	3	0	0	0	0	0	0 0%	
Chronic Health Issue	17	0	0	0	0	0	0 0%	
HIV/AIDS	4	0	0	0	0	0	0 0%	
Mental Health	89	2	0	0	0	0	0 0%	
Substance Abuse	32	2	0	0	0	0	0 0%	
Total Participants Linked	160	5	0	0	0	0	0 0%	

TAY. Educational Achievements (?)	Q1	Q2	Q3	Q4	Total Achieved
High School Diploma/GED					0%
Educational Progress					0%

G. Maintained/Increased Income (?)	Q1	Q2	Q3	Q4	Total Achieved
Increase in Hourly Wages					0%
Increase in Hours Worked					0%
Maintained Employment Income					0%
Increased Employment Income	1	0	0	2	3 3%
Maintained or Increased Employment Income	1	0	0	2	3 3%
Retained Employment Income for Four (4) Months					0%
Maintained Income from All Sources	3	2	2	42	49 51%
Increased Income from All Sources	2	1	1	31	35 35%
Maintained or Increased Income from All	5	3	3	73	84 85%

H. Housing Placement (?)	Q1	Q2	Q3	Q4	Total Achieved
Exited to Successful Destination	4	2	2	0	8 62%
Exited to ES, TH, PH, SH	2	2	1	0	5 38%
Exited to PH	2	2	1	0	5 38%
Subsidized PH	2	0	0	0	2 15%
Unsubsidized PH	0	2	1	0	3 23%
Moved/Placed into PH (RRH Only)					0%
PH Placement within 45 Days (RRH Only)					0%
Diversion from ES/TH/Streets					0%
Exit to PH for Diverted Households					0%

I. Permanent Housing Retention (?)	Q1	Q2	Q3	Q4	Total Achieved
6-11 Months in PSH	5	3	2	81	91 92%
At least 12 Months in PSH	4	3	1	64	72 73%
6-11 Months after Program Exit	4	4	2	0	10 59%
At least 12 Months after Program Exit	1	5	4	5	15 88%

J. Waiting List (?)	Q1	Q2	Q3	Q4	Total Achieved
Participants on the Waiting List	0	0	0	0	N/A
Average # of Days on the Waiting List					N/A

K. Benchmarks (?)	Q1	Q2	Q3	Q4	Total Achieved
Movement Between Programs of the Same Type					0%
Negative Reasons for Leaving	1	1	1	1	4 31%
Diversion to PSH for Chronically Homeless					0%
Diversion to PH for Non-Chronically Homeless					0%
Exit to Independent PH	0	2	1	0	3 23%

Target	Prior Year	Variance
	0	0%
87	106	212%
	0	0%

TAY	CH	Veterans
3 %	95 %	8 %
0 %	0 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %

Target	Prior Year	Variance
	50	47%
		-9%
		0%
		0%
		0%
		0%
50%	0	0%
		0%
		0%

TAY	CH	Veterans
2 %	94 %	3 %
0 %	100 %	8 %

Target	Prior Year	Variance
	984	N/A
		8%
	1,338	N/A
		-30%

TAY	CH	Veterans
0 %	0 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %

Target	Prior Year	Variance
N/A	0	0%
N/A	0	0%
N/A	0	0%
N/A	0	0%
N/A	0	0%
N/A	0	0%
0	0	0%

TAY	CH	Veterans
0 %	0 %	0 %
0 %	0 %	0 %

Target	Prior Year	Variance
		0%
		0%

TAY	CH	Veterans
0 %	0 %	0 %
0 %	0 %	0 %
0 %	100 %	0 %
0 %	100 %	0 %
0 %	0 %	0 %
2 %	96 %	2 %
3 %	100 %	6 %
2 %	98 %	4 %

Target	Prior Year	Variance
		0%
		0%
	1	33%
	4	4%
	5	5%
50%	0	0%
	62	60%
	30	28%
20%	92	87%

TAY	CH	Veterans
0 %	100 %	13 %
0 %	100 %	0 %
0 %	100 %	0 %
0 %	100 %	0 %
0 %	100 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %

