REQUEST FOR INFORMATION (RFI)

2015 GREATER LOS ANGELES HOMELESS COUNT

UPDATED: July 3, 2014
Release Date: Friday, June 20, 2014

Submission Due Date: 3:00 p.m. PDT, Friday, July 11, 2014

Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor, Los Angeles, California 90017
(213) 683-3333
www.lahsa.org
2015 GREATER LOS ANGELES HOMELESS COUNT

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I. BACKGROUND

A. Administrative Entity

The Los Angeles Homeless Services Authority (LAHSA) is a joint powers authority formed by the City and County of Los Angeles in 1993 to address the problems of homelessness in the Los Angeles Continuum of Care (LA CoC). The Continuum includes all cities and unincorporated areas within Los Angeles County, with the exception of the cities of Glendale, Long Beach, and Pasadena.

LAHSA conducts the Greater Los Angeles Homeless Count every two years, as part of its mission “to support, create and sustain solutions to homelessness in the City and County of Los Angeles by providing leadership, advocacy, planning and management of program funding.” Volunteers throughout Los Angeles County mobilize to conduct a count of both sheltered and unsheltered homeless people. Due to Los Angeles County’s size and population, the Greater Los Angeles Homeless Count is the largest in the nation. Homeless counts are “Point-in-Time” counts over a designated period of time. The 2013 Greater Los Angeles Homeless Count took place January 29, 30, 31, 2013. Data from the count is critical to addressing the complexities of homelessness and planning how to best invest public resources, raise public awareness, identify the needs of homeless people and improve service delivery opportunities to prevent and eliminate homelessness in our region. The 2013 Homeless Count found an estimated 39,463 homeless people across Los Angeles County.

Through LAHSA, funding, program design, outcomes assessment and technical assistance is provided to non-profit partner agencies that operate within the City and County assisting persons who are homeless achieve independence and stability in permanent housing. Our partner agencies provide a continuum of programs ranging from outreach, access centers, emergency shelters and safe havens to transitional and permanent housing, and prevention along with the necessary supportive services designed to provide the tools and skills required to attain a stable housing environment.

B. Purpose of Request for Information

This Request for Information (RFI) by LAHSA is a request for information only; this is not a competitive solicitation. LAHSA is issuing this RFI to obtain information from providers that are interested in and qualified to provide services described above and more fully described in the Scope of Study, below. The objective of this RFI is to gather pertinent information from prospective providers and should not be misconstrued as an offer to enter into an agreement with LAHSA. Additionally, LAHSA reserves the right to amend this RFI by written addendum. LAHSA will review the responses to this RFI, which may subsequently lead to further investigation and requests for additional information. Information received in response to this RFI may be used in preparation of a Request for Proposals (RFP), a Targeted Request for Proposal (Targeted RFP), an Invitation for Bids (IFB), or another method for the solicitation of services, including contracting by negotiation with a provider exhibiting the required capability and qualifications, if an insufficient number of qualified responses are received. Alternately, LAHSA may take no further action after reviewing the responses to this RFI.

C. Overview

The homeless estimate and count are vital tools for determining the appropriate provision of housing and services to the homeless. The data generated from the 2015 Count will help to identify new strategies to prevent and end homelessness in the LA CoC. The LA CoC will apply a HUD-approved sampling methodology, which uses high and low probabilities for designated geographic areas. An alternative to complete coverage, this sampling approach addresses the sheer size of the Los Angeles Continuum and the difficulty of trying to cover the entire 4,000 square miles in Los Angeles County.
The 2013 Homeless Count was the most successful since the Count’s inception in 2005. Of over 1,800 census tracts in the Continuum, more than 1,300 were fully enumerated. Statistical extrapolations resulted in both Point-in-Time and annualized homeless estimates for the Continuum.

The experience gained by LAHSA in managing the Greater Los Angeles Homeless Counts has provided the foundation upon which future enumerations will be designed and conducted. Additional information on the past Homeless Counts can be found at www.lahsa.org.

II. REQUIREMENTS

A. Project Objectives

Consistent with HUD requirements, LAHSA will conduct the 2015 Greater Los Angeles Homeless Count (2015 Count) during the last 10 days of January 2015 and is seeking the services of a qualified organization to assist in this effort. Key project objectives include development of the following:

1. Statistical model and methodologies used to calculate the numerical estimates and demographic characteristics of homeless people;
2. Demographic Survey instrument(s), including a Youth Survey to be used as part of the Youth Count;
3. Data analyses, including population and subpopulation estimates based upon count and survey results;
4. Communication strategy to effectively communicate and summarize key count findings; and
5. A Draft Report summarizing methodologies as pertains to determination of findings.

B. Scope of Work

The 2013 Greater Los Angeles Homeless Count was performed by using HUD-recommended practices for counting homeless persons. These comprehensive studies included field enumerations, field surveys and statistical analyses used to project homelessness in non-enumerated areas. The 2015 Count scope of work is as follows:

1. Street Count (Unsheltered Population)

To accurately estimate the LA CoC's homeless population, a Point-in-Time census of the Continuum (Street Count) must be conducted. For the census tracts selected for enumeration, this physical enumeration counts all unsheltered homeless people, including those: found on streets, parks, campgrounds and wilderness areas; in vehicles (cars and trailers); in makeshift shelters (such as tents); and in abandoned buildings. To meet HUD requirements, the Street Count must be conducted within the last 10 days of January 2015 and, preferably within the last week of January 2015. LAHSA anticipates continuing to apply the HUD-approved sampling methodology used in prior Counts. Your RFI must respond to the following:

a) Identify the sampling methodology, strata, and processes for the 2015 Count, including identification of the number of census tracts required for the Continuum to achieve a 95% or greater confidence level by both Regional Area and Continuum-wide. Based on the proposed methodologies, for each of the areas defined in Table A: LA Continuum Sub-Regions, identify the number of census tracts required for enumeration to achieve the
target confidence level. If Table A does not support your proposed methodology, please provide an alternative table with similar information.

b) Identify issues of concern given LAHSA’s targeted confidence levels for the 2015 Count.

c) Complete Table A below.

<table>
<thead>
<tr>
<th>Regional Area</th>
<th>2015 Homeless Count – Proposed</th>
<th>Census Tracts Total</th>
<th>Census Tracts Enumerated</th>
<th>Must Enumerate/Hot Spot* Census Tracts</th>
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</thead>
<tbody>
<tr>
<td>Sample Continuum (example)</td>
<td>1271</td>
<td>412</td>
<td></td>
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<tr>
<td>Los Angeles Continuum</td>
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<tr>
<td>Service Planning Area (SPA)</td>
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<td>- SPA 1</td>
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<td>- Council District 15</td>
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*Areas with concentration of homelessness

d) Hidden in plain sight, youth have been historically overlooked and undercounted in local, state, and federal efforts to enumerate the homeless population; however, efforts to better understand the prevalence of youth homelessness are underway. In 2013, the U.S. Department of Housing and Urban Development (HUD) required communities to include unaccompanied minors and transition-age youth in their Point-in-Time (PIT) counts of homeless individuals. LAHSA has conducted a targeted youth count as part of the biennial Greater Los Angeles Homeless Count since 2007.
Working with the LA CoC Community, the United States Interagency Council on Homelessness (USICH) and HUD, LAHSA will conduct an unsheltered youth count separate from the unsheltered street count during the day hours in the last ten days of January 2015. A 2007 local field test confirmed that conducting an unsheltered youth count during the day would likely improve the LA CoC’s ability to document youth homelessness with minimal risk of duplication.

