

**THE LOS ANGELES CONTINUUM OF CARE
REQUEST FOR PROPOSALS (RFP)
for**

**2013 CONTINUUM OF CARE (CoC) PROGRAMS
NEW PROJECTS**

Key RFP Dates:

Issued:	June 21, 2013
Pre-proposal Conference:	June 27, 2013 1:30 PM (PST)
Written Questions Due:	July 2, 2013 5:00 PM (PST)
Submittal Deadline:	July 19, 2013 3:00 PM (PST)



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EXHIBITS

- A General Proposal Documents
- B HACLA Applicants Only
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- D City of Santa Monica Housing Authority Applicants Only
- E LAHSA Proposal Conditions

REQUEST FOR PROPOSAL (RFP) for HUD Continuum of Care Programs

The Los Angeles Continuum of Care invites proposals from qualified entities to be included in the 2013 application to the U.S. Department of Housing and Urban Development for the Continuum of Care Program.

Under this RFP, funding may be available for new permanent supportive housing projects serving chronically homeless individuals and families, with priority in serving those with the longest histories of homelessness. This component requires supportive services commitments and coordination with the Continuum of Care homeless assistance efforts of Los Angeles City and County.

Proposals will be accepted at 811 Wilshire Blvd., 6th Floor, until 3:00 P.M. (PST), Friday, July 19, 2013. Offers received after this date and time shall, at the discretion of the Los Angeles Homeless Services Authority (LAHSA) be rejected without consideration.

The Los Angeles Homeless Services Authority (LAHSA) in partnership with the Housing Authorities of the City of Santa Monica (SMHA), the City of Los Angeles (HACLA) and the County of Los Angeles (HACoLA) will be hosting a pre-proposal conference for all potential proposers to discuss the RFP and answer questions. Attendance is highly encouraged for all potential proposers planning to submit an application. The Proposers' Conference will be held on Thursday, June 27, 2013 at 1:30 PM at LAHSA's offices at 811 Wilshire Blvd., 6th Floor, Los Angeles, CA 90017.

Instructions for preparing your proposal are contained in the RFP and are available at <http://www.lahsa.org/funding.asp>. You may also call (213) 683-3333 for a copy of the RFP. Questions of a procedural nature may be directed to LAHSA by e-mail at fundingopportunities@lahsa.org.

We look forward to receiving your proposal.

A. PURPOSE OF THIS RFP:

This RFP is for Tenant-based, Sponsor-based and Project-based new Permanent Supportive Housing (PSH) project(s) in the form of rental assistance for chronically homeless individuals and/or individuals in families with a priority in serving persons who have the longest histories of homelessness in our community, through the HUD Continuum of Care Program Permanent Housing Bonus.

In an effort to streamline the process, the Los Angeles Homeless Services Authority (lead agency in the Los Angeles Continuum of Care(LACoC)) worked in collaboration with local Public Housing Authorities and the LACoC's Coordinating Council to create a set of new project selection criteria for the 2013 Continuum of Care Competition application process. These entities will be called "the evaluators" from hereon in this RFP. On May 24, 2013, the Los Angeles Continuum of Care Coordinating Council approved the 2013 CoC Program New Project Selection Criteria to be used in this RFP.

While HUD has not yet released the 2013 CoC Application, the early release of the RFP for new projects will allow agencies sufficient time to develop program proposals and complete the RFP process. All proposals are subject to the conditions and terms of the published 2013 CoC Program Competition. The evaluators reserve the right to negotiate with proposers to ensure all projects submitted to HUD in the LACoC consolidated application maximize competitiveness in the application and meet the requirements of the 2013 CoC Program Competition.

The RFP is restricted to provide programs that will serve persons within the LACoC jurisdiction which excludes the cities of Glendale, Long Beach and Pasadena.

B. FUNDING AVAILABLE

In past years the Permanent Housing Bonus has made approximately six (6) million dollars available in funds for new Permanent Housing projects. Though the amount available for new funding in the 2013 competition has not yet been determined, HUD forecasts limited funding available for new projects. Under this RFP, funding is available for Tenant-based, Sponsor-based and Project-based rental assistance.

C. ELIGIBLE APPLICANTS

Eligible applicants for new projects under this RFP are as follows:

- 1) Non-profit organizations may apply under HACLA, HACoLA or SMHA.
- 2) Public agencies in the City and County of Los Angeles may apply under HACLA, HACoLA or SMHA.
- 3) Other PHAs in the LACoC may apply under this RFP and administer the rental assistance themselves. In the alternative, they may apply with a selected non-profit organization as their sub-recipient. The below Public Housing Authorities have elected not to participate as collaborative administrators of this RFP.

Accordingly, these agencies are eligible to apply directly through this RFP and can choose to select a non-profit organization as their sub-recipient.

- Agoura Hills
- Baldwin Park
- Burbank
- Compton
- Culver City
- Hawaiian Gardens
- Hawthorne
- Inglewood
- Norwalk
- Pico Rivera
- Pomona
- Redondo Beach
- South Gate
- Torrance
- West Hollywood

Sub-recipients applying must be within the boundaries of the city entity that they are applying under. Sub-recipients applying under HACoLA must be outside of the boundaries of the City of Los Angeles and this includes all unincorporated areas of the County and sixty-two (62) participating cities as specified in [Exhibit C-2 Housing Authority of the County of Los Angeles List of Eligible Cities](#).

Projects located within the cities of Long Beach, Pasadena, and Glendale are not eligible under this RFP because these cities are not part of the Los Angeles Continuum of Care. From hereon, “proposer” refers to sub-recipients applying under the above-mentioned three (3) Public Housing Authorities or to other PHAs applying under this RFP.

Applicants seeking renewal funding for existing projects are not eligible under this RFP.

D. ELIGIBLE POPULATIONS

Under this RFP, all populations served must at minimum be homeless and disabled. However, in accordance with HUD’s CoC Program priorities, this RFP focuses on investing the funding to serve the chronically homeless individuals and families, with an emphasis on serving those with the longest histories of homelessness. The only persons who may be served by permanent supportive housing projects are those who come from the streets, emergency shelters or Safe Havens. Projects funded under the Permanent Housing Bonus must exclusively serve 100 percent chronically homeless individuals and families. Projects that specifically target these individuals should describe how they will outreach, engage and serve these individuals and the target number to be served by the project. These projects will be given priority scoring in the local competition. Persons to be served must meet HUD’s new definition of homelessness published in the Federal

Register on December 5, 2011 that went into effect on January 4, 2012 ([24 CFR Part 91.5](#)).

