<table>
<thead>
<tr>
<th>AGENDA NO.</th>
<th>ITEM AND DESCRIPTION</th>
<th>PRESENTER</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Call to Order/Roll Call/Establishment of Quorum</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.0</td>
<td><strong>Agenda Items</strong> - The public will have an opportunity to speak to any agenda item when the item is called and before action is taken. A Request to Speak Form must be submitted to the Secretary prior to the completion of the agenda item. The Chair will determine the order of speaking and unless the Chair grants more or less time, the speaker’s limit is two (2) minutes on each agenda item, subject to the total 20-minute period.**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.0</td>
<td>(1) Review and approve minutes of meeting of the Programs &amp; Evaluation Committee held Friday, May 16, 2014.</td>
<td>Brenda Threatt</td>
<td>2</td>
</tr>
<tr>
<td>2.0</td>
<td><strong>Report on LAMP Winter Shelter Pilot Program Outcomes.</strong></td>
<td>Brenda Threatt</td>
<td>7</td>
</tr>
<tr>
<td>3.0</td>
<td>Review and approve release of the 2014 Transition Age Youth Transitional Housing Request for Information (RFI).</td>
<td>Nancy Neilson</td>
<td>19</td>
</tr>
<tr>
<td>4.0</td>
<td>Review and approve release of the 2014 Independent Living Program for SPAs 6 and 8 Request for Information (RFI).</td>
<td>Nancy Neilson</td>
<td>30</td>
</tr>
<tr>
<td>5.0</td>
<td>Review and approve release of the 2015 Greater Los Angeles Homeless Count Request for Information (RFI).</td>
<td>Nancy Neilson</td>
<td>44</td>
</tr>
<tr>
<td>6.0</td>
<td>Funding Update Report.</td>
<td>Nancy Neilson</td>
<td>81</td>
</tr>
<tr>
<td>7.0</td>
<td>Review and approve the 2014-15 Program Performance Targets.</td>
<td>Josh Decell</td>
<td></td>
</tr>
<tr>
<td>8.0</td>
<td><strong>Public Participation</strong> Each Public Participant speaker is limited to three (3) minutes and may address any topic within the Commission’s jurisdiction. A Request to Speak Form must be filled out and submitted to the Secretary prior to the beginning of Public Participation. Subject to the total 20-minute period, each Public Participation speaker is limited to three (3) minutes.**</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Adjournment**

Packets of materials on agenda items are available to the public during normal business hours at 811 Wilshire Boulevard, 6th Floor, Los Angeles, CA 90017. For further information, you may call 213-683-3333. Upon request, sign language interpreters, materials in alternative formats and other accommodations are available to the public for LAHSA meetings. All requests for reasonable accommodations must be made at least three working days (72 Hours) in advance of the scheduled meeting date. For additional information, contact LAHSA at (213) 683-3333 or TTY (213) 553-8488.
MINUTES OF THE
LOS ANGELES HOMELESS SERVICES AUTHORITY
PROGRAMS & EVALUATION COMMITTEE MEETING
Held Friday, May 16, 2014

The Los Angeles Homeless Services Authority Commission Programs & Evaluation Committee meeting held at 811 Wilshire Boulevard, Los Angeles, California was called to order at 9:10 a.m. by Commissioner Morrison.

Attendance
LAHSA Commissioners Present:
Kerry Morrison, Chair
Ramona Ripston

LAHSA Commissioners Absent:
Kelvin Sauls

LAHSA Staff:
Michael Arnold, Executive Director
Eileen Bryson, Board Liaison
Josh Decell, Outcomes Unit Manager
Lisa Lubka, Program Performance Analyst
Nancy Neilson, Funding Unit Manager
David White, Funding Analyst
Emily Williams, Director of Programs, Policy & Planning

Call to Order/Roll Call/Establishment of Quorum
Roll was called and quorum was established at 9:10 a.m.

1.0 Review and approve minutes of meeting of the Programs & Evaluation Committee held Friday, April 18, 2014.

Motion: It was moved by Commissioner Ripston and seconded by Commissioner Morrison to approve the minutes of meeting of the Programs & Evaluation Committee held Friday, April 18, 2014.

Public Speaker(s): There were no public speakers.

Action: The motion passed unanimously.