Active leadership and commitment from local homeless youth provider agencies and volunteer youth counters will be critical to the success of the youth count. Under the supervision of youth providers and LAHSA staff, homeless youth will help to organize and conduct the count. All youth counters and team supervisors will be trained at the same time on the day of the count. Neighborhoods will be pre-selected based on the youth counters’ and providers’ knowledge of hot spot areas that homeless youth tend to frequent.

As in prior years, homeless youth will be enumerated in areas where they typically reside or receive services under the supervision of youth providers and LAHSA staff. Youth workers are told to use their best judgment in determining a person’s homeless status and age. Teams are typically comprised of five youth counters and assigned a supervisor from the volunteer youth’s sponsoring agency.

Homeless youth volunteer counters will be included in the count totals based on their sponsor organization’s location, only if the sponsor verifies that they were not staying at their shelter during the count period. Unlike the unsheltered street count, no extrapolations will be made from youth count data. The youth count data will be included in the unsheltered count data.

If you propose a different methodology for counting homeless youth, please describe the methodology and how you will incorporate your findings.

e) HUD has developed the Point-in-Time Count Mobile Application (PIT App). The mobile PIT App will enable enumerators to electronically capture and collect data during the 2015 Count nights on homeless individuals and families living on the streets. HUD released these PIT survey tools to assist communities with surveying and collecting demographic and subpopulation information.

The mobile app is only configured with the observation-based and interview based PIT surveys; however, HUD anticipates releasing the sheltered and service-based surveys prior to the 2015 PIT Count. The app will be available for download through Google Play or the Apple App Store. You can preview the mobile app by clicking the link below from a current web browser. Internet Explorer users must be running either version 10 or 11 in order to properly view this site

For more information on the PIT App visit: https://www.onecpd.info/resource/3322/Point-in-Time-survey-tools/
In your proposal, please identify how data collected via the PIT App will be incorporated into the final data analysis, if applicable pending pilot testing of the App.

In your proposal, please describe how your methodology will incorporate de-duplication techniques. Please reference HUD’s A Guide to Counting Unsheltered Homeless People for more information about de-duplication techniques.

2. Shelter and Institution Count (Sheltered Population)

A complete count of the sheltered homeless people must be conducted during the same days on which the Street Count occurs. Agencies that temporarily house homeless people will be identified and requested to report the number of homeless persons housed in their programs and the number of beds available in their facilities on the appropriate nights of the count. These agencies include:

a) Hotels/motels that accept homeless vouchers
b) Shelters (emergency and transitional)

c) Jails, police department or other detention centers*
d) Drug and alcohol rehabilitation facilities*
e) Hospitals/emergency rooms*

* These locations house homeless people that do not meet HUD’s definition of being “homeless”. However, LAHSA wants a better understanding of the needs of all homeless individuals so these facilities have been added to locations where homeless people will be counted. The estimate will not be added to the overall homeless estimate, but will be a separate estimate.

LAHSA will manage the collection of Shelter and Institution Counts. Priority is 100% inclusion of shelters and hotels/motels that accept homeless vouchers. The Institution Count is not mandatory but LAHSA would like a better understanding of the homeless populations.

Your RFI must provide your methodology for incorporating the Shelter and Institution Count into the statistical model your organization plans to use for the 2015 Count.

3. Demographic Surveys

The survey instrument used in the 2013 Demographic Survey gathered information on gender, family status, military service, length and recurrence of homelessness, usual nighttime accommodations, causes of homelessness and access to services through open-ended, closed-ended, and multiple response questions. The survey was administered to over 3,300 unsheltered individuals and families the month following when the Street and Shelter counts were conducted. LAHSA will coordinate the conduct of the 2015 Demographic Survey. LAHSA requests that the selected contractor assist LAHSA to refine the 2013 Demographic Survey instrument to generate improved quantitative and qualitative data about the homeless community in the Continuum, while also providing reliable data at a smaller regional area such as the areas identified in Table A. The goal will be to interview 4,200 unsheltered individuals and families.
If you propose a different methodology for obtaining demographic information on our homeless population, please describe the methodology and how you will incorporate the findings.

The PIT Crew, a subcommittee formed out of the Los Angeles Coalition to End Youth Homelessness and focused on implementing improvements to the Youth Count, has been developing a survey instrument specifically for use as part of the Youth Count.

In your proposal, please describe how you plan to review and/or incorporate the findings of the Youth Survey data.

4. The Opt-In Program

The Opt-In Program provides local jurisdictions with homeless count numbers specific to their area or city allowing; this allows them to obtain local homeless count information to more effectively address local homelessness and to report progress to federal, state, and county agencies to meet funding requirements. Prior to the 2009 homeless count, the methodology did not support this need.

Beginning in 2009, the study methodology was enhanced to enable opt-in cities/communities to coordinate a homeless count within their borders using locally recruited volunteers from public and private agencies. In 2013, over 90 cities and communities enumerated all of their census tracts. Using the results from the LAHSA shelter and youth counts, cities are able to estimate a Point-in-Time number of the homeless families and individuals who are sheltered and unsheltered in their jurisdictions.

Your RFI narrative must discuss your recommended methodology to achieve high levels of confidence and integrity at the smaller, regional areas identified in Table A. If additional census tracts must be enumerated, describe any issues you foresee and the effect these additional tract counts would have on the integrity or confidence level of the Continuum-wide count. Also, please discuss how these street count results will be incorporated into the larger estimate and how bias will be minimized in preparing the overall estimates. For regional areas wishing to have a complete count, provide a description of any expected incremental costs to be incurred if additional census tracts are counted.

5. Statistical Projections

Applicants should redefine and improve upon the components and methodology used in the 2013 Homeless Count. Applicants should propose additional or revised research methods, data sources, and statistical models they believe will produce more accurate and reliable Point-in-Time and annual estimates.

Applicants must include, as part of their scope of work and cost schedule, a description of the methodology they believe to be most effective to conduct the unsheltered count, paying particular attention to LAHSA recommendations for improvements to the 2013 process and any new components. Also, proposals must provide the margin of error chosen methodology(ies) will yield.
6. Subpopulation Estimates

In evaluating the process and results of the 2013 Homeless Count, LAHSA and its advisors identified several areas for improvement that should be incorporated into the process for the 2015 Homeless Count.

*Your RFI must address your proposed work to improve data on subpopulation estimates including: youth, families, veterans and people who meet the definition of chronic homelessness; persons with HIV/AIDS; survivors of domestic violence; substance abuse, mentally ill, disabled, and dually diagnosed populations.*

7. Data Summary

Exhibit VI – HUD-mandated Data Tables provides a sample of the data being collected and described below. The following are the minimum data sets required for the project:

a) Point-in-Time and annual estimate of homeless population (sheltered, unsheltered, and total), and within this population by, at minimum, the following geographic designations with confidence intervals:
   (1) Los Angeles Continuum of Care
   (2) Service Planning Areas (Exhibit III)
   (3) County Supervisorial Districts (Exhibit V)
   (4) City of Los Angeles
   (5) Council Districts within the City of Los Angeles (Exhibit IV)

b) Number of homeless individuals with the following demographic, health, and social characteristics (also within the above listed geographic designations):
   (1) age cohorts
      (a) 17 and under
      (b) 18 – 24
      (c) 25 – 54
      (d) 55 – 61
      (e) 62+
   (2) unaccompanied youth ages 12-17 and 18-24
   (3) chronically homeless (see Exhibit II for the HUD definition)
   (4) male and female veterans
   (5) disabled
   (6) chronic substance abusers
   (7) mentally ill
   (8) dually diagnosed
   (9) HIV/AIDS
   (10) victims of domestic violence
   (11) race and ethnicity
   (12) gender
   (13) income

c) Number of homeless families and number of persons in homeless families with children (sheltered, unsheltered, and total), by the geographic designations listed above
d) Number of homeless persons in families with children with the following demographic, health and social characteristics (also within the above listed geographic designations):