E. PROJECT TERM

Due to the limited amount of Permanent Housing Bonus funds, projects proposed under this RFP shall only request funds for a grant term of one (1) year. After the initial one year term, projects are eligible for renewal under the CoC Program Competition. However, renewal funding is subject to availability and applicants will have to apply for additional funds pursuant to HUD requirements.

F. PERMANENT SUPPORTIVE HOUSING- RENTAL ASSISTANCE

Only rental assistance funds are available under this RFP. Funding for supportive services is not eligible under this RFP.

Permanent Supportive Housing (PSH) is designed to provide assistance to individuals and families in which one adult or child has a disability. Supportive Services designed to meet the needs of the program participants must be made available to the program participants. PSH units may be of any type, from efficiency units, to apartments, to single family homes. These supportive services must be provided by other funding sources, such as the sub-recipient, funded by the sub-recipient and provided by a third party, or funded and provided by a third party. Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or sub-recipient and the third party that will provide the services. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or sub-recipient's organization. If the recipient or sub-recipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market (Section [578.73\(c\)\(3\)](#)).

The CoC Program requires that supportive services designed to meet the needs of the program participants must be made available to the program participants in permanent supportive housing. Supportive services may be provided by the sponsor, funded by the sponsor or provided by a third party, or funded by a third party. The supportive services must address the special needs of the population being served and must assist participants in obtaining appropriate services. Services may not be funded by CoC funds. **Only rental assistance funds are available under this RFP.**

Examples of supportive services that might be provided by the sub-recipient include:

- Health care
- Mental health treatment
- Alcohol and other substance abuse services
- Childcare services
- Case management
- Counseling

- Education and/or job training
- Other services essential for achieving and maintaining independent living

In rating a proposal, we will consider only those services that are committed to the project at time of application.

Specific eligible projects and program regulations for CoC programs can be found in the [HEARTH Act CoC Interim Rule](#) and the [2013 CoC Program Notice of Funding Availability \(Link will be updated upon NOFA release\)](#).

The LACoC currently allows site-based waiting lists for Project-Based Rental Assistance (PRA) and Sponsor-Based Rental Assistance (SRA) projects, but reserves the right to implement a centralized wait-list for these projects in the future.

Additional information on the Tenant-based, Sponsor-based and Project-based rental assistance can be found at the below locations:

[Continuum of Care Program Interim Rule](#)

[Continuum of Care Program Components](#)

[Continuum of Care Program: Rental Assistance](#)

[Continuum of Care Program: Programmatic Crosswalk of Changes](#)

G. ADMINISTRATION COSTS

Projects submitted under this RFP can request no more than 7% of the project budget for administration cost. Additional information on the administration cost can be found at below location:

[CoC Program Administrative Costs](#)

H. MATCH REQUIREMENTS

The HEARTH Act allows for a new, simplified match requirement. All eligible funding costs except leasing must be matched with no less than a 25 percent cash or in-kind match. The interim rule clarifies that the match must be provided for the entire grant amount funded, inclusive of administration costs. Proposers must describe how they will meet this match requirement.

Additional Resources on match can be found at:

[CoC Program Matching Requirements](#)

I. TIMELINESS STANDARDS

HUD provides specific guidance in regards to eligible activities and standards for timely performance for the Continuum of Care Programs. Sub-recipients must initiate approved activities and projects promptly. Proposers/grantees will be required to meet the obligation and expenditure deadline historically imposed by the annual HUD Appropriations Act. Proposals must demonstrate an ability to meet these HUD standards.

All proposers must demonstrate, in their proposals, the ability to satisfy the timeliness standards for the program and component they are applying for. Upon award of funds, proposers must comply with all programmatic policies and provisions set forth by HUD, or face termination or suspension of payment and/or contract. For further information about necessary timeliness standards documentation, please refer to Exhibit A-5. In addition, proposers must be able and willing to comply with the HUD Homeless Management Information System (HMIS) HUD reporting and implementation requirements. Those proposers unable or unwilling to comply with any HUD policies or provisions, required by HUD, should not apply.

HUD will deobligate CoC Funds if proposers do not meet the following timeliness standards as outlined in the CoC Interim Rule.

Additional information on the timeliness standards and deobligation can be found at the below locations:

- [CoC Program- Timeliness Standards](#)
- [Additional Timeliness Standard Information](#)
- [CoC Program- Deobligation](#)

J. PERFORMANCE OUTCOMES:

HUD has previously identified two major goals for the permanent supportive housing component of Continuum of Care Programs, which are housing stability and increased income.

- Housing stability will be measured by the number of participants remaining in permanent housing as of the end of the operating year or exiting to permanent housing (subsidized or unsubsidized) during the operating year.
- Increased Income will be measured by the number of participants who maintain or Increase Income from All Sources (Employment, disability, mainstream benefits, etc.) by program exit or by the end of the reporting period.

HUD has also specified the three Key Components of a Performance Measurement System to assess a project's ability to meet the identified program goals:

- Identify Number/Percentage of Participants Indicating a Level of Achievement;
- Outcome (Achievement); and
- Time frame for Achievement.

Given the spirit and intent of the above goals and Performance Measurement System, an Evaluation Panel will evaluate all proposals by use of numerical and narrative scoring techniques.

K. CRITERIA AND PROPOSAL EVALUATION PROCESS:

LAHSA will work in close partnership with the three (3) previously mentioned Public Housing Authorities to oversee the RFP process. The evaluation will also involve the work of an evaluation panel of permanent supportive housing experts to review and score

all proposals. The LACoC Coordinating Council (a committee made up of representatives from each Los Angeles Service Planning Area and consumers of homeless services) will review all proposed project funding recommendations from the evaluation panel and make final recommendations to the LAHSA Commission in the summer/fall of 2013 after the release of HUD's CoC Program Competition application. The LAHSA Commission will provide final approval of all new projects submitted with the 2013 CoC Collaborative Application. In the situation where the full LAHSA Commission is unable to convene at least eight (8) days prior to the CoC Competition deadline to HUD, the Programs and Evaluation Committee will have the authority to provide final approval of all new projects submitted with the 2013 CoC Collaborative Application.

Specifically, the evaluation of project proposals will be conducted in two phases. The work of each phase will be completed by a review team composed of LAHSA/Public Housing Authorities staff, permanent supportive housing experts, and/or staff from other public agencies and organizations. The two phases of review are:

PHASE 1 - THRESHOLD REVIEW:

This is a review for satisfaction of threshold requirements for completeness, proposer eligibility, and project eligibility. If proposals do not meet all of the requirements listed below, they will not be reviewed any further and will be rejected from the competition. Housing Authorities will be responsible for reviewing eligibility for project sponsor applicants and rejecting projects that do not pass the outlined Threshold Criteria. Projects that pass Threshold Review will be submitted for the approval of LAHSA and the evaluation panel to be scored under Quality Review. All threshold review is subject to LAHSA's final approval.