2.0 Approve the threshold evaluation results and hear potential appeals of the Independent Living Program (ILP) Request for Proposals (RFP).

David White, Funding Analyst, and Nancy Neilson, Funding Unit Manager, gave the report:

- Staff shared the results of the threshold evaluation process for the Independent Living Program Request for Proposals (ILP RFP) as shown in the provided presentation.
- Sixteen proposals were received, fifteen passed threshold.
- Michael Arnold, Executive Director, pointed out that no proposals were received from SPA 6.

Motion: It was moved by Commissioner Ripston and seconded by Commissioner Morrison to approve the threshold evaluation results of the Independent Living Program (ILP) Request for Proposals (RFP).

Public Speaker(s): There were no public speakers.

Action: The motion passed unanimously.
3.0 Approve the threshold evaluation results and hear potential appeals of the Homeless Family Solutions System (HFSS) Request for Proposals (RFP).
Nancy Neilson, Funding Unit Manager, gave the report:

- Staff shared the results of the threshold evaluation process for the Homeless Family Solutions System (HFSS) Request for Proposals (ILP RFP) as shown in the provided presentation.
- There was discussion around the elements required to pass threshold and the new electronic process.
- The commissioners heard information about the appeal from TOTs and LAHSA’s response.

**Motion:** It was moved by Commissioner Morrison and seconded by Commissioner Ripston to approve the threshold evaluation results of the Homeless Family Solutions System (HFSS) Request for Proposals (RFP).

**Public Speaker(s):** There were no public speakers.

**Action:** The motion passed unanimously.

4.0 Review and approve 2014-15 Performance Targets.
Josh Decell, Outcomes Unit Manager, gave the report:

- Staff gave information on the 2014-15 Performance Targets as shown in the provided presentation.
- There was discussion around how to evaluate clients remaining in permanent supportive housing.
- Michael Arnold requested that approval of this item be continued next month so that community comments can be received.

**Public Speaker(s):** There were no public speakers.

5.0 Monthly report on Continuum of Care Program Performance.
Lisa Lubka, Program Performance Analyst, gave the report:

- Staff shared information on the Continuum of Care Program Performance as described in the provided presentation.
- 14 APRs were analyzed this month and performance targets were not met.
- There was discussion around the program performance achievements and areas that may be of concern.

**Public Speaker(s):** There were no public speakers.

6.0 Public Participation

**Public Speaker(s):** There were no public speakers.

Emily Williams, Director of Programs, Policy & Planning, shared that Jonni Miller and Josh Decell have been invited to do presentations at the 7th Annual Housing Institute. Jonni Miller also provided technical assistance to Chicago.

**Adjournment**
The meeting was adjourned at 9:50 a.m.
The Special meeting of Los Angeles Homeless Services Authority Commission Programs & Evaluation Committee held at 811 Wilshire Boulevard, Los Angeles, California was called to order at 2:19 p.m. by Commissioner Morrison.

**Attendance**

LAHSA Commissioners Present:
Kerry Morrison, Chair
Kelvin Sauls

LAHSA Commissioners Absent:
Ramona Ripston

LAHSA Staff:
Michael Arnold, Executive Director
Eileen Bryson, Board Liaison
Nancy Neilson, Funding Unit Manager
Emily Williams, Director of Policy, Planning and Programs

**Call to Order/Roll Call/Establishment of Quorum**

Roll was called and quorum was established at 2:19 p.m.

**1.0 Review and approve the quality evaluation results and hear potential appeals of the Independent Living Program (ILP) Request for Proposals (RFP). Authorize the Executive Director to enter into contracts as listed in the attachment. In the event that funding is reduced or not forthcoming, authorize the Executive Director to reduce the amount of compensation or the number of contracts.**

Nancy Neilson, Funding Unit Manager, gave the report:

- Staff explained the review process and scoring for the Independent Living Program (ILP) proposals, provided information on the appeals to the quality evaluation results and staff funding recommendation.
- There was a discussion around the funding available, the percentage allocated to each Service Planning Area (SPA) and the intention to release an RFP targeted to SPAs 6 and 8.
- Emily Williams, Director of Programs, Policy & Planning, explained the DCFS estimated foster youth need.
- Nancy Neilson shared that an appeal was submitted by PATH Gramercy, which contended that the program would have been funded based on score. Staff recommends that the appeal be denied if it is not withdrawn.