(1) age cohorts
(2) ethnic identification
(3) income
(4) veterans
(5) disabled
(6) chronic substance abusers
(7) mentally ill
(8) dually diagnosed
(9) HIV/AIDS
(10) victims of domestic violence
(11) Ethnicity
(12) Income
(13) Number of single parent households
(14) Number of families with the following numbers of children: 1, 2, 3-4, 5-6, 7+

For a sample list of tables by region, visit www.lahsa.org/homelesscount_results.asp

8. Deliverables

The following are the expected deliverables for the project:

a) Concise status reports with timetables at the end of each month;
b) Mandatory HUD Tables (see Exhibit VI);
c) One methodology report provided to LAHSA senior management upon completion of data analysis;
d) Raw data collected in electronic format to be included in Homeless Count Database; and
e) Any tables or other data developed using the information gathered from the Count. LAHSA will provide a list of mandatory data fields.

9. Eligible Applicants

Eligible applicants for this RFI are researchers, research organizations, public or private colleges or universities, and not-for-profit or for-profit agencies which do not have a conflict of interest, including, but not limited to, being affiliated or associated with a homeless service provider(s) or being presently a direct recipient of public or private funds for the provision of homeless services or housing.

10. Required Qualifications

The RFI must demonstrate that the following minimum requirements are met:

a) The organization must have five (5) years proven experience in planning, project management, statistical research, and social research;
   i) Demonstrate experience in providing similar services in the public or private sector;
   ii) Must have substantial understanding and working knowledge of homeless populations;
   iii) Must have working knowledge of HUD definitions, requirements, and regulations;
iv) Demonstrate experience in statistical methodology development and analyses;

v) Prepare a final report of professional and publishable quality;

b) The Project Director must hold an Advanced Degree in Statistics, Mathematics, Demography, Planning, Public Administration, Public Policy or related field;
   i) Must have a strong oral and written communication skills and the ability to present complex concepts and information in comprehensible language, including an ability to tailor communications to address the needs of a variety of audiences (e.g. elected officials, service providers, lay persons, etc.);
   ii) Demonstrate proven experience in planning and managing projects of similar caliber size and difficulty; and
   iii) Demonstrate proven experience in developing population estimates, including but not limited to developing the methodology for statistical analysis for population estimates;

Applicants must specifically address each of the above qualifications in the submitted RFI.

11. Funding

LAHSA will provide funding from sources including but not limited to, the City and County of Los Angeles, depending upon the approved budget and availability of funds.

Based on the Scope of Work, please provide a total cost estimate with cost structure. Please see next section for further details.

12. Cost Structure

Your RFI must contain a cost structure and cost estimate. The cost structure and cost estimate must describe the pricing structure from the beginning of the project until completion, with the final product being a methodology report which also includes the HUD-mandated data tables for the 2015 Homeless Count results. Applicants must explain the pricing structure for services, including staff configuration, hourly-billing rates, and proposed hours by title needed to complete the project. If you assume that LAHSA will be providing resources or will take responsibility for certain tasks, please specify these resources or tasks and estimate both the time and cost of providing them.

13. Contract Term

The project contract term shall be for a period no longer than one year from a potential start date in August 2014 that shall conclude on July 7, 2015. An amendment to the contract may be considered to extend the contract through the 2016 and/or 2017 Counts without a competitive procurement process.
14. Estimated Timetable

The following dates and timeline are estimates and are subject to change by LAHSA.

<table>
<thead>
<tr>
<th>Estimated RFI Timetable</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of RFI</td>
<td>June 20, 2014</td>
</tr>
<tr>
<td>Submission of Questions via e-mail</td>
<td>3pm June 27, 2014</td>
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<tr>
<td>Question Response posted on-line</td>
<td>June 30, 2014</td>
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<tr>
<td>RFI Due</td>
<td>3pm July 11, 2014</td>
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<tr>
<td>Initial funding allocations to LAHSA Brown Act Specialist</td>
<td>July 14, 2014</td>
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<tr>
<td>Additional information requests sent to agencies as needed</td>
<td>July 14, 2014</td>
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<td>Finalize potential allocation</td>
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<td>Present recommendation to Programs &amp; Evaluation Committee</td>
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<td>Notification &amp; web posting of proposed provider and bid choice</td>
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<td>Recommendation to full Commission</td>
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<td>July 28, 2014</td>
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15. Questions and Answers

All questions concerning this RFI must be submitted in writing by e-mail to fundingopportunities@lahsa.org with "RFI – 2015 Homeless Count RFI " in the subject line and must be received by June 27, 2014 no later than 3:00 p.m. (PST). The answers to all questions submitted by the deadline will be provided within four business days and posted on the LAHSA website, www.lahsa.org.

**Questions asked via U.S. mail or other forms of communication will not be be accepted or responded to.**

If it becomes necessary for LAHSA to revise any part of this RFI, or to provide additional information or clarification after the RFI is released, a written addendum will be posted on the LAHSA website.

16. Deadline for Submission of RFI

Interested parties may submit in either electronic format using LAHSAs FileShare Account or using a combination of hard copy and electronic formatted submission. Any interested party wishing to submit using FileShare must request a FileShare account set up via e-mail at fundingopportunities@lahsa.org. If there is sufficient time, an account will be set up for your agency. Agencies wishing to submit using standard format shall submit an original (with
"ORIGINAL" clearly marked on the cover page) one copy (with “COPY” clearly marked on the cover page), and one electronic formatted copy (in a thumb drive or alternate external hard drive). The copies must be identical to the original document in order to be reviewed. Original RFI’s and copies shall be submitted to:

LAHSA Funding Manager
Homeless Count 2015 Request for Information
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017

RFIs submitted must be RECEIVED by FileShare or hand delivery, mail or messenger in the LAHSA office no later than 3:00 p.m. (PST) on July 11, 2014. The cover letter must be signed by an authorized signatory. Submissions to this RFI received after 3:00 p.m. on July 11, 2014, or sent via fax, may be returned.

Amendments and/or addenda submitted after the deadline will not be accepted. However, LAHSA reserves the right to request clarification of unclear or ambiguous statements made in the proposal.

17. RFI Minimum Criteria

Applicants will be evaluated for both minimum standards and standards exceeding excellence as delineated below:

a) Minimum Criteria Standards
   Proposals will be reviewed to determine if they meet the following criteria:
   (1) Organization must have five (5) years proven experience in planning, statistical research, and social research.
   (2) RFI must provide proof (e.g. a copy of the diploma) that the Project Director has been conferred an advanced degree in Statistics, Mathematics, Demography or other related field.
   (3) RFI Organization must not been debarred by the Federal Government, State of California, or a local government.
   (4) Organization does not have unresolved contract non-compliance, non-performance, suspension or termination for cause, or other adverse audit findings with LAHSA or any other public funding source in the past five years.