A review for satisfaction of threshold requirements for completeness, proposer eligibility, and project eligibility. If proposals do not meet all of the requirements listed below, they will not be reviewed any further and will be rejected from the competition.

Proposals must meet the following eligibility criteria:

- 1. Completeness:** Proposals will be reviewed for completeness. Proposals that do not include all of the documents that demonstrate applicant eligibility, project appropriateness, and required project match amounts as detailed in the RFP will be eliminated at LAHSA/Public Housing Authorities' sole discretion.
- 2. Housing Emphasis:** All proposed programs must use 100% of their funds for rental assistance. Under this RFP only rental assistance funds are available.
- 3. Past Experience:** All non-governmental proposers must have been incorporated and have been operational as a non-profit 501(c)(3) organization providing housing and/or services to homeless persons for at least two years. However, agencies that have been providing services to homeless persons under the auspices of another incorporated 501(c)(3) organization for at least two years and have since obtained their own 501(c)(3) status may be eligible for funding under this RFP. All governmental agencies must also have been operational as an entity providing services to homeless persons for at least two years.

If the proposal is a formal collaboration between agencies, past experience of the more experienced agency will be assessed in this category. Collaborations must be formal and long-term with resources shared between agencies. Decision-making for the proposed program must be coordinated with clear roles and responsibilities for each agency. Documentation must be formalized with a contract between the parties at the time of application with clear terms and conditions included.

4. **Housing type:** Only Permanent Supportive Housing (PSH) programs will be considered for review. PSH, as defined by HUD is long-term housing that provides supportive services for homeless persons with disabilities and their families who are living in places not intended for human habitation (e.g., streets) or in emergency shelters. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting. The supportive services may be provided directly by the grantee or project sponsor or by entities under written agreement with the grantee or project sponsor. Permanent housing can be provided in one structure or several structures at one site or in multiple structures at scattered sites.
5. **Past Compliance:** The proposers must be in compliance with applicable civil rights laws and Executive Orders. There must be no outstanding findings of noncompliance with civil rights statues, 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. Proposers must not have any instances of fraud and embezzlement convictions in the past five (5) years. In addition, the proposer must not have any instance of terminated funding for cause from any funding source (governmental and non-governmental sources) in the past five (5) years.
6. **Target Population:** The project must serve the target population as defined in the RFP which includes chronically homeless individuals and individuals in families. Proposals must target 100% of the rental assistance to chronically homeless individuals and families to pass threshold review. All populations served must meet HUD's definition of chronic homelessness.
7. **Site Control** (not applicable to tenant based rental assistance programs): The proposer must identify a site that will be available for occupancy throughout the contract period, and evidence of site control must be submitted with the proposal. Acceptable forms of site control are leases, lease options, deeds, and purchase options. The facility and physical layout of the proposed site must be appropriate for providing housing and/or supportive services required under the program. Program should be able to start housing clients within eighteen (18) months.
8. **HMIS:** Proposers must be enrolled in or willing to implement Los Angeles Continuum of Care's Homeless Management Information System (HMIS) for all of their homeless programs. Awardees must be enrolled in and implemented onto HMIS prior to contract execution.

PHASE 2 – QUALITY REVIEW:

Proposals passing threshold and eligible for Quality Review will be evaluated on their own merits for program design, continuum of care integration, target population, organizational capacity, past performance, budget and financial stability, cost efficiency, regional capacity building, program readiness, and any other identified HUD priorities. 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.

A proposal must receive a score of 75 points or more in order to be included in the ranking of projects recommended for submission into the 2013 CoC Collaborative Application. A proposal listed on the ranking list is only deemed eligible to be selected as a new project under the CoC Program Competition, and does not guarantee that the proposal will be included in the application or awarded a contract.

In determining the final rank order, rank order may be adjusted to address geographic need, parity, and population(s) served, and other Los Angeles Continuum of Care priorities.

An evaluation panel (hereafter called the “Panel”) of outside permanent supportive housing experts and LAHSA staff will review and score all proposals during quality review. Upon selection of the most qualified proposers, the panel may require the finalists to make an oral presentation to the LACoC Coordinating Council and/or the Board of Commissioners to further explain their proposals. If such interviews are conducted, the evaluators’ appraisals of the presentations will also be factored into the final scores assigned to the proposals. However, proposers are advised that awards may be made without interviews or further discussion.

Scoring Criteria	Maximum Points
Program Design/Continuum of Care Integration	35
Organizational Capacity/Past Performance	20
Program Budget/Cost Efficiency/Financial Stability	15
Regional Capacity Building	10
Program Readiness	10
Innovative Collaborations and Partnerships	10
Total Points	100

1. Program Design/Continuum of Care Integration (35 Points):

- The Panel will evaluate the proposal for an appropriate and comprehensive approach to addressing the service and housing needs of the population it intends to serve. There must be a clear link between services and the target population’s advancement towards increased income and stability in permanent

housing or permanent supportive housing. The proposal must demonstrate an understanding of program requirements and the needs of the proposed population.

- The Panel will also evaluate the strategies used to surmount existing barriers to services experienced by the proposed population as well as staffing and supervision plans. The services and housing provided must directly relate to HUD goals that promote residential stability and increased skill level or income in order to prepare homeless persons to live more independently.
- Outreach efforts for the project should aim to house people from the community in which the facilities will be located. If available, projects must use the Continuum or local community's registry or other local homeless population priority lists to house people from the community. Programs should be integrated to local outreach efforts to ensure effective engagement of the target population.
- The Panel will assess the appropriateness of the facility for serving the proposed population in relation to the number of participants housed and served as well as the location of the facility in relationship to community amenities, and status of site control.
- The Panel will evaluate the proposed project on consistency with funder objectives, integration with Consolidated Plan of the proposer's jurisdiction, and how the proposed project fits into and meets the need in the proposer's local homeless continuum. The Panel will evaluate the extent to which the proposal describes how the program will be integrated and coordinated with other service and housing providers within the Los Angeles Continuum of Care including linkages with other components in the continuum, either within the proposer's agency or with other agencies within the continuum. Organizations will need to demonstrate active participation in local homeless coalitions, meet community needs by addressing gaps, and not duplicate services.
- Proposer must be ADA compliant. The Panel will assess proposer's compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008 and all subsequent amendments, in the areas of program access, physical access, communications access, and employment practices. The Panel will also evaluate the proposer's past experience in resolving ADA complaints in a timely manner.
- Proposers must demonstrate a willingness to participate in the Los Angeles Continuum of Care Coordinated Entry system for individuals and families.