**Public Speaker:** Chris Callandrillo explained that the appeal was based on numbers released last Wednesday, but new numbers are in the Commission package and pointed out that the scores were adjusted after the appeal window closed. He requested a clearer process.

**Motion:** It was moved by Commissioner Sauls and seconded by Commissioner Morrison to approve the quality evaluation results of the Independent Living Program (ILP) Request for Proposals (RFP). Authorize the Executive Director to enter into contracts as listed in the attachment. In the event that funding is reduced or not forthcoming, authorize the Executive Director to reduce the amount of compensation or the number of contracts.

**Action:** The motion passed unanimously.
2.0 Review and approve the quality evaluation results and hear potential appeals of the Homeless Families Solutions System (HFSS) Request for Proposals (RFP). Authorize the Executive Director to enter into contracts as listed in the attachment. In the event that funding is reduced or not forthcoming, authorize the Executive Director to reduce the amount of compensation or the number of contracts.

Nancy Neilson, Funding Unit Manager, gave the report:

- Staff explained the background on the HFSS RFP, the process of reviewing and scoring the proposals submitted in response to the RFP, provided information on the agency appeals to the quality evaluation results and staff funding recommendations.
- Commissioner Morrison asked about how the funding distribution percentages were determined. Staff explained that the percentages were determined by looking at the homeless count numbers and the current demand at the existing FSCs.

Public Speaker: Ben Schirmer is concerned that an important subpopulation is being left out. The funding recommendations do not include any domestic violence agencies. Commissioner Morrison inquired about his agency’s collaboration with other agencies.

Public Speaker: Chris Callandrillo thanked the county, city and LAHSA staff for the collaborative work. He registered a concern that there are only 37 units for families in SPA 4.

Public Speaker: Tobi Quintiliani wondered if her agency received lower scores due to serving victims of domestic violence. She noted that there were unanswered questions around DV victims and funding for services to them.

Public Speaker: Debbie Nelson believed that this program discriminates against homeless victims of domestic violence, unfairly scored DV agencies, and does not provide equitable funding.

Public Speaker: Jan Cicco noticed that some SPAs have much lower percentages of funding and noted that there were agencies in SPA 3 that scored well and did not get funded. Commissioner Morrison asked if the group of agencies had collaborated to submit a coordinated proposal.

Commissioner Morrison asked staff to explain the decisions around the funding decision around domestic violence providers. Staff explained that the County makes funds available specifically for domestic violence programs but the funds provided under this RFP are not targeted for DV and have requirements that do not mesh with best practices around serving DV clients.

Michael Arnold, Executive Director, clarified the answer that was provided in the second set of answers regarding clients served by family agencies versus DV agencies and the domestic violence addendum to the RFP.

Emily Williams shared that other pools of funding are provided by the City and the County to serve victims of domestic violence.

Public Speaker: Tahia Hayslet explained that there were conversations and attempts at partnerships between agencies.

Public Speaker: Ben Schirmer shared that some of the discussion around DV funding is misleading and that funding for DV agencies has been shrinking. He thinks this network should be inclusive of all family populations. He also pointed out that collaboration was not a requirement in the RFP.

Emily Williams explained that collaboration was not a requirement but was strongly encouraged.

Nancy Neilson shared the following appeals and addressed the individual concerns:

- CHCADA appealed based on staff failing to move a proposal forward. Staff explained that the agency submitted two proposals and the scores were transposed.
- 1736 Family Crisis Center appealed based on a number of criteria, violation of law for serving DV victims, transparency concerns regarding phone calls, transparency and fairness in the RFP misinterpreting CalWORKs recommendations, discrimination against DV victims, and geographic diversity.
- Rainbow Services appealed the funding recommendation and on the basis that the process was not very clear.
- Weingart appealed based on the Q&A being posted on two separate dates and the award recommendation did not include medium term crisis housing on the scoring sheet. Staff explained that this line was included on the original scoring matrix but hidden. Because there were no funds available for medium term housing, displaying the line did not change the award amounts.
Staff recommended that the Committee approve the quality evaluation as it stands and authorize the Executive Director to enter into contracts with the indicated agencies.