18. Quality

Each RFI that passes the Minimum criteria review described above will be reviewed for content, responsiveness, conciseness, clarity, relevance and adherence to the instructions in this RFI. Submissions will be reviewed per LAHSA’s quality review policies and ranked by LAHSA staff, with one external and independent review. Submissions will be reviewed and evaluated as specified in the following chart. LAHSA reserves the right to require a pre-award interview, site inspection and/or telephone conference call with applicant. The final evaluation will determine which applicant is recommended to the LAHSA Commission. The Commission will make the final decision and selection.
<table>
<thead>
<tr>
<th>Section</th>
<th>Criteria</th>
<th>Criteria weighting</th>
</tr>
</thead>
</table>
| Statement of Qualifications - Organization and Project Director Qualifications (Refer to Section II – RFI Specification, C – Eligible Proposers) | Evaluation criteria includes but is not limited to:  
1) The organization’s experience in:  
   - Providing similar services in the public or private sector;  
   - Understanding and working knowledge of the homeless populations;  
   - Understanding and knowledge of continuums of care and homeless delivery systems;  
   - Developing a methodology for statistical analysis for large amounts of data; and  
   - Publishing professional reports.  
2) The Project Director’s experience in:  
   - Presenting complex concepts and information;  
   - Planning and managing projects of similar caliber size and difficulty;  
   - Developing population estimates, including but not limited to developing the methodology for statistical analysis for population estimates; and  
   - Conducting population enumerations.  
3) Quality of References  
4) Ability to complete work                                           | 30%                                                             |
| Scope of Work (Refer to Section II – RFI Specifications, B- Scope of Work)   | The RFI will be evaluated on how well it addresses the following:  
   - Unsheltered Street Count;  
   - Point-in-Time Mobile Application;  
   - Youth Count;  
   - Shelter Count;  
   - Demographic Survey;  
   - Opt-In Program;  
   - Statistical Projections for the non.enumerated census tracts;  
   - Sub-Population Estimates;  
   - Suggestions on areas for improvement; and  
   - Tasks and Deliverables.                                                      | 40%                                                             |
| Cost Estimate/Cost Structure (Refer to Section II – RFI Specification, D – Cost Structure) | The RFI will be evaluated on how well it addresses the following:  
   - Total Cost (including services, including staff configuration, etc.)     | 30%                                                             |
III. Application and RFI Conditions

a) All costs of RFI 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 RFI. The Proposer shall not include any such expenses as part of the budget in the RFI or billing if awarded.

b) Submission of a RFI shall constitute acknowledgement and acceptance of all terms and conditions contained in the RFI.

c) The RFI must set forth full, accurate, and complete information.

d) Responses to this RFI becomes the exclusive property of LAHSA. All RFIs 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 RFI 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 RFI does not affect these rights.

e) 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 review process.

f) LAHSA reserves the right to conduct site visits of all proposing agencies.

g) LAHSA reserves the right to extend the RFI submission deadline should such action be in the best interest of LAHSA. Proposers may revise and re-submit their RFI in the event the deadline is extended.

h) LAHSA reserves the sole right to reject any or all proposals received in answer to this RFI if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFI, or is not in the best interest of LAHSA.

i) LAHSA reserves the right to withdraw this RFI at any time without prior notice. The RFI 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 RFI. LAHSA reserves the right to reject any or all submissions.

j) 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.

k) A Proposer shall not be recommended for funding, regardless of the merits of the RFI 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 RFI released by LAHSA for a period of five (5) years starting from the effective date of suspension or termination.

l) Willful misstatements of information will result in non-recommendation for funding, regardless of the merits of the RFI submitted.

m) LAHSA reserves the right to verify information submitted. 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.

n) 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 RFI, 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.

o) 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.

p) The Proposer shall be ineligible to receive funding under this RFI 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.

q) LAHSA reserves the right to fund all or a portion of a RFI and/or require that a Proposer collaborate with another agency 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.

r) LAHSA reserves the right to waive minor technical deficiencies or any informality in a submitted proposal.

s) 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.

t) If a 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 RFI or a 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.

u) 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.

v) Upon the request of LAHSA, a Proposer whose bid is under consideration for award hall 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.

w) 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/RFI 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.

x) 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 RFI and the terms of any resultant Agreement, and to determine which RFI best serves the interests of LAHSA. The Board is the ultimate decision-making body and makes the final determinations.

y) 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.
IV. CORE DOCUMENT LIST

Financial
- IRS tax exempt status determination (501(c)3 letter)
- Current Board-Approved Operating Budget (and last 2 fiscal years)
- Current printout of proof of active non-profit status from www.irs.gov/Charities-&-Non-Profits/Search-for-Charities
- If applicable, list of Audit Committee members and charter
- Current printout of 990 Form 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
- Audited financial statements, including and if required, OMB A-133 Single Audit (last 2 fiscal years or written explanation as to why no audit was conducted)
- Fiscal Policy and Procedures
- By-laws with any amendments
- Annual Report (optional)

Organizational
- List of Board of Directors/Trustees (indicate homeless or formerly homeless person sitting on agency board. This is both a “best practice” and a HUD regulation SEC 416 [42 USC 11375] d)
- Certificate of Occupancy for all program sites
- Dates of scheduled public board meetings (if no public meetings scheduled indicate reason)
- Fictitious Business Name Statement (DBA)
- Organizational chart for entire entity and for each department (this is important for large & small scale organizations)
- Business License (s) from applicable City and or County jurisdictions. These will vary.
- List of Executive Leadership/Sr. Management Team & Resumes or Short Biographies
- 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)
- Articles of Incorporation & any amendments

Procedural
- Comprehensive Grievance Policy (for participant complaints/problems/grievances)
- Agency Policy & Procedure for compliance with applicable provisions of the Americans with Disabilities Act (ADA) and any reasonable accommodation process in place for persons with disabilities (for employees, program participants, and the public)
- Verification of General Liability & Workers Compensation Insurance
- Conflict of Interest Policy
- Cost Allocation Plan for agencies receiving more than one source of funding (private or governmental)
- Nepotism Policy
- Certificate of Occupancy for all program sites (current and proposed)
## V. Attachment 1

### A. Proposer Information

**LEGAL NAME OF LEAD PROPOSER:**


**EXECUTIVE DIRECTOR:**


**EXECUTIVE DIRECTOR E-MAIL:**


**EXECUTIVE BOARD CHAIR:**


**AGENCY ADDRESS:**


**CITY:**


**ZIP:**


**AGENCY TELEPHONE:**


### B. Legal Authorized Representative & Fiscal Accountability Agent (The person(s) authorized to enter & sign contracts, payment requests, checks, and legal documents)