Target	Prior Year	Variance
75.00%	17	55%
	18	58%
65.00%	15	50%
	15	50%
		-35%
		23%
		0%
		0%
		0%
		0%

TAY	CH	Veterans
2 %	95 %	4 %
3 %	94 %	6 %
10 %	90 %	0 %
7 %	87 %	0 %

Target	Prior Year	Variance
90%	91	86%
80%	80	75%
	6	100%
		0%
		88%

TAY	CH	Veterans
0 %	0 %	0 %
0 %	0 %	0 %

Target	Prior Year	Variance
N/A	0	N/A
N/A		N/A

TAY	CH	Veterans
0 %	0 %	0 %
0 %	100 %	0 %
0 %	0 %	0 %
0 %	0 %	0 %
0 %	100 %	0 %

Target	Prior Year	Variance
	2	6%
	5	16%
90%	1	4%
90%	2	50%
		-50%
		23%

PART B: Agencies without LAHSA Funded Programs

Please complete the following chart. Only use information from the **most recently reported** program year for each funder. Only use information from the corresponding program component applied for under this RFP. An electronic copy of this chart is available on LAHSA's website.

Program Name	Description(s) of Performance Targets	Actual Outcomes by Performance Target Item	Explanation for unmet performance targets
Example: PROJECT HOMELESS	35% of participants will complete life skills classes	25% of participants completed life skills classes	Agency experienced a delay in hiring supportive services staff

ATTACHMENT 8A – HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

A. HMIS Participation

- Applicant currently participates in, and enters correct data (including **Prior Living and Zip Code**) into an existing HMIS.
(If checked, complete B).
- Applicant currently does NOT participate in, or enter data into, an existing HMIS.
(If checked, skip to Section B and move on to Attachment 6B – D.V.).

B. HMIS Information - 24 CFR 576.400 (f)

i. HMIS Service Provider Information (i.e., Entity that is providing the HMIS Software)

HMIS SOFTWARE NAME: _____

HMIS SERVICE PROVIDER NAME: _____

HMIS SERVICE PROVIDER ADDRESS: _____

ii. HUD Data and Technical Standards

- HMIS System identified above is fully compliant with the HUD Data & Technical Standards.
- HMIS System identified above is **NOT** fully compliant with the HUD Data & Technical Standards.
 - If HMIS System identified above is **NOT** fully compliant with the HUD Data & Technical Standards, describe how Applicant will comply with this requirement (including timeline).

ATTACHMENT 8B – HMIS – DOMESTIC VIOLENCE

A. Comparable Database Participation – 24 CFR 576.107 (a)(3)

- i. Applicant exclusively serves a Special Exempt Population and is designated by HUD as one of the following:
- Victim Services Provider
 - Legal Services Provider
 - Runaway & Homeless Youth Services Provider (RHYMIS)
- ii. Alternate Data Base Use
- Applicant currently participates and enters data into an existing Comparable Database. (If checked, complete table in part B below).
 - Applicant currently does NOT enter data into an existing Comparable Database. (If checked, please attach a narrative explaining why the HMIS or Comparable Database requirement is not met).

B. Comparable Database Information

i. Agency Comparable Database Information (i.e., Entity designated to operate the Comparable Database)

COMPARABLE DATABASE LEAD NAME: _____

COMPARABLE DATABASE LEAD ADDRESS: _____

COMPARABLE DATABASE LEAD E-MAIL: _____

COMPARABLE DATABASE LEAD PHONE: _____

ii. Comparable Database Service Provider Information (i.e., Entity providing the software)

COMPARABLE DATABASE LEAD NAME: _____

COMPARABLE DATABASE LEAD ADDRESS: _____

COMPARABLE DATABASE LEAD E-MAIL: _____

COMPARABLE DATABASE LEAD PHONE: _____

iii. HUD Data and Technical Standards

- Comparable Database (identified above) is fully compliant with the HUD Data & Technical Standards.
- Comparable Database (identified above) is **NOT** fully compliant with the HUD Data & Technical Standards.
- If Comparable Database System (identified above) is **NOT** fully compliant with the HUD Data & Technical Standards, describe how Applicant will comply with this requirement, (including timeline).