Commissioner Morrison appreciates the work done by staff and all of the funding partners. She acknowledged the challenges faced by staff in responding to the agency Q&A. She noted the benefit and need for collaborations between agencies.

Commissioner Sauls heard that there were missteps and omissions and asked if these errors had not occurred, would that have changed the outcomes. He appreciated the acknowledgement of the errors and hoped that the process would be corrected in the future.

**Motion:** It was moved by Commissioner Sauls and seconded by Commissioner Morrison to approve the quality evaluation results of the Homeless Families Solutions System (HFSS) Request for Proposals (RFP). Authorize the Executive Director to enter into contracts as listed in the attachment. In the event that funding is reduced or not forthcoming, authorize the Executive Director to reduce the amount of compensation or the number of contracts.

**Action:** The motion passed unanimously.

### 3.0 Public Participation

**Public Speaker(s):** There were no public speakers.

**Adjournment**
The meeting was adjourned at 3:45 p.m.
BACKGROUND

2011-12 Ad Hoc Committee formed to assess the Winter Shelter Program and recommend changes moving forward.

The process identified hypothesis that with bed reservations, more intensive case management and service linkages, permanent housing placements could improve.

LAMP was chosen for the test...
PILOT PROGRAM DESIGN

Intensive 35 bed service-rich pilot program

- On site supportive services
- Linkages to external services during day-time hours
- Highly integrated program with stable housing opportunities
- Ability to leverage resources

Objective – Increase number of WSP participants placed in permanent housing

Let’s see how this happens…
PILOT PROGRAM ELEMENTS CHART

**Program Elements**

**SERVICE FLOW PLAN**
- Level 1 – In Take
- Level 2 – Enrollment
- Level 3 – Assessment
- Level 4 – Placement/Referrals

**Expanded Components**
(Added elements expanding regular WSP)
- Daytime case management or access to services during daytime hours,
- Full assessments
- Direct linkages (MOU agreements with housing services and local/county services providers)

**Program Components**
- 14 Hour Shelter Operation (between 5pm – 7am)
- Shelter bed
- Blanket
- 2 meals
- Showers
- Transportation (to/from shelter)

**Winter Shelter Program B:** Pilot Demonstration Project

**Winter Shelter Program A:** Hypothermia Prevention Program

**Program Type Flowchart**

**Optional Case Management**

**Expanded Program Components**
- Daytime case management services or access to services during daytime hours.
- Full Assessment
- Direct linkages (MOU agreements with housing services and local/county services providers)
PILOT PROGRAM SERVICES FLOWCHART

Program Elements

CLIENT

INTAKE
Assessment Screening Tool

ENROLLMENT

NEEDS ASSESSMENT

REFERRALS

SUCCESSFUL HOUSING OUTCOME

STABLE HOUSING

NEEDS ASSESSMENTS to REFERRALS

- Stable Housing
- Physical
- Medical
- Mental Health
- Substance Abuse
- Benefits
- Employment

All lead to successful housing outcomes

RAPID RE-HOUSING

DIVERSION

Low-Scoring Incentives to Housing

DMH

VA

DSN

TC

QSN - VETERANS SERVICES

EXTERNAL

CASE MANAGEMENT

DMH

DSN

VA

TC
OTHER DESIGN COMPONENTS

- Higher rate of funding - $30 per night for the pilot program vs. $25 in the regular program

- Service providers can increase case management

- The expectation is that comprehensive housing assessments completed in 48 hours of program entry will result in higher housing placement rates

Let’s see if higher housing placements happened...
PILOT PERFORMANCE TARGETS

95% average occupancy

75% of clients receive comprehensive assessment within 48 hours of program enrollment

75% of clients who receive comprehensive assessment will be linked to services

The pilot comprehensive assessment performance target is 50% higher than the normal WSP performance target. Linkages are to reflect 75% of the assessments.
PILOT PERFORMANCE TARGETS

10% of non-chronic clients will be placed into permanent housing.

20% of chronic clients will be placed into Permanent Supportive Housing.

100% of clients will be accurately entered into HMIS.

These are the same performance targets as the regular WSP target numbers.