**AUTHORIZED REP. / TITLE:**


**AUTHORIZED REP. TELEPHONE:**


**AUTHORIZED REP. E-MAIL:**


**AUTHORIZED FISCAL REP TITLE:**


**AUTHORIZED FISCAL REP PHONE:**


**AUTHORIZED FISCAL REP E-MAIL:**


### C. Contact Person for RFI (If different from Authorized Rep.)

**CONTACT PERSON* / TITLE**


**CONTACT PERSON TELEPHONE:**


**CONTACT PERSON E-MAIL:**


VI. Attachment 2

<table>
<thead>
<tr>
<th>Items</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cover Letter</td>
<td>1/2 pages</td>
</tr>
<tr>
<td>Give a brief introduction to your organization, including but not limited to years of experience in consulting, planning, research, specialties in areas of social research, number of employees, and location of headquarters, primary contact person’s name, and phone number. The letter must be signed by an authorized signatory.</td>
<td></td>
</tr>
<tr>
<td>2. Statement of Qualifications</td>
<td>1 – 1.5 pages</td>
</tr>
<tr>
<td>Clearly delineate, in a narrative, your organization’s – as well as the Project Director’s and staffs’ – qualifications to successfully complete this project.</td>
<td></td>
</tr>
<tr>
<td>Describe the organization’s:</td>
<td></td>
</tr>
<tr>
<td>(1) demonstrated experience in providing similar services in the public or private sector;</td>
<td></td>
</tr>
<tr>
<td>(2) substantial understanding and working knowledge of homeless populations;</td>
<td></td>
</tr>
<tr>
<td>(3) working knowledge of HUD definitions, requirements, and regulations;</td>
<td></td>
</tr>
<tr>
<td>(4) demonstrated experience in statistical methodology development and analyses; and</td>
<td></td>
</tr>
<tr>
<td>(5) ability to prepare a final report of professional and publishable quality.</td>
<td></td>
</tr>
<tr>
<td>Describe the Project Director’s experience in:</td>
<td></td>
</tr>
<tr>
<td>(1) presenting complex concepts and information;</td>
<td></td>
</tr>
<tr>
<td>(2) planning and managing projects of similar components;</td>
<td></td>
</tr>
<tr>
<td>(3) developing and conducting community surveys;</td>
<td></td>
</tr>
<tr>
<td>(4) conducting population enumerations; and</td>
<td></td>
</tr>
<tr>
<td>(5) developing population estimates.</td>
<td></td>
</tr>
<tr>
<td>Refer to Eligible Applicants – Page 11 of this document – for a detailed description of qualifications required. Attach in an appendix the resumes for all key team members.</td>
<td></td>
</tr>
<tr>
<td>Additionally, submit the following:</td>
<td></td>
</tr>
<tr>
<td>• A list of all similar projects conducted by your organization within the last five years. Include the client name, project beginning and end date, and a brief overview of the project scope of work; and</td>
<td></td>
</tr>
<tr>
<td>• Three (3) professional references in an appendix. Information to be included in the references is the name and contact information (telephone number and e-mail address) of the project manager or individual best able to evaluate your organization’s work product.</td>
<td></td>
</tr>
<tr>
<td>3. Approach to the Required Scope of Work</td>
<td>20 pages</td>
</tr>
<tr>
<td>Provide both a narrative and graphic description of your approach for completing the required Scope of Work. The sections to be included are outlined in the Scope of Work. These include the (1) Street Count, including PIT phone applications and Youth Count (2) Shelter Count, (3) Demographic Homeless Street Survey, (4) Statistical Projections for the</td>
<td></td>
</tr>
</tbody>
</table>
non-enumerated census tracts, (5) Sub-population estimate, (6) Opt-In Program, (7) Areas for improvement that should be incorporated into the process for the 2015 Homeless Count, and (9) Tasks and Deliverables.

The approach to the required Scope of Work as discussed above must (1) list each key activity (action step) to achieve each deliverable, (2) how each key activity will be accomplished and who is responsible, (3) the date each key activity will start and be completed, and (4) the estimated cost associated with each key activity. Proposers must also incorporate into their proposals responses to all questions posed within the Scope of Work – Pages 5-10 of this document.

If you assume that LAHSA will be providing resources or will take responsibility for certain tasks, please specify these resources or tasks and estimate both the time and cost of providing them.

4. Cost Structure

   The cost structure and cost estimate must describe the pricing structure from the beginning of the project until completion, with the final product being a report which summarizes the process and key findings from the 2015 Homeless Estimate and Count. Applicants must explain the pricing structure for services, including staff configuration, hourly-billing rate, and proposed hours needed to complete the project.

   If you assume that LAHSA will be providing resources or will take responsibility for certain tasks, please estimate the cost of providing the resources and tasks.

Summary of Questions within Scope of Work

- A completed copy of Table A or an alternative table with similar information if Table A does not support your proposed methodology. (Page 6)
- A description of your alternative methodology for counting homeless youth, if applicable, and how you will incorporate your findings. (Page 7)
- A description of how your methodology will incorporate de-duplication techniques. (Page 8)
- A description of your methodology for incorporating the Shelter and Institution Count into your organization’s proposed statistical model. (Page 8)
- A description of your alternative methodology for obtaining demographic information on the homeless population, if applicable, and how you will incorporate your findings. (Page 9)
- A description of how you plan to review and/or incorporate the findings of the Youth Survey data. (Page 9)
- A discussion of your recommended methodology to achieve high levels of confidence and integrity at the smaller, regional areas identified in Table A. If additional census tracts must be enumerated, describe any issues you see and the effect these additional tract counts would have on the integrity or confidence level of the Continuum-wide count. Also, please discuss how these
street count results will be incorporated into the larger estimate and how bias will be minimized in preparing the overall estimates. For regional areas wishing to have a complete count, provide us with a description of incremental costs, if any, you would expect to incur if additional census tracts are counted. *(Page 9)*

- A description of the methodology they believe to be most effective to conduct the unsheltered count, paying particular attention to LAHSA recommendations for improvements to the 2013 process and any new components. Also, proposals must provide the margin of error chosen methodology(ies) will yield. *(Page 9)*

- A description of your proposed work to improve data on subpopulation estimates including youth, families, veterans and people who meet the definition of chronic homelessness, HIV/AIDS, survivors of domestic violence, substance abuse, mentally ill, disabled, and dually diagnosed populations. *(Page 10)*
VII. Exhibit I

2013 Greater Los Angeles Homeless Count Methodologies

Why was the Count Conducted?

In 2004, HUD asked jurisdictions to describe the community’s plans for a one day, Point-in-Time count of sheltered and unsheltered homeless to be conducted during the last week of January 2005 and every two years afterward during the same period of time. In response to the HUD mandate, LAHSA designed and implemented a methodology that included sheltered and unsheltered persons in a Continuum-wide count that is aligned with HUD recommended practices. The process included field enumerations, field surveys, telephone surveys (no longer recommended by HUD), and a sophisticated statistical analysis used to project homelessness in the LA CoC.

Who Conducted the Homeless Count?

LAHSA and the Survey Research Unit at University of North Carolina (UNC) at Chapel Hill collaborated in the design, implementation, and analysis of the 2011 and 2013 Greater Los Angeles Homeless Counts. UNC’s responsibilities were to provide methodology and process direction, to design and select all required samples, to develop estimation strategies, and to produce all project estimates. Additionally, UNC utilized their survey call center to conduct an extensive telephone survey to identify the hidden homeless. LAHSA’s role included managing all other data collection tasks including: conducting the street and shelter counts, establishing the content of survey questions and forms, administering the demographic survey, compiling the estimates for presentation, and conducting the youth count.

Who Was Included in the Count?

Persons were considered homeless and included in the Count if they fell within HUD’s definition of homelessness:

“A person is considered homeless only when he/she resides in one of the three following places described below:

1. places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings;
2. an emergency shelter; or
3. transitional housing for homeless persons who originally came from the streets or emergency shelter.”

Who Was Not Included in the Count?

HUD has instructed CoC systems not to include persons who are precariously housed in their homeless counts. These are persons on the edge of becoming literally homeless who may be doubled up with friends and relatives or paying extremely high proportions of their resources for rent.

How was the Count Conducted?

The 2013 Greater Los Angeles Homeless Count used HUD recommended practices for counting sheltered and unsheltered homeless persons. Taking these recommendations into account, LAHSA completed a street count of unsheltered homeless persons and a shelter count of sheltered homeless
persons. To further capture the unsheltered population in the LA CoC, LAHSA completed a telephone survey to identify the homeless hidden on private property and a street count specifically designed to capture homeless youth. Although HUD has asked LAHSA to discontinue the use of this Hidden Homeless telephone survey, we are open to considering proposals that delineate other methods of capturing data from this elusive population.