ATTACHMENT 9 –BUDGET AND FINANCIAL STABILITY

Attachment 9 must be completed for the lead proposer and any subcontractors.

1. Describe your agency accounting practices. 1 Page
- a) Detail your organization’s staffing for day-to-day accounting?
 - b) How is accounting information or data maintained? (i.e. manual or electronic) Is the agency’s financial system compliant with OMB Circular A-10 Subpart C .21 (b) Standards for Financial Management Systems.

2. BUDGET SUMMARY

Cost Category	LAHSA Request	Other Funding “A” (Specify)	Other Funding “B” (Specify)	Total
Operations				
Supportive Services				
HMIS				
Administration				
Program Total				

*Administration costs may not exceed 5% of total funds

3. **A budget template in excel format is provided as part of this RFP.** Please complete the Budget Template for the total program, and indicate the line item and costs you are requesting funding for under this funding request and the leveraged funding you will provide to the program through other funding sources. **Print out a copy of the budget and attach to the proposal. Also provide a copy of the budget in Excel format in the online FileShare account and on the external memory device.**
4. **Please provide a budget justification that includes detailed information and calculations to support the budgetary figures in the proposal and your subcontractors’ proposals.** Please use the following guidelines to write the Budget Justification (3 pages)

5. LEVERAGE RESOURCES CHART

An electronic copy of this chart can be found on LAHSA’s website. Attach copies of documentation of supplemental resources (private and public) for the proposed program (not for the entire agency) in Attachment 9, directly behind this page. Please identify which budget line items the supplemental resources are funding. Please do not provide documentation of supplemental resources for your entire agency.

Budget Line Items	Specific Name of Funding Entity	Identify Source as: (G) Government* or (P) Private	Date of Written Commitment	Value of Written Commitment
<i>Example: Child Care</i>	CDBG	G	2/15/06	\$10,000
			TOTAL:	\$

*Government sources are appropriated dollars.

BUDGET JUSTIFICATION GUIDELINES:

Detail the formula used to arrive at the dollar amount for each line item and Budget Detail pages.

Examples:

- The annual salary for each position multiplied by the FTE (refer to #1-2 below);
 - The number of square feet of office space to be utilized multiplied by the rate per square foot;
1. For Salaries and Benefits, list the position title, a brief overview of the position's responsibilities for this project, and the minimum qualifications (education and experience) for the position (not of the individual currently occupying the position). Give a mathematical formula that includes the full-time equivalent (FTE) and the annual salary used to arrive at the budgeted line item amount. Funding terms that may not be a full 12 months, should have the term adjustment made in the formula.
Note: an FTE is based on the number of hrs worked in a one-week period (a 1.0 FTE works 40 hours per week; a 0.5 FTE works 20 hrs per week).
 2. Provide an explanation for any positions that are not charged for the full term of the contract exhibit.

For example:

Employment Specialist: Responsible for developing employment preparation and training, informational materials, and creating networks with employers and job training agencies. Minimum Qualifications: Bachelor's degree; 2 years' experience employment training.

1.0 FTE X \$35,000 per year = \$35,000 or 0.5 FTE x \$35,000 per year = \$17,500.

If the exhibit term is less than 12 months, show salary formulas as follows (using the example above, with an 11-month exhibit term);

1.0 FTE x \$35,000 per year / 12 months = \$2,917 per month x 11 months = \$32,087 or
0.5 FTE x \$35,000 per year = \$17,500 / 12 months = \$1,458 per month x 11 months = \$16,038

3. For Operating and Supportive Services Expenses, provide a brief explanation of what is included in the cost for each line item and justification for the purpose for the program. Show the formula used to calculate each line item expenditure.

Examples:

Space Costs

- Rent: Proposal will utilize 10 motel rooms at a rental rate of approximately \$1,800/ month. The total cost of rent for this proposal is \$18,000 to rent 10 motel rooms over the course of 1 year.

Materials and Supplies

- Office Supplies, Postage: Desk supplies for program staff and materials for Life Skills group sessions and presentations = \$300; postage for flyers/publicity = \$100; total = \$400.
- Printing and Reproduction: Printing costs for 3,000 brochures = \$750; reproduction costs = \$1,000; total = \$1,750.