Let’s see if we were able to reach these goals...
LAMP PILOT PROGRAM PERFORMANCE

The LAMP Pilot Program did not meet assessment and linkage targets until year 2; however they were able to meet the target for placing chronically homeless individuals into permanent supportive housing in the first year, declining in the 2nd year. LAMP staff indicated that the 2nd year declination in permanent supportive housing placement is a result of the limited time of the Winter Shelter Program.
## PERFORMANCE OF LAMP Pilot Program vs. WSP 2014 Regular Program

<table>
<thead>
<tr>
<th>Category</th>
<th>2014</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of individuals served</td>
<td>55</td>
<td>9,541</td>
</tr>
<tr>
<td>Completed a comprehensive needs assessment within 48 hours</td>
<td>87%</td>
<td>3%</td>
</tr>
<tr>
<td>Linked to services addressing housing and disabling condition barriers</td>
<td>98%</td>
<td>29%</td>
</tr>
<tr>
<td>Participants exiting to stable housing</td>
<td>9%</td>
<td>1%</td>
</tr>
<tr>
<td>Participants exiting to temporary housing</td>
<td>38%</td>
<td>2%</td>
</tr>
<tr>
<td>Non-chronically homeless exiting to stable housing</td>
<td>17%</td>
<td>1%</td>
</tr>
<tr>
<td>Chronically homeless participants exiting to permanent supportive housing</td>
<td>5%</td>
<td>0%</td>
</tr>
<tr>
<td>Chronically homeless participants exiting to other destinations</td>
<td>5%</td>
<td>0%</td>
</tr>
</tbody>
</table>

The LAMP Pilot Program exceeded the percentages of the regular Winter Shelter Program numbers in every category especially in the number of individuals exiting to housing locations.
The hard number comparisons give us a clear picture of how many individuals were placed in the LAMP Pilot program vs the average number persons placed in the regular Winter Shelter Program. There is clearly a greater success in housing placement of chronically homeless individual in the LAMP Program over the regular Winter Shelter Program.

<table>
<thead>
<tr>
<th>Performance Target Description</th>
<th>LAMP 2013</th>
<th>LAMP 2014</th>
<th>WSP 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of individuals served</td>
<td>56</td>
<td>55</td>
<td>9,541</td>
</tr>
<tr>
<td>Complete a comprehensive needs assessment within 48 hours.</td>
<td>4</td>
<td>48</td>
<td>325</td>
</tr>
<tr>
<td>Linked to address housing and disabling condition barriers.</td>
<td>0</td>
<td>48</td>
<td>98</td>
</tr>
<tr>
<td>Participants will exit into stable housing.</td>
<td>10</td>
<td>5</td>
<td>90</td>
</tr>
<tr>
<td>Participants will exit into temporary housing.</td>
<td>36</td>
<td>16</td>
<td>186</td>
</tr>
<tr>
<td>Non-chronically homeless will exit into stable housing.</td>
<td>2</td>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>Chronically homeless participants will exit into permanent supportive housing.</td>
<td>8</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Chronically homeless participants exiting to permanent housing.</td>
<td>8</td>
<td>2</td>
<td>15</td>
</tr>
</tbody>
</table>
## LAMP PILOT PROGRAM ~ Goal: Improve Housing Placements

1. The LAMP Pilot Program served 56 chronically homeless individuals. No linkages to services were made during the first year of the program, however, linkages came the following year. LAMP and the data conclude that it takes time to move this population into services.

2. On an average, chronically homeless individuals were housed more frequently in the LAMP Pilot Program than in the regular Winter Shelter Program.

3. The data indicates that on an average, all categories of homeless individuals exited to housing locations more frequently in the LAMP Pilot Program than in the regular Winter Shelter Program.

4. Based on the data, the LAMP Pilot Program was successful in achieving the goal of improving housing placements. The increase in funding yielded an increase in housing placements.

### RECOMMENDATION:  
It is recommended to increase funding from $25.00 per bed to $30.00 per bed for particular programs with the capacity to maximize the increase in funding. This report indicates that an increase in case management and assessments will ultimately, increase housing placements.
2014 Request for Information (RFI)

Los Angeles Continuum of Care Transfer of Funds Opportunity:
Serving Transitional Age Youth in Scattered Site
(CoC TH-TAY)s

RFI Release Date: Friday June 20, 2014
RFI Deadline: Monday June 30, 2014 at 3 PM
(Pacific Daylight Time)
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VII. PROGRAM INFORMATION ......................................................................................................... 11
I. INTRODUCTION

The Los Angeles Homeless Services Authority (LAHSA) is seeking to identify new project sub-recipients to operate existing scattered site transitional housing projects for transition age youth (TAY) under HUD’s Continuum of Care (CoC) program.