2. Organizational Capacity/Past Performance (20 Points):

The Panel will evaluate 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, past experience of the more experienced agency will be assessed in this category. The proposer's performance under other LAHSA/Housing Authority or HUD funded contracts and previous HUD McKinney 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.

The Panel will also assess the proposed projects based on 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 HUD. Proposers must submit back-up documentation for both HUD-funded and non-HUD funded program outcomes. 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.

3. Program Budget/Cost Efficiency/Financial Stability (15 Points):

The Panel will evaluate 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. The Panel will evaluate cost effectiveness by comparing the amount requested compared to the number of beds/units and/or the level of services provided. In addition, the Panel will assess the financial stability of proposer agency. Proposal 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. Strength of financing commitments will also be considered in proposal evaluation.

4. Regional Capacity Building (10 Points):

In order to fill gaps identified in the Continuum of Care process, the evaluation panel will consider the geographic distribution of selected proposals throughout the County of Los Angeles, including consideration for proposals for previously underserved areas. Geographic need is calculated by dividing the total number of homeless persons by SPA, as found in the most recent Greater Los Angeles Homeless Count, by the amount permanent supportive housing (currently available and under development) by SPA. In addition, the panel will award points to projects in jurisdictions that have not fully utilized their available grant amount (also known as the PPRN or Preliminary Pro Rata Need amount) as determined by HUD.

5. Program Readiness (10 Points):

The Panel will evaluate the proposer's ability to implement the program upon award of the HUD grant. The timeframe between grant award and program implementation is of critical importance in this area. For purposes of this element,

readiness will include consideration of the earliest date a client will be placed into housing, and the earliest date that all clients will be placed in the housing and an assessment of the processes and systems to meet these dates. Project-Based Rental Assistance (PRA) projects must provide documentation of site control and financing plans and commitments. Sponsor-Based Rental Assistance (SRA) projects must identify properties to be leased or owned and provide documentation of site control and financing plans and commitments. Tenant-Based Rental Assistance (TRA) projects must provide specific strategies for assisting participants to locate and retain housing.

6. Innovative Collaborations & Partnerships (10 Points):

Proposals will be evaluated on their ability to demonstrate innovative collaborations 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 an unprecedented 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, 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.

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.

The Panel will evaluate the proposer's ability to demonstrate new partnerships between more experienced PSH operators and less experienced PSH operators in previously underserved areas. Proposals should clearly articulate the rationale behind the partnership and present a clear plan on how the partnership will lead to building capacity in underserved areas with less experienced PSH operators. Experienced PSH operators must currently operate Permanent Supportive Housing programs with HUD and less experienced organizations must not be a current recipient of CoC funding.

L. PROPOSAL FORMAT AND CONTENT

Presentation

Proposals shall be submitted in 8 ½" x 11" size in 3-ring binders. Proposals should be typed and should not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged; presentations should be brief and concise. The form, content and sequence of the proposal should follow the outline presented below.

Narratives are limited to the number of pages indicated and must follow these standards:

- Font size – Times New Roman, 12 pt.
- Margins – 1” on all sides
- Line spacing – single
- Double-sided, plain white paper

Proposal Content

1. **Transmittal Letter/Introduction**
The letter of transmittal shall be addressed to LAHSA and must, at a minimum, contain the following:
 - a) Identification of the offering firm(s), including name, mailing address, e-mail address, telephone and fax number of each firm.
 - b) Proposed working relationship among the offering firms (e.g., prime-sub-proposer), if applicable.
 - c) Acknowledgment of receipt of RFP addenda, if any.
 - d) Name, title, address and telephone number of contact person during period of proposal evaluation.
 - e) A statement to the effect that the proposal shall remain valid for a period of not less than ninety (90) days from the due date for proposals.
 - f) Identification of any information contained in the proposal which the Proposer deems to be, and establishes as, confidential or proprietary and wishes to be withheld from disclosure to others under the state Public Records Act (a blanket statement that all contents of the proposal are confidential or proprietary will not be honored by LAHSA).
 - g) Signature of a person authorized to bind the offering firm to the terms of the proposal.

2. **Table of Contents:** A complete table of contents of all material included in the proposal should immediately follow the transmittal letter and introduction.

3. **Body of Proposal:** Separate proposals must be submitted for each project. All proposals must include the following:
 - a. Exhibits A-1 to A-10 General Proposal Documents
 - b. Exhibits B, C or D (if applicable)
 - c. Any additional information essential to a proper evaluation of a proposal and which is not solicited in any of the preceding sections. However, proposers are cautioned that this does not constitute an invitation to submit large amounts of extraneous material. Appendices should be relevant and brief.

M. GENERAL INSTRUCTIONS

1. New Project Proposal Submittal

If a proposer does not follow these instructions, omits information or fails to submit a particular exhibit or attachment, the proposer may be determined to be non-responsive and excluded from review.

Proposals for new Continuum of Care Program projects must submit an original and two (2) copies in 3-ring binders, as well as one (1) Electronic transmission (USB flash drive or CD-ROM) in Word and PDF formatting. Proposers can also elect to submit a proposal electronically. Please refer to the Electronic Submission Instructions provided on LAHSA's website at www.lahsa.org. If a proposer chooses to submit the proposal electronically, only one submission will be required in PDF format. All proposals must be submitted and **received** by hand delivery, mail, messenger, or electronically in the LAHSA offices no later than **3 P.M., (PST), Friday, July 19, 2013**.

Proposals submitted by mail or hand delivery should be sent to:

**Funding- Programs Department
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017**

Proposals received after **3:00 P.M., Friday, July 19, 2013** shall, at the sole discretion of LAHSA, be rejected. In order to be considered "on time," a proposal must either be date-stamped or bear a handwritten inscription by an authorized representative of LAHSA staff confirming receipt by the above-specified deadline. The date stamp is located at the front desk at the above-described location.

In the interest of fairness to all competing proposers, this deadline is firm as to date and hour, and LAHSA will treat as ineligible for consideration any proposal that is received after the deadline. Proposers should take this practice into account and make early submission of their materials to avoid any risk of loss of eligibility brought about by unanticipated delays, computer service outages, or other delivery-related problems. Amendments and/or addenda submitted to evaluators after the proposal deadline will be returned without review. However, evaluators reserve the right to request clarification of unclear or ambiguous statements made in the proposal.

The evaluators shall not be responsible for, nor accept as a valid excuse for late proposal delivery, any delay in mail service or other method of delivery used by a proposer.

All proposals shall be enclosed in a sealed package(s) plainly marked with the words **"Proposal Responding to 2013 CoC Program New Projects RFP; Do Not Open Until Friday, July 19, 2013 at 3:00 P.M."** All proposals shall be firm offers subject to acceptance by the evaluators and may not be withdrawn for a period of 90 calendar days following the last day to accept proposals.