Street Count of Unsheltered Homeless Persons

Two-to-three person teams of volunteers were created to conduct street counts throughout Los Angeles County. Team members were trained on the night of the count on how to do a visual enumeration of homeless persons and were given maps with instructions that outlined the census tract assigned to them. Enumerators were given strict instructions to count only within the boundaries of selected tracts. Additionally, street count teams were provided census tally sheets, referral cards, key contact phone numbers, homeless count apparel, and other supplies.

Over the three-night count period, a random sample of 735 census tracts and an additional 620 Opt-In census tracts were enumerated, for a total of 1355 tracts. That represents 72% of the 1,887 total census tracts that fall within the LA CoC. This is a 23% increase from the number of census tracts counted in 2011.

Stratification was used to ensure a more accurate count for smaller geographic regions within the LA CoC. The sampling frame was subdivided into important subsets called “strata.” For the purposes of this count, sampling strata were defined by the eight Service Planning Areas (SPAs) that make up Los Angeles County, by hot spot designation, and by several cities that requested full enumeration (i.e., opt-in cities). A separate sample of census tracts was selected in each stratum to produce the best possible estimate with over 95% confidence.
VIII. Exhibit II

List of Documentation & Resources

The following documents can be found on the LAHSA website:

- HUD Guide to Counting Unsheltered Homeless People
- HUD Guide to Counting Sheltered People
- HUD HMIS Data Standards
- HUD HMIS Data Dictionary
- HUD 2014 PIT/HIC Guidance
IX. Exhibit III – Map of Los Angeles County Service Planning Areas
X. Exhibit V – Map of Los Angeles County Supervisorial Districts

Los Angeles County Supervisorial Districts

<table>
<thead>
<tr>
<th>District</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gloria Molina</td>
</tr>
<tr>
<td>2</td>
<td>Mark Ridley-Thomas</td>
</tr>
<tr>
<td>3</td>
<td>Zev Yaroslavsky</td>
</tr>
<tr>
<td>4</td>
<td>Don Knabe</td>
</tr>
<tr>
<td>5</td>
<td>Michael Antonovich</td>
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XI. Exhibit IV – Map of Los Angeles City Council Districts

<table>
<thead>
<tr>
<th>District</th>
<th>Council Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gilbert Cedillo</td>
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<tr>
<td>2</td>
<td>Paul Krekorian</td>
</tr>
<tr>
<td>3</td>
<td>Bob Blumenfield</td>
</tr>
<tr>
<td>4</td>
<td>Tom LaBonge</td>
</tr>
<tr>
<td>5</td>
<td>Paul Koretz</td>
</tr>
<tr>
<td>6</td>
<td>Nury Martinez</td>
</tr>
<tr>
<td>7</td>
<td>Felipe Fuentes</td>
</tr>
<tr>
<td>8</td>
<td>Bernard C. Parks</td>
</tr>
<tr>
<td>9</td>
<td>Curren D. Price, Jr.</td>
</tr>
<tr>
<td>10</td>
<td>Herb J. Wesson, Jr.</td>
</tr>
<tr>
<td>11</td>
<td>Mike Bonin</td>
</tr>
<tr>
<td>12</td>
<td>Mitchell Englander</td>
</tr>
<tr>
<td>13</td>
<td>Mitch O'Farrell</td>
</tr>
<tr>
<td>14</td>
<td>Jose Huizar</td>
</tr>
<tr>
<td>15</td>
<td>Joe Buscaino</td>
</tr>
</tbody>
</table>
### XII. Exhibit VI – HUD Mandated Tables

#### Households with at least one Adult & one Child

<table>
<thead>
<tr>
<th>Persons in Households with at least one Adult and one Child</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Households</td>
<td>433</td>
<td>0</td>
<td>907</td>
</tr>
<tr>
<td>Total Number of Persons (Adults &amp; Children)</td>
<td>1932</td>
<td>4193</td>
<td></td>
</tr>
<tr>
<td>Number of Persons (under age 16)</td>
<td>1204</td>
<td>2544</td>
<td></td>
</tr>
<tr>
<td>Number of Persons (18 - 24)</td>
<td>134</td>
<td>366</td>
<td></td>
</tr>
<tr>
<td>Number of Persons (over age 24)</td>
<td>594</td>
<td>1283</td>
<td></td>
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<tr>
<td>Gender (adults and children)</td>
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<td></td>
</tr>
<tr>
<td>Female</td>
<td>1066</td>
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<td>2450</td>
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<td>Ethnicity (adults and children)</td>
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<td>Non-Hispanic/Non-Latino</td>
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<td>Hispanic/Latino</td>
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<td>2066</td>
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<tr>
<td>Race (adults and children)</td>
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<tr>
<td>White</td>
<td>925</td>
<td></td>
<td>2172</td>
</tr>
<tr>
<td>Black or African-American</td>
<td>862</td>
<td></td>
<td>1703</td>
</tr>
<tr>
<td>Asian</td>
<td>48</td>
<td></td>
<td>85</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>0</td>
<td></td>
<td>13</td>
</tr>
<tr>
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<td>0</td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>Multiple Races</td>
<td>97</td>
<td></td>
<td>201</td>
</tr>
</tbody>
</table>

**NOTE: SAMPLE ONLY**

Final data tables are subject to change pursuant to any updated data requirements as determined by the United States Dept. of Housing and Urban Development.
### Households with only Children

<table>
<thead>
<tr>
<th>Persons in Households with only Children&lt;sup&gt;8&lt;/sup&gt;</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of households</td>
<td></td>
<td></td>
<td>36</td>
</tr>
<tr>
<td>Total Number of one-child Households</td>
<td></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>Total Number of multi-child Households</td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Total number of persons (under age 18)</td>
<td></td>
<td></td>
<td>48</td>
</tr>
<tr>
<td>Number of children in multi-child households</td>
<td></td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>Transgender</td>
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<td></td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Hispanic/Non-Latino</td>
<td></td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td></td>
<td></td>
<td>22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td></td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>Black or African-American</td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Multiple Races</td>
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<td></td>
<td>4</td>
</tr>
</tbody>
</table>

---

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# Households without Children

**NOTE: SAMPLE ONLY**

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<table>
<thead>
<tr>
<th>Persons in Households without Children</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Households</td>
<td>2961</td>
<td>2088</td>
<td>5970</td>
</tr>
<tr>
<td>Total Number of Persons (Adults)</td>
<td>4356</td>
<td>3290</td>
<td>7667</td>
</tr>
<tr>
<td>Number of Persons (age 18 - 24)</td>
<td>303</td>
<td>583</td>
<td>886</td>
</tr>
<tr>
<td>Number of Persons (over age 24)</td>
<td>4053</td>
<td>2707</td>
<td>6781</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>1092</td>
<td>879</td>
<td>1980</td>
</tr>
<tr>
<td>Male</td>
<td>3243</td>
<td>2391</td>
<td>5646</td>
</tr>
<tr>
<td>Transgender</td>
<td>21</td>
<td>20</td>
<td>41</td>
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</table>

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Hispanic/Non-Latino</td>
<td>3245</td>
<td>2428</td>
<td>5678</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>1111</td>
<td>862</td>
<td>1989</td>
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<table>
<thead>
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<th>Race</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>1858</td>
<td>1503</td>
<td>3373</td>
</tr>
<tr>
<td>Black or African-American</td>
<td>2202</td>
<td>1556</td>
<td>3764</td>
</tr>
<tr>
<td>Asian</td>
<td>66</td>
<td>43</td>
<td>110</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>77</td>
<td>70</td>
<td>149</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>42</td>
<td>31</td>
<td>73</td>
</tr>
<tr>
<td>Multiple Races</td>
<td>111</td>
<td>87</td>
<td>198</td>
</tr>
</tbody>
</table>
**Totals**