General Operating

- Rental of Equipment: Copier lease = \$1,440

Staff Travel: Provide justification of costs and reason for staff travel expenses. 226 miles (based on last year's experience) x \$0.475 per mile = \$107 Staff will travel to scattered sites for case management.
Note: If mileage is charged, the agency must have auto insurance coverage.

Consultant/Subcontractor (if applicable)

If there is a subcontractor/consultant, a detailed subcontracting budget must be provided. In this section, provide a brief explanation of the subcontracting arrangement, as well as a budget breakdown.

4. Use the most accurate figures possible, totals should be rounded to the nearest dollar. For example, \$2,859.55. When transferring the final figure to the Budget pages, round figures to the nearest dollar. \$2,859.55 rounds to \$2,860.

ATTACHMENT 10 – FACILITY

(LAHSA may also conduct site visits in order to evaluate facilities. Site visits will be evaluated as pass/fail only. Any deficiencies noted on site that do not cause threshold failure, will be addressed as contract conditions.)

Items	Page Limit
<p>1. Describe the following:</p> <ul style="list-style-type: none">a) Exact location of the proposed facility.b) Proximity to public transportation and community services.c) Previous use of facility (if not presently operating as a homeless shelter).d) Neighborhood/Community support for shelter or service location.	1 page
<p>2. A floor plan of the facility that shows: (Please do not submit a copy of your evacuation plan as a substitute for a floor plan. Areas shown on floor plan must be detailed and labeled.)</p> <ul style="list-style-type: none">a) Entrances/Exits.b) Location of bathroom facilities. (toilets and showers)c) Location of staff offices/work areas.d) Indicate areas that are accessible to the physically disabled.	No Limit
<p>3. A copy of the site's emergency evacuation plan, both written and graphical.</p>	No Limit

ATTACHMENT 11–BOARD RESOLUTION AUTHORIZING APPLICATION FOR FUNDS

The Board of Directors hereby authorizes the Executive Director to apply for funds under this RFP to operate

_____ (project/program name)

on behalf of _____ (Proposer name).

Authorized Signature (Chairperson of Board or other Officer)

Date

Typed name and title

ATTACHMENT 12 – SIGNATURE AND ASSURANCE

- A. Non-discrimination:** This organization shall, through all possible means, provide equal opportunity for all persons regardless of age, handicap, national background, race, religion, sexual orientation, or gender, to receive service or participate in the volunteer structure, and to be employed. An existing sectarian nature of the organization shall not suffer impairment under this agreement, but no participation in religious observances, rituals or services will be required as a condition of receiving services, emergency shelter, or transitional housing paid for in whole or in part by this grant.
- B. Accountability:** We commit this organization, if a grant is received, to provide all reports to LAHSA as required; to expend moneys only on eligible costs and to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of five years; and to spend all funds and close out the program on the required date and to return any unused funds to LAHSA and to cooperate with monitoring or site visits and to provide complete documentation of expenses to LAHSA, if requested, by the required date.
- C.** We affirm that all information in this proposal is true and correct to the best of our knowledge and that the Proposer under our authority will execute its responsibility under the proposed contract and adhere to all other applicable rules and regulations to the fullest extent possible.
- D. Non-collusion:** This proposal is genuine, and not sham or collusive, nor made in the interest of or in behalf of any person not herein named; the Proposer had not directly induced or solicited any other Proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; the Proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer.

Authorized Signature (Chairperson of Board or other officer)

Date

Typed name and title

Signature, Executive Director or comparable officer

Date

Typed name and title

ATTACHMENT 13 – LETTER OF REPRESENTATION

The Proposer is hereby requested to submit a letter of representation signed by an officer of its Board of Directors disclosing whether a conflict of interest exists or whether there is nepotism in the project funded under this RFP.

1. Conflict of Interest.

Proposer shall disclose any and all conflicts of interests that Proposer is aware of and what steps are being taken to resolve them i.e. a plan for their resolution.