Proposals should be for only one project, program, or program component. Proposers may submit additional proposals for other projects, programs, or components. **Only one**

application will be accepted for each project. Proposers may not submit the same project under more than one PHA.

2. Pre-Proposal Conference

A conference to discuss this RFP and answer questions from prospective proposers prior to proposal submittal will be held in open forum at **1:30 PM, Thursday, June 27, 2013**, at LAHSA's offices, located at 811 Wilshire Boulevard, 6th Floor Los Angeles, CA 90017. While attendance at the meeting is not a prerequisite for submitting a proposal, all prospective proposers are strongly encouraged to attend. Minutes or other records of the conference will not be disseminated, except where material changes to this RFP are made by LAHSA in collaboration with the three named PHAs, or answers to questions are deferred and later communicated as part of an addendum to this RFP.

N. Questions from Proposers

Proposers are asked to defer all questions regarding this RFP until the pre-proposal conference. Where questions are known in advance, proposers are encouraged to submit these in writing at least two (2) days prior to the conference. Written questions are to be submitted to the Administrator at the address shown above for proposal submittal, by e-mail addressed to fundingopportunities@lahsa.org or by fax in accordance with the instructions given below.

After the pre-proposal meeting, questions or comments regarding this RFP (except to inquire about the number of addenda issued) must be put in writing and must be received no later than **5:00 p.m. (local time), Tuesday, July 2, 2013**. Written questions are to be e-mailed to the Administrator at fundingopportunities@lahsa.org or fax to **(213) 892-0093**. Responses will be posted on the LAHSA website www.lahsa.org no later than Monday, July 8, 2013.

LAHSA and the named PHAs shall not answer any questions received after the above-specified deadline or any questions submitted in a manner other than as instructed above.

O. RFP Addenda/Clarifications

If it becomes necessary for LAHSA and the named PHAs 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 does not have access to the LAHSA website, the proposer may call (213) 683-3333 and request a printed copy of any addenda be faxed or mailed via

first class mail. LAHSA is not responsible for information not received by callers when requested within five (5) business days of the due date of the proposal under this RFP.

P. Pre-contractual Expenses

Pre-contractual expenses are defined as any expenses incurred by the proposer in: (1) preparing its proposal in response to this RFP; (2) submitting that proposal to the; (3) negotiating with the evaluators any matter related to this RFP, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this RFP. The evaluators shall not, under any circumstance, be liable for any pre-contractual expenses incurred by proposers, and proposers shall not include any such expenses as part of their proposals.

Q. No Commitment to Award

Issuance of this RFP and receipt of proposals does not commit the evaluators to award a contract. The evaluators expressly reserve the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one proposer concurrently, or to cancel all or part of this RFP.

R. Due Diligence and Regulatory Compliance

Proposers are required to provide information regarding the financial condition and principal agents of the organization and project partners. Financial condition is evidenced by recent Balance Sheets, or Income Statements, while principal agent information is evidenced by resumes for all key principals/partners of the organization. In order to ensure regulatory compliance, the evaluators will perform due diligence on all proposals to verify the accuracy of the information provided.

S. Joint Offers

Where two or more proposers desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture or informal team. Housing Authorities intend to contract with a single firm and not with multiple firms doing business as a joint venture.

T. Proposed Contract

The proposer, if selected through this RFP and subsequently selected for award by HUD, shall be required to enter into a written agreement with the designated Housing Authority. Some sample contracts may be found for respective housing authorities in **Exhibits B to D** of this RFP. The proposed contract may be modified to incorporate other pertinent terms and conditions set forth in this RFP, including those added by addendum, and to

reflect the proposer's offer or the outcome of contract negotiations, if any, conducted with the proposer. Exceptions to the terms and conditions of the Proposed Contract, or the proposer's inability to comply with any of the provisions of the Proposed Contract, must be declared in the proposal. **Proposers unable or unwilling to comply with HUD or the designated Housing Authorities' policies and procedures need not apply.**

Noncompliance with HUD policies and procedures, or failure to complete HUD required forms, or other programmatic violations for a period longer than 60 days will result in termination or suspension of payment and/or contract.

Appropriate staff as designated by the Contractor is required to attend applicable Housing Authority meetings or training sessions. The proposer's attention is directed particularly to the insurance article in the proposed contracts of respective housing authorities, which specifies the minimum insurance requirements that must be met by the successful proposer(s).

U. Exceptions/Deviations

Any exceptions to or deviations from the requirements set forth in this RFP, including the terms and conditions contained in the Proposed Contract, must be declared in the proposal submitted by the proposer. Such exceptions or deviations must be segregated as a separate element of the proposal under the heading "Exceptions and Deviations," as instructed below.

V. Appeals

All appeals must be submitted in writing. Proposers under this RFP may only submit process appeals, which are appeals based upon the evaluators' failure to abide by their own established procedures in making funding recommendations. Appeals based on the outcome of the decision-making process will not be accepted. A disagreement with or objection to the points awarded will not be a sufficient basis for an appeal.

Threshold Appeals

Housing Authorities will submit findings and recommendations on prospective sub-recipients' Threshold review results to LAHSA by Wednesday, July 31, 2013. Housing Authorities must also simultaneously notify proposers of its findings and recommendations.

Any appeal of the threshold review results pursuant to this RFP must be received within ten (10) calendar days after notice of written 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. All appeals should be on proposer's agency letterhead and entitled "2013 Continuum of Care New Programs – Threshold Review Results Appeals". Please

do not include cover letters with the appeal. Housing Authorities shall not be obligated to consider appeals received after the above-specified deadlines.

All appeals must be in writing and emailed to fundingopportunities@lahsa.org or received at the following address:

Funding- Programs Department
Re: Appeal to (Name of Housing Authority)
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017

The appeal will be forwarded to the applicable Housing Authority. All Threshold review findings and recommendations and any appeals are subject to the review and authority of the panel. Housing Authorities must respond to appeals within five (5) business days of the appeal's receipt date and have a final recommendation for the panel.

Quality Appeals

After the Quality Review phase of the Proposal Evaluation Process, LAHSA staff will notify all proposers of its findings and recommendations. Within (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. All appeals should be on proposer's letterhead and entitled "2013 Continuum of Care Programs New Project– Quality Review Results Appeals". Please do not include cover letters with the appeal. All appeals will also be forwarded to the appropriate Housing Authority

Quality appeals will be presented to the Programs and Evaluation Committee of the LAHSA Commission. The Programs and Evaluation Committee will make a recommendation and forward its recommendations to the LAHSA Commission. The LAHSA Commission will make the final decision regarding any and all Quality appeals. In the situation where the full LAHSA Commission is unable to meet at least eight (8) business days prior to the CoC Program Competition deadline to HUD, the Programs and Evaluation Committee will have the authority to provide final approval of all new projects submitted with the 2013 CoC Collaborative application.