![Data Table]

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NOTE: SAMPLE ONLY
Final data tables are subject to change pursuant to any updated data requirements as determined by the United States Dept. of Housing and Urban Development.
### Veteran Households with at least one Adult & one Child

<table>
<thead>
<tr>
<th>Persons in Households with at least one Adult and one Child</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Emergency</td>
<td>Transitional</td>
<td></td>
</tr>
<tr>
<td>Total Number of Households</td>
<td>3</td>
<td>27</td>
<td>30</td>
</tr>
<tr>
<td>Total Number of Persons</td>
<td>11</td>
<td>110</td>
<td>121</td>
</tr>
<tr>
<td>Total Number of Veterans</td>
<td>3</td>
<td>27</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender (veterans only)</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Emergency</td>
<td>Transitional</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>0</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Male</td>
<td>3</td>
<td>21</td>
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</tr>
<tr>
<td>Transgender</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnicity (veterans only)</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Emergency</td>
<td>Transitional</td>
<td></td>
</tr>
<tr>
<td>Non-Hispanic/Non-Latino</td>
<td>2</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
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<td>17</td>
<td>18</td>
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</table>

<table>
<thead>
<tr>
<th>Race (veterans only)</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Emergency</td>
<td>Transitional</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>2</td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>Black or African-American</td>
<td>1</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Multiple Races</td>
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<td>0</td>
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### Veteran Households without Children

<table>
<thead>
<tr>
<th>Persons in Households without Children</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Households</td>
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<td></td>
<td>1202</td>
</tr>
<tr>
<td>Total Number of Persons</td>
<td>373</td>
<td></td>
<td>1216</td>
</tr>
<tr>
<td>Total Number of Veterans</td>
<td>312</td>
<td></td>
<td>1152</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender (veterans only)</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>19</td>
<td></td>
<td>69</td>
</tr>
<tr>
<td>Male</td>
<td>292</td>
<td></td>
<td>1080</td>
</tr>
<tr>
<td>Transgender</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnicity (veterans only)</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Hispanic/Non-Latino</td>
<td>40</td>
<td></td>
<td>149</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>272</td>
<td></td>
<td>1003</td>
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</table>

<table>
<thead>
<tr>
<th>Race (veterans only)</th>
<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>125</td>
<td></td>
<td>461</td>
</tr>
<tr>
<td>Black or African-American</td>
<td>167</td>
<td></td>
<td>632</td>
</tr>
<tr>
<td>Asian</td>
<td>3</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>3</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>2</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Multiple Races</td>
<td>12</td>
<td></td>
<td>26</td>
</tr>
</tbody>
</table>

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XIII. Exhibit VII – 2013 Demographic Survey

2013 GREATER LOS ANGELES HOMELESS COUNT
They Count. Will You?

1. What is your name?
   First Name: ________________________________
   Last Name: ________________________________

2. What is your birth date? Please write the month, date, and year.
   M M D D D Y Y Y

3. Are you Male or Female?
   O Male
   O Female

4. Which of the following best represents how you think about yourself?
   O Lesbian or Gay
   O Straight
   O Bisexual
   O Transgender
   O Questioning

5. Are you Hispanic or Latino?
   O Yes
   O No

6. What is your race? Choose all that apply.
   O Black / African American
   O White
   O Asian / Pacific Islander
   O American Indian / Alaskan Native
   O Something else
   What? ________________________________

7. Are you a current or former foster care youth?
   O Yes
   O No

8. Have you served in the U.S. Armed Forces?
   O Yes → GO TO QUESTION 8c
   O No

8a. Were you a member of the National Guard or a Reservist?
   O Yes
   O No → GO TO QUESTION 9

8b. Was your unit ever put into Active Duty?
   O Yes
   O No → GO TO QUESTION 9

8c. What is your discharge status?
   O Honorable
   O Less than Honorable
   O General
   O Medical
   O Dishonorable
   O Still on Active Duty
   O Other
   What? ________________________________
9. Do you have any children under 18? *Include step-children and children for whom you are responsible*
   - Yes
   - No → **GO TO QUESTION 10**

9a. Are you living with them now?  
   - Yes
   - No → **GO TO QUESTION 10**

9b. Currently, how many of your children, under 18, live with you?  
   - 0
   - 1
   - 2
   - 3
   - More than 3 → How many? ____

9c. Of the children who live with you, how many are Female?  
   - 0
   - 1
   - 2
   - 3
   - More than 3 → How many? ____

9d. Of the children who live with you, how many are Male?  
   - 0
   - 1
   - 2
   - 3
   - More than 3 → How many? ____

9e. How many adults, over 18, live with you?  
   - 0
   - 1
   - 2
   - 3
   - More than 3 → How many? ____

10. What’s the total amount of time you have been homeless over the course of your lifetime?  
    - 7 days or less
    - 8 – 29 days
    - 1 – 3 months
    - 4 – 5 months
    - 6 – 11 months
    - 1 – 5 years
    - More than 5 years

11. Including this time, how many separate times have you been homeless in the past 3 years?  
    - 1 time
    - 2 or 3 times
    - 4 or more times

12. Including this time, how many separate times have you been homeless in the past 12 months?  
    - 1 time
    - 2 or 3 times
    - 4 or more times

13. How long have you been homeless this time?  
    
    | Days | Months | Years |
    |------|--------|-------|

14. In the last 7 days, have you spent one or more nights outside of L.A. County?  
    - Yes
    - No
<table>
<thead>
<tr>
<th>Question</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
<th>Option 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Over the last year, did you spend any nights outside, in a tent?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15a. The last time you stayed in a tent, how many adults 18 or older stayed with you, including yourself?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>More than 3 (How many? ______)</td>
</tr>
<tr>
<td>15b. The last time you stayed in a tent, how many children under 18 stayed with you?</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>15c. How many of those adults did not have children with them when they stayed in the tent?</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>15d. How many families that included children stayed in the tent? A family being a group of people who live together and take care of each other.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>More than 3 (How many? ______)</td>
</tr>
<tr>
<td>16. Over the last year, did you spend any nights outside, in a make-shift shelter?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16a. The last time you stayed in the make-shift shelter, how many adults 18 or older stayed with you, including yourself?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>More than 3 (How many? ______)</td>
</tr>
<tr>
<td>16b. The last time you stayed in a make-shift shelter, how many children under 18 stayed with you?</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>16c. How many of those adults did not have children with them when they stayed in the make-shift shelter?</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>16d. How many families that included children stayed in the make-shift shelter? A family being a group of people who live together and take care of each other.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>More than 3 (How many? ______)</td>
</tr>
</tbody>
</table>
17. Over the last year, did you spend any nights outside, in a car?
   - Yes
   - No → GO TO QUESTION 18

17a. The last time you stayed in a car, how many adults 18 or older stayed with you, including yourself?
   - 1
   - 2
   - 3
   - More than 3 → How many? _____

17b. The last time you stayed in a car, how many children under 18 stayed with you?
   - 0 → GO TO QUESTION 18
   - 1
   - 2
   - 3
   - More than 3 → How many? _____

17c. How many of those adults did not have children with them when they stayed in the car?
   - 0
   - 1
   - 2
   - 3
   - More than 3 → How many? _____