If a Proposer believes that it may be in violation of the Conflict of Interest provisions, it may submit a waiver request to LAHSA upon being conditionally awarded funds under this RFP. The waiver request shall follow the procedures outlined in 24 CFR Ch V, §570.611, OMB Circular A-110, and LAHSA Contract Provisions.

2. Nepotism

The disclosure shall identify:

- i) All relatives working for Proposer and/or Contractors and paid with funds from the project funded in this RFP;
- ii) Whether or not Proposer used its normal hiring practices when such individuals were hired;
- iii) Whether or not such individuals meet the qualifications required for the position(s) in which they serve;
- iv) Proposer shall also include an organizational chart that clearly shows the reporting lines for such individuals.

Each instance of nepotism must be disclosed to LAHSA and LAHSA and/or federal grantor must approve of the individual case.

ATTACHMENT 14 – CORE RFQ DOCUMENT LIST

FINANCIAL

- IRS Tax exempt status determination (501(c)3 letter)
- Current printout of proof of active non-profit status from www.irs.gov/Charities-&-Non-Profits/Search-for-Charities
- Current printout of 990 Form from or from www.oag.ca.gov/charities or Guidestar.com* (or written explanation as to why the form was not filed with the IRS) *Guidestar offers free and premium accounts; a free account is sufficient to access your 990 form
- By-laws with any amendments
- Board-Approved Operating Budget (last 2 fiscal years)
- If applicable, list of Audit Committee members and charter
- Audited financial statements, including Fiscal Policy and Procedures and if required, OMB A-133 Single Audit (last 2 fiscal years or written explanation as to why no audit was conducted)
- Annual Report (optional)

ORGANIZATIONAL

- List of Board of Directors/Trustees (indicate homeless or formerly homeless person sitting on agency board – SEC 416 [42 USC 11375] d)
- Dates of scheduled public board meetings
- Organizational chart for entire entity and for each department
- List of Executive Leadership/Senior Management Team and Resumes/Short Biographies Articles of Incorporation
- Certificate of Occupancy for all program sites
- Fictitious Business Name Statement (DBA)
- Business License from applicable City
- Other applicable business licenses (e.g. Childcare)
- Proof of State of California Active Business Entity status at kepler.sos.ca.gov
- List of Accreditations (optional)

ORGANIZATIONAL

- Comprehensive Grievance Policy (for participant complaints/problems/grievances)
- Verification of General Liability & Workers Compensation Insurance
- Cost Allocation Plan for agencies receiving more than one source of funding (private or governmental)
- Agency Policy and Procedure for compliance with applicable provisions of the Americans with Disability Act and any reasonable accommodation process in place for persons with disabilities (for employees, program participants, and the public)
- Conflict of Interest Policy
- Nepotism Policy

ATTACHMENT 15 – ADA COMPLIANCE

Attachment 15 must be completed for the lead proposer and any subcontractors.

CERTIFICATION REGARDING COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

The undersigned certifies that to the best of his /her knowledge and belief:

Contractor is in compliance with and will continue to comply with the Americans with Disabilities Act 42 U.S.C. 12101 et seq. and it's implementing regulations ("ADA") and the American with Disabilities Act Amendments Act of 2008 ("ADAAA"), Pub. L. 110-325 and all subsequent amendments.

Contractor will ensure that persons with disabilities have equal access to participate in programs and services. Contractor will provide reasonable accommodations to allow individuals with disabilities to have access to and participate in its programs, services and activities in accordance with the provisions of the ADA and the ADAAA.

Contractor will not discriminate against persons with disabilities or against persons who have a relationship with or association with a person with a disability.

Contractor will adopt and implement LAHSA's policies and procedures addressing disabled individuals who use service animals.

Contractor will designate staff to participate in periodic mandatory training sessions on ADA compliance; including training regarding addressing disabled individuals who use service animals.

Contractor will require that the ADA and ADAAA compliance language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and other agreements under grants, loans and cooperative agreements) and that all subgrantees shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when the Parties entered into this transaction

Agreement Number:

Contractor:

Executive Director

DATE

Name and Title of Authorized ADA Compliance Representative:

Name

Title