All appeals are to be addressed as follows:

Louisa Ollague, Chair, Programs and Evaluation Committee
Re: RFP Appeals
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017

EXHIBIT A - GENERAL PROPOSAL DOCUMENTS

- A-1 [Project Summary](#)
- A-2 [Continuum of Care New Project Application](#)
- A-3 Supplemental Questions
- A-4 Financial Stability Information
- A-5 Timeliness Standards Documentation
- A-6 Applicant/Recipient Disclosure/Update Report (HUD Form 2880)
- A-7 Disclosure of Lobbying Activities (SF-LLL)
- A-8 Code of Conduct / Drug-Free Workplace (HUD form 50070)
- A-9 Survey on Ensuring Equal Opportunity for Applicants (SF-424 Supplement)
- A-10 PHA Certification Letter (Only applicable for PHA applicants)
- A-11 [Service Planning Area Map](#)

EXHIBIT B- HACLA APPLICANTS ONLY

- B-1 [HACLA Required Documents](#) and [Sample Contract](#)

EXHIBIT C- HACOLA APPLICANTS ONLY

- C-1 [HACoLA Required Documents](#), [Required Notices](#) and [Sample Contract](#)
- C-2 [HACoLA List of Eligible Cities](#)

EXHIBIT D- CITY OF SANTA MONICA HOUSING AUTHORITY APPLICANTS ONLY

- D-1 [City of Santa Monica Housing Authority Required Documents](#) and [Sample Contract](#)

EXHIBIT E – LAHSA Proposer Conditions and Reservations

Exhibit A-1

PROJECT SUMMARY

Local Public Housing Authority Information:

Name of Public Housing Authority: _____

Executive Director: _____

Executive Director E-Mail: _____

Board Chairperson: _____

Agency Address: _____

City: _____ Zip: _____

Agency Telephone: _____ Fax : _____

Contact Person

Contact Person* / Title _____

Contact Person Telephone: _____

Contact Person Fax: _____

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.

RFP Respondent Information:

Legal Name of Project Sponsor : _____

Executive Director: _____

Executive Director E-Mail: _____

Board Chairperson: _____

Agency Address: _____

City: _____ Zip: _____

Agency Telephone: _____ Fax : _____

Contact Person

Contact Person* / Title _____

Contact Person Telephone: _____

Contact Person Fax: _____

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.

Site Information

Program Name: _____

Program Street Address: _____

City & Zip Code: _____

Service Planning Area: Please check off the primary area that the project will serve (see Exhibit A-12 for a map.

- | | | |
|---|---|--|
| <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 LA County |
| | | <input type="checkbox"/> 8. South Bay |

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 _____

EXHIBIT A-2

EXHIBIT 2: CONTINUUM OF CARE NEW PROJECT APPLICATION FORM

Until further notice from HUD, a copy of the HUD's 2012 project application form will be utilized for this RFP. An electronic copy of the form is available on the LAHSA website and can be accessed using the link provided below. Please complete and attach the form as Exhibit A-2 of your application.

[Continuum of Care New Project Application](#)

EXHIBIT A-3

SUPPLEMENTAL QUESTIONS

Program Design/Continuum of Care Integration

1. Given your proposal request, what is your anticipated case load per case manager?
[½ page]
2. Describe your supportive service model and explain how your agency will provide ongoing services to retain housing including; health, mental health, case management, substance abuse, and eviction preventions services. Include the frequency and method of tenant contact, and linkages to additional systems. [2 pages]
3. Please list on-site services and off-site services provided through partnerships with external service and housing providers. Please describe how transportation will be coordinated for participants to access offsite services. [No Limit]
4. Describe your program's plan to right-size the housing intervention for participants. How will you provide services for tenants requiring a higher level of care? What are your plans to transition tenants who no longer require permanent supportive housing to alternatives such as tenant-based Section 8 vouchers or market rate rental housing? [1 page]
5. Describe the following regarding the project's location: [3 pages]
 - a) Exact location of the proposed facility (s) that program activities will occur.
 - b) Proximity to public transportation and community services.
 - c) Neighborhood/Community support for service location.
 - d) Explain the housing accommodations how this design will support the design of the program and target population. Describe where case management services will be provided.
 - e) Please describe the proximity of housing from the services provided to the client population.
6. Describe how your project uniquely addresses the needs of your target population in the context of the Continuum of Care. How will your proposed project leverage the Continuum of Care system to achieve its goals? [½ page]
7. Please describe how the program will be integrated and coordinated with other service and housing providers (non-profits, governmental agencies, local coalitions, etc.)

within the Los Angeles Continuum of Care to ensure effective leveraging of resources. Describe how your agency and program are involved with planning and coordination efforts in the CoC regarding homelessness in your community. [1 page]

8. If available, please attach a letter of support from your project's local city or neighborhood jurisdiction. [No Limit]
9. Referral Network and Procedures [1 ½ pages]
 - a) Describe your agency referral procedures (include description of follow-up process for ensuring that clients have utilized referral services).
 - b) Describe how your program will address the needs of people you are unable to accommodate in your program.
 - c) Briefly describe your referral network and resources and complete attached referral network chart.
10. Please attach all Memorandums of Understanding (MOU's) with identified measurable outcomes. [No Limit]
11. Please include information on any non-traditional partnerships that will benefit the program. Non-traditional partnerships include relationships between non-profit organizations and government, the for-profit business sector, academic community, and/or faith-based community, etc. [No Limit]
 - a) Please indicate the role of each partner in the partnership. Clearly articulate how each partner plays a central role in directly impacting service delivery and performance.
 - b) Indicate when and why this partnership was first initiated. Please provide evidenced-based practices that were used to utilize this partnership as a part of the program design.
 - c) Please describe the proposed impact that this partnership will have on the need for services in the proposed service planning area.
 - d) Provide a timeline with narrative on how this partnership will be sustained on the long-run.