Historically, the Los Angeles County Department of Children and Family Services (DCFS) has been the sub-recipient operator of ten (10) CoC funded transitional housing projects for TAY in scattered site apartments throughout the County. DCFS staff has, for the life of the grants, acted as operators and case managers for these grants.

As community partnership and inter-agency engagement become the cornerstones to forming homeless systems, DCFS has expressed a belief that community agencies might be best positioned to meet the needs of TAY in a homeless system for youth. DCFS has chosen to transfer these funds back to the CoC for the purpose of transference to community providers. Two (2) of the ten (10) grants have specific lease agreements in place and DCFS has requested that these be sole-sourced to the current service provider. For the remaining eight grants LAHSA and DCFS are seeking to support the best possible outcomes for homeless, former foster youth in these existing scattered site units.

LAHSA is conducting a Request for Information to find agencies experienced in serving transition aged youth with the ability to accept the transfer of HUD CoC Transitional Housing projects currently in place. Qualified nonprofit providers will have experience in the provision of transitional housing and services to homeless, former foster youth between the ages of 18 and 24. This includes individuals and / or parenting youth. These projects are to provide up to twenty-four (24) months of transitional housing and supportive services to homeless youth who are former dependents of the Los Angeles County Foster Care or Probation Systems. Each project requires the provision of youth centered supportive services which are designed to enable youth to obtain the emotional stability, life skills, education, and income to live independently in stable housing.

II. 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.
III. REQUIREMENTS FOR RFI

A. Request For Information Form

Agency Information

Legal Name of Agency: __________________________________________________________

Executive Director: ____________________________________________________________

Executive Director E-Mail: ______________________________________________________

Executive Board Chair: _________________________________________________________

Agency Address: ______________________________________________________________

City: _______________________________ Zip: ____________________________

Agency Telephone: ____________________________________________________________

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: _________________________________________________

Contact Person for Proposal (If diff. from Authorized Rep.)

Contact Person* / Title

Contact Person Telephone: _____________________________________________________

Contact Person E-Mail: ________________________________________________________

*This must be the person who is most knowledgeable about this proposal and able to respond to any questions regarding this proposal. This is the person LAHSA will contact regarding this RFI.
Fiscal & Accounting Representative

Fiscal Rep./Title: 

Fiscal Rep. Telephone: 

Fiscal Rep. E-Mail: 

Homeless Management Information Systems (HMIS) Contact

HMIS Contact/Title: 

HMIS Contact E-Mail: 

B. Indicate Grant Funds Requested

Identify Grant Name and Number Applying For

Grant Name: 

Grant Number: 

- The list of available grant / fund opportunities is on the following pages. If there is more than one grant your agency is interested in you may cut and paste additional lines in place as needed.

- Please remember that the funding is offered “as is” and cannot be broken up or combined at this time.
C. Funding Available

Recent CoC awards have broken funds into two tiers, with Tier 1 being awarded first and Tier 2 being awarded only if funds are available. As of this date, it is unknown if projects in Tier 2 will be funded.

1. Table Tier 1

<table>
<thead>
<tr>
<th>Tier 1 Grants - Conditionally awarded 4/8/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Planning Area(s)</td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>LAHSA</td>
</tr>
<tr>
<td>LAHSA</td>
</tr>
<tr>
<td>LAHSA</td>
</tr>
</tbody>
</table>