17d. How many families that included children stayed in the car? A family being a group of people who live together and take care of each other.
   - 0
   - 1
   - 2
   - 3
   - More than 3 → How many? _____

18. Over the last year, did you spend any nights outside, in a van?
   - Yes
   - No → GO TO QUESTION 19

18a. The last time you stayed in a van, how many adults 18 or older stayed with you, including yourself?
   - 1
   - 2
   - 3
   - More than 3 → How many? _____

18b. The last time you stayed in a van, how many children under 18 stayed with you?
   - 0 → GO TO QUESTION 19
   - 1
   - 2
   - 3
   - More than 3 → How many? _____

18c. How many of those adults did not have children with them when they stayed in the van?
   - 0
   - 1
   - 2
   - 3
   - More than 3 → How many? _____

18d. How many families that included children stayed in the van? A family being a group of people who live together and take care of each other.
   - 0
   - 1
   - 2
   - 3
   - More than 3 → How many? _____
19. Over the last year, did you spend any nights outside, in an RV/Camper?
   ○ Yes
   ○ No ➔ GO TO QUESTION 20

19a. The last time you stayed in an RV/Camper, how many adults 18 or older stayed with you, including yourself?
   ○ 1
   ○ 2
   ○ 3
   ○ More than 3 ➔ How many? ___

19b. The last time you stayed in an RV/Camper, how many children under 18 stayed with you?
   ○ 0 ➔ GO TO QUESTION 20
   ○ 1
   ○ 2
   ○ 3
   ○ More than 3 ➔ How many? ___

19c. How many of those adults did not have children with them when they stayed in the RV/Camper?
   ○ 0
   ○ 1
   ○ 2
   ○ 3
   ○ More than 3 ➔ How many? ___

19d. How many families that included children stayed in the RV/Camper? A family being a group of people who live together and take care of each other.
   ○ 0
   ○ 1
   ○ 2
   ○ 3
   ○ More than 3 ➔ How many? ___

20. Where have you spent most of your nights, over the last month?

Choose only one.

Outdoor Locations
   ○ In a tent
   ○ In an make-shift shelter
   ○ In a car
   ○ In a van
   ○ In a RV/camper
   ○ On the street, in an alley, a park, the woods, etc.
   ○ In a backyard, garage, garden, or a storage structure
   ○ In a bus depot, train station, or transit center

Indoor Locations
   ○ In a treatment center
   ○ In an emergency shelter or winter shelter program
   ○ In shared housing or a boarding house
   ○ In a transitional housing program
   ○ In a voucher motel/hotel from an agency
   ○ In a house/apartment BUT in a place not normally used for sleeping (unfinished basement/garage)
   ○ In an abandoned building or house
   ○ In a hospital
   ○ In jail or prison
   ○ Other
   Where? _____________________
21. Many situations can cause people to become homeless. Do any of the following situations apply to you? Choose all that apply.
   - Having been a victim of domestic violence
   - Having disagreements with family members/household members
   - Having problems with drugs
   - Having problems with alcohol
   - Having mental health issues
   - Having medical problems or illness
   - Having lost your job
   - None of the above

22. Have you ever been physically or sexually abused by a relative or another person you have lived with, such as a spouse, intimate partner, brother or sister, or parent?
   - Yes
   - No

23. In the last month, have you been turned away from a shelter or transitional housing in Los Angeles County?
   - Yes
   - No
   - [GO TO QUESTION 24]

23a. Were you turned away for any of the following reasons? Choose all that apply.
   - Drug or alcohol problems
   - A physical disability
   - A mental disability
   - No ID / identification
   - Criminal record
   - The program wouldn’t allow you in with your children
   - The program wouldn’t allow you in with your pet or pets
   - Because you had stayed there before
   - None of the above

24. Do you have now, have you ever had, or has a healthcare provider ever told you that you have any of the following medical conditions?
   - Kidney disease/ End Stage Renal Disease or Dialysis
   - History of frostbite, Hypothermia, or Immersion Foot
   - History of Heat Stroke/Heat Exhaustion
   - Liver disease, Cirrhosis, or End-Stage Liver Disease
   - Heart Disease
   - HIV Positive or AIDS
   - Emphysema
   - Diabetes
   - Asthma
   - Cancer
   - Hepatitis C
   - Tuberculosis
   - Severe Depression

25. **DO NOT ASK:** Surveyor, do you observe signs or symptoms of serious physical health conditions?
   - Yes
   - No

26. Have you ever abused drugs/alcohol, or have been told that you do?
   - Yes
   - No

27. Have you consumed alcohol every day for the past month?
   - Yes
   - No

28. Have you ever used injection drugs or shots?
   - Yes
   - No
29. Have you ever been treated for drug or alcohol abuse?
   - Yes
   - No

30. **DO NOT ASK:** Surveyor, do you observe signs of symptoms of alcohol or drug abuse?
   - Yes
   - No

31. Are you currently or have you ever received treatment for mental health issues?
   - Yes
   - No

32. Have you ever been taken to the hospital against your will for mental health reasons?
   - Yes
   - No

33. **DO NOT ASK:** Surveyor, do you detect signs or symptoms of severe, persistent mental illness?
   - Yes
   - No

34. In the past 12 months, have you experienced or been diagnosed with any of the following? Choose all that apply.
   - A physical disability
   - A mental illness, such as bipolar disorder, schizophrenia, PTSD, or any other mental illness
   - Alcohol problems
   - Drug problems
   - Tobacco use/addiction
   - Long-term health problems
   - None of the above

35. How many times have you been to the emergency room in the past 3 months?

36. How many times have you been admitted to a hospital in the past year?

37. Are you currently using or getting any of the following services or programs? Choose all that apply.
   - Access or Drop-in centers
   - Job training or job placement
   - Case management services
   - Mental health counseling
   - Housing location assistance or housing placement assistance
   - Legal assistance
   - None of the above

38. Which of the following best describes your employment situation most of the time during the past 6 months?
   - Part-time paid job (less than 35 hours)
   - Full-time paid job (35 or more hours)
   - Day labor or pick-up work
   - Student / vocational training
   - Recycling or selling things
   - Panhandling
   - Disabled and cannot work
   - Unemployed but looking for work
   - Unemployed and not looking for work
39. Are you currently receiving any of the following forms of government assistance? Choose all that apply.

- Unemployment payments
- GR - General Relief
- SSI/SSD - Supplemental Security Income/ Social Security Disability benefits
- Social Security Retirement payments
- Food Stamps/EBT card/CalFresh
- CAPI - Cash Assistance Program for Immigrants
- WIC - Women, Infants, and Children
- CalWorks
- Medi-Cal
- Medicare
- Health Way L.A.
- Veteran’s disability payment
- Other veterans benefits
- Child support or survivor benefits
- Other

40. What city or neighborhood were you living in when you became homeless?

41. What is your Social Security number?

DO NOT ASK: Surveyor, if the homeless individual will not provide a social security number, please ask for the last 4 digits of the number.

STAFF USE ONLY

- Thank the interviewee for participating and sharing information about their homeless experience.
- Give the interviewee the food card.
- Check to see if they want the enclosed referral guide.
- Make sure that you have filled out the food card tracking form.
- Fill out the below information about the interview.

Census Tract

Location/Intersection

Date

Time

AM PM

Interviewer ID

SPA 1  SPA 2  SPA 3  SPA 4  SPA 5  SPA 6  SPA 7  SPA 8

- Complete
- Partial
- Refusal
- Incoherent
- Asleep