Organizational Capacity/Past Performance:

1. Describe the lead agency's prior successful experience providing permanent supportive housing to the target population. Please provide the specific number of years the lead agency has been working with the target population and running permanent supportive housing programs. Include the number of permanent supportive housing units that the lead agency has administered for the target

population. Please indicate how many of those units were administered by a housing authority. [1 page]

2. Provide a program chart showing the programs in the proposer's organization and indicate where the proposed program will fit. [1 page]
3. Provide a brief description of titles, responsibilities and qualifications for each budgeted staff role for the program in the following areas: a) administration (reporting and accounting), b) operations (direct services staff) for the proposed project, and c) HMIS implementation. Please provide an organizational chart to illustrate the staffing structure of the program. [¼ page per staff position plus organizational chart]
4. Describe mechanisms for ongoing and consistent staff supervision ensuring adequate staff coverage. Describe your agency's internal quality assurance monitoring system and describe how it will effectively identify and address programmatic problems. [1 page]
5. If on-site services will be jointly provided with other organizations, please indicate the role each agency will play in providing the services required within the RFP. Submit formal written agreements with any collaborating organizations. [No Limit]
6. Please include a listing of the agency's current Board of Directors and any affiliated committees. Please include each member's contact information and a short biography of their skills, interests, and work/community experience. [No Limit]
7. Are there any unresolved monitoring or audit findings on HUD McKinney-Vento Act grants, excluding ESG? If yes, please explain. [½ page]
8. Please respond to the following questions for the lead proposer and any subcontractors. Proposers 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 Yes No

compliance agreement designed to correct the area of non-compliance, or is currently negotiating such an agreement?

- | | | | |
|----|--|-----|----|
| 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 agency 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 |

9. Please answer the questions below for the lead proposer and any subcontractors. 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?

Date of 501(c)3 status: _____

B. Has your organization been sued in the last five years?

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?

D. Have any unfavorable rulings been handed down by any court against your organization or Executive Director in the last five years?

E. Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its current or past funding sources?

10. Performance Outcomes

Please include past performance on outcomes for the agency. Please complete the following chart to demonstrate your agency’s prior successful experience in meeting outcomes in programming serving homeless persons. At minimum, reported outcomes should measure similar outcomes to those measured in this RFP (Section J). Please use information from the most recently completed and reported program year for similar programs, including Program Name and Contract Number. Please make sure to include the method used in calculating the outcomes reported. For programs on HMIS, LAHSA reserves the right to verify information submitted by means of the Los Angeles Continuum of Care HMIS System. If LAHSA determines a discrepancy exists between the outcomes reported on this form and the data in the HMIS system, the proposer will be contacted and allowed 48 hours to provide acceptable verification of the reported outcomes data.

Proposers must submit back-up documentation behind this chart for any such program outcomes reported on this form. Acceptable forms of documentation for program outcomes include, Annual Progress Reports to HUD, formal reports submitted to other government funders or formal reports to your agency’s Board of Directors. If your agency has more outcomes to report that will fit on this page, you may duplicate this page as necessary.

The below chart is available on LAHSA’s website and can be accessed using the link provided below:

[Exhibit A-3 Supplemental Questions-Performance Outcomes Chart](#)

Program Name	Program Type	Target Outcomes Description (s)	Actual Outcomes by Target Item	Explanation of method used in calculating outcome.
Housing Program	Permanent Supportive Housing	Retention in Permanent Housing for at least 6 Months		
Housing Program	Permanent Supportive Housing	Exit to Alternative Permanent Housing		
Housing Program	Permanent Supportive Housing	Maintain or Increase Income from All Sources (Employment, disability, mainstream benefits, etc.) by program exit or by the end of the program year		

EXHIBIT A-4

FINANCIAL STABILITY INFORMATION

1. Please furnish financial information for your agency, including a copy of your most recent audited financial statements and Form 990. Agencies that fail to provide current financial statements or do not provide statements will be impacted negatively in financial scoring. [No Limit]
2. Please provide interim financial statements for the current fiscal year, including a cash flow statement. [No Limit]
3. In addition, please provide cash flow projections for the current fiscal year and the proposed project years, including available unencumbered operating revenue held in reserve. [No Limit]
4. Describe any independent audit findings your agency has received in the last two audits conducted. If any findings were established, describe the nature of the findings and your agency's response to the findings. [1 page]
5. Describe your agency's accounting practices. [2 pages]
 - a. Who does your organization's 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-110 Subpart C .21 (b) Standards for Financial Management Systems?
 - c. What procedures and practices does your agency employ for cash management and to account for the use of funds?
 - d. Describe your agency's cost allocation method for projects that are funded from multiple sources.
6. Attach copies of documentation of supplemental resources (private and public) for the proposed program (not for the entire agency). Please identify which budget line items the supplemental resources are funding. Please indicate the type of contribution (cash/services), the name of the source of the contribution, the type of source (private/government), the date of written commitment, and the value of written commitment (from Exhibit 2 Project Application form). [No Limit]

EXHIBIT A-5

TIMELINESS STANDARDS DOCUMENTATION

Please attach all documents as Exhibit A-5 of your application.

If your organization is applying for new TRA, SRA or PRA component grants it must demonstrate the ability to meet the timeliness standards as outlined in Section I of this RFP. Specifically, new construction and rehabilitation projects must include a timeline for development/construction illustrating that your project will satisfy the timeliness standards for the applicable component (SRA or PRA) applied for. Furthermore, documentation indicating that your agency has or is close to securing all necessary financing must be included. Finally, your agency should include, if available, all pre-development documentation demonstrating site control, environmental reports, building plans, etc. TRA proposers should include a lease-up timeline and plan demonstrating the ability to achieve full 100% lease-up within eighteen (18) months of the HUD grant award notice. Please include a detailed timeline.

Tenant based rental assistance projects should include clear plan to access units. This includes MOUs and option to lease documents to document your program's ability to meet the timeliness standards of this application. Please identify landlords and property management companies that you will be working with.

EXHIBIT A-6

Applicant/Recipient Disclosure/Update Report (HUD Form 2880)

Please attach the Applicant/Recipient Disclosure/Update Report as Exhibit A-6 of your application.

This form is required annually for all programs funded through HUD Continuum of Care funding.

For your project, you must identify:

- The amount requested in this year's application;
- Other Federal funding sources, including the agency name and amount; and
- The name, Social Security Number or Employer Identification number, type of participation in the project, and financial interest of each developer, consultant, contractor, and persons receiving \$50,000 or 10 percent of the funds requested in the application.

An electronic copy of the Applicant/Recipient Disclosure/Update Report form can be downloaded from the link below.

<http://portal.hud.gov/hudportal/documents/huddoc?id=2880.pdf>

EXHIBIT A-7

Disclosure of Lobbying Activities (SF-LLL)

If you participate in lobbying activities, you must complete this form. Please attach the Disclosure of Lobbying Activities as Exhibit A-7 of your application.

An electronic copy of the form is available using the link provided below:

<http://www.hud.gov/offices/adm/hudclips/forms/files/sflll.pdf>

There are eleven (11) boxes of information that need to be completed for this form. For box:

1. Insert: b
2. Insert: a
3. Insert: a for initial filing or b for material change. If a material change, please fill out additional information.
4. Insert your organization's name and address and check the subawardee box. If known, please include the congressional district of the project
5. Insert: Address of Housing Authority that you are applying under.
6. Insert: The U.S. Department of Housing and Urban Development
7. Insert: Continuum of Care Program
8. Insert: Leave blank. The funding opportunity is not yet known.
9. Insert: N/A
10. 10a. If applicable, please provide this information. If not applicable, please Insert: Not Applicable.
10b. If applicable, please provide this information. If not applicable, please insert: Not Applicable.
11. Please provide signature and information of your organization's Executive Director or CEO.

EXHIBIT A-8

Code of Conduct / Drug-Free Workplace (HUD form 50070)

HUD must have on file the applicant's organization's Code of Conduct and Drug-Free Workplace Certification (HUD form 50070). Please attach your organization's Code of Conduct and Drug-Free Workplace Certification as Exhibit A-8 of your application.

Code of Conduct:

Please attach a copy of your organization's Code of Conduct policy with each proposal. HUD's competitive funding Notices of Funding Availability (NOFAs) contain the requirement that an applicant must provide a copy of their Code of Conduct prior to entering into an agreement with HUD. Failure to provide a copy of an organization's Code of Conduct will prohibit applicants from receiving HUD funding.

The Code of Conduct:

1. Must prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, and agents for their personal benefit in excess of minimal value; Outline administrative and disciplinary actions available to remedy violations of such standards,
2. Describe the method to be used to ensure that all officer; employees and agents of the organization are aware of the Code of Conduct, and
3. Must be written on company letterhead that provides a mailing address, authorized official name, and telephone number.

Please refer to the link below for further information on Code of Conduct on HUD Programs:

www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm

Drug Free Workplace:

An electronic copy of The Drug-Free Workplace Certification form can be downloaded from the link below.

<http://www.hud.gov/offices/adm/hudclips/forms/files/50070.pdf>

Exhibit A-9

Survey on Ensuring Equal Opportunity for Applicants (SF-424 Supplement)

Please attach the SF-424 supplement as Exhibit A-9 of your application.

On the top section of this form, please include your organization's name, and DUNS number. For Grant Name, please insert the name of the program you are applying for (Continuum of Care Program).

An electronic copy of form can be downloaded from the link below:

<http://www.hud.gov/offices/pih/ih/recovery/sf424supp.pdf>

EXHIBIT A-10

PHA Certification Letter (Only applicable for PHA applicants)

Please attach the PHA Certification Letter as Exhibit A-10 of your application.

Exhibit A-11

Service Planning Area (SPA) Map

An electronic copy of the SPA can be downloaded using the link provided below:

[Service Planning Area Map](#)

EXHIBIT B-1

HACLA Required Documents

Electronic copies of the below forms are available on the LAHSA website and at the link provided below. Please attach the forms as Exhibit B-1 of your application.

1. Affirmative Action Requirements and Certification
2. Non-Collusion Affidavit
3. Housing Quality Standards
4. Affidavit Regarding Information Submitted by the Proposer and Due Diligence

[HACLA Required Documents](#)

Click here for [Sample HACLA Contract](#).

Exhibit C-1

HACoLA Required Documents

Electronic copies of the below forms are available on the LAHSA website and at the link provided below. Please attach the forms as Exhibit C-1 of your application.

1. Commission's Contractor Employee Jury Service Program (Program)
2. Attestation of Willingness to Consider GAIN/GROW Participants
3. Charitable Contributions Certification
4. Certification of No Conflict of Interest
5. Equal Employment Opportunity Certification
6. Federal Lobbyist Requirements Certification
7. Minority or Women-Owned Business Enterprise Representation
8. Bidder's Questionnaire / Affidavit
9. Defaulted Property Tax Reduction Program Certification of Compliance

[HACoLA Required Documents](#)

HACoLA Required Notices

Please review the notices provided in the link below and keep for your files. Nothing needs to be attached to Exhibit C-2 of your proposal.

1. Background and resources: California Charities Regulation
2. IRS Notice 1015
3. Safely Surrendered Baby Law
4. County of Los Angeles Defaulted Property Tax Reduction Program

[HACoLA Required Notices](#)

Click here for [Sample HACoLA Contract](#).

Exhibit C-2
Housing Authority of the County of Los Angeles List of Eligible Cities

<p>Agoura Hills Alhambra Artesia Avalon Azusa Bell Bell Gardens Bellflower Beverly Hills Calabasas Carson Cerritos Claremont Commerce Covina Cudahy Diamond Bar Downey Duarte El Monte El Segundo Gardena Glendora Hermosa Beach Huntington Park Irwindale La Canada Flintridge La Habra Heights La Mirada La Puente La Verne Lakewood Lancaster Lawndale Lomita Lynwood Malibu Manhattan Beach Maywood Montebello Monterey Park Palmdale Paramount Rancho Palos Verdes Rolling Hills</p>	<p>Rolling Hills Estates Rosemead San Dimas San Fernando San Gabriel San Marino Santa Clarita Santa Fe Springs Sierra Madre Signal Hill South Pasadena Temple City Walnut West Covina West Hollywood West Lake Village Whittier</p>
--	--

Exhibit D-1

City of Santa Monica Housing Authority Required Documents

Electronic copies of the below forms are available on the LAHSA website and at the link provided below. Please attach the forms as Exhibit D-1 of your application.

1. Workers' Compensation Coverage Exemption Declaration
2. City of Santa Monica Living Wage Ordinance Certification
3. Oaks Initiative Disclosure Form

[City of Santa Monica Housing Authority Required Documents](#)

Click here for [Sample City of Santa Monica Contract](#).

Exhibit E

LAHSA 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 or any of the named Housing Authorities cannot 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 and the named Housing Authorities. All proposals will be considered public documents, subject to review and inspection by the public at LAHSA's or the Public Housing Authorities 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 proposers associated with the proposer to obtain additional clarification of design of program, or agency 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. Further, LAHSA and the named housing authorities make 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 from the sponsor imposed by HUD.
- 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, the County of Los Angeles, or HUD.
- 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 agency letterhead at any time prior to the LAHSA Commission's actions on staff's final recommendation for funding.
- V. If an agency 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 agency 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 agency 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 agency.
- W. It is improper for any officer, employee or agent of LAHSA or the named housing authorities 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 an officer, employee or agent of LAHSA or the named housing authorities for the purpose of securing favorable treatment with respect to the award of the contract. A proposer shall immediately report any attempt by an officer, employee or agent of LAHSA or the named housing authorities 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 agency 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, agency, 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.