Tier 1 Total $853,673
## 2. Table Tier 2

<table>
<thead>
<tr>
<th>Service Planning Area[s]</th>
<th># of Beds</th>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Grant Number</th>
<th>Start Date</th>
<th>Annual Leasing</th>
<th>Supportive Services</th>
<th>Operating Admin.</th>
<th>Annual CoC Program Total</th>
<th>Required Match</th>
<th>Total Program and Match (minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>THP for Homeless Young</td>
<td>3 &amp; 8</td>
<td>LAHSA</td>
<td>People - CA7020 Transitional Housing</td>
<td>CA05001L00D001205</td>
<td>4/1/2014</td>
<td>$35,218</td>
<td>$116,385</td>
<td>$109,796</td>
<td>$18,229</td>
<td>$279,628</td>
<td>$61,103</td>
</tr>
<tr>
<td>Program for Homeless Young</td>
<td>8</td>
<td>LAHSA</td>
<td>People (1) Transitional Housing</td>
<td>CA05100L00D001205</td>
<td>4/1/2014</td>
<td>$51,184</td>
<td>$74,940</td>
<td>$43,721</td>
<td>$11,790</td>
<td>$181,635</td>
<td>$32,613</td>
</tr>
<tr>
<td>Program for Homeless Young</td>
<td>1</td>
<td>LAHSA</td>
<td>People (5) THP for Homeless Young</td>
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<td>$4,200</td>
<td>$1,544</td>
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<td>$2,388</td>
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<td>LAHSA</td>
<td>People - CA7190 THP for Homeless Young</td>
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<td>8 &amp; 7</td>
<td>LAHSA</td>
<td>People - CA7403</td>
<td>CA05021L00D001205</td>
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**Tier 2 Total**

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<tr>
<td><strong>Total</strong></td>
<td>$1,079,457</td>
</tr>
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</table>
IV. CONDITIONS OF FUNDS

A. Fund Requirements

1. The target population for these projects is homeless, former foster youth who are 18 to 24 years of age.
2. The Homeless definition used can be found at: https://www.onecpd.info/homelessness-assistance/hearth-act/
3. LAHSA is seeking to select new project sub-recipients for the eight (8) CoC funded transitional housing projects being transferred to the CoC by DCFS.
4. All agencies should be aware that:
   a) Three (3) of the eight (8) projects have been renewed under Tier 1 of the 2013 Super NOFA.
   b) An additional five (5) projects were listed in Tier 2 of the 2013 SNOFA.
   c) It is unknown at this time if these additional five (5) projects will be funded by HUD.
   d) Transfer of funding for the 5 Tier 2 projects will be contingent upon the availability of HUD funding.
5. All CoC Program grants and sub-recipient contracts agreements have a match requirement of 25% on all costs except leasing.
6. Agencies selected to receive funding under this opportunity must operate the project(s) according to the Interim Regulations established by HUD for the Continuum of Care Program and the FY2013 – FY2014 NOFA.
7. The scattered housing used in these grants is a combination of market rate units and units developed with funding from the County of Los Angeles. Units developed with County funds must be maintained for use as transitional housing for TAY and respondents to the FUNDING OPPORTUNITY may be required to utilize one or more of these units if selected.
8. Agencies selected for funding under this FUNDING OPPORTUNITY will be required to serve youth currently participating in the DCFS transitional housing programs if the youth wishes to continue in the program.
9. Agencies planning to respond to this FUNDING OPPORTUNITY must first complete LAHSA’s RFQ registration and document upload process.
10. Respondents to this FUNDING OPPORTUNITY will be required to provide written responses to a set of published questions that will demonstrate their qualifications and experience in providing the required housing and services to homeless transition age youth and a detailed budget and budget justification for the project.
11. The DUE DATE IS Monday, June 30, 2014 at 3:00pm.
B. Completion of Request for Qualification Process

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

1. The RFQ process is a three step process which ensures that an agency is established and can meet the needs of the diverse funders and their various regulations.
   a. Step one involves completing the on-line RFQ form and pushing the “submit” button.
   b. This automatically begins step two in which LAHSAs IT staff generates a web-based FileShare account which your agency confirms with IT.
   c. Step three is the last step, and is when the agency uploads their core documents into each of the file folders in FileSHare.
2. Core documents are listed at www.lahsa.org on the Funding page and also as an attachment in this document.
3. If you have already completed the RFQ for a recent proposal, you will simply certify that your documents uploaded in FileShare are current.

V. RFI SUBMISSION

A. Agencies must submit an RFI and indicate the grant in which they are interested. An agency may indicate an interest in multiple funding opportunities on one RFI.
B. All RFI’s must be received by FileShare, no later than 3:00 PM (Pacific Daylight Time), Monday, June 30, 2014. RFI’s will not be accepted via facsimile.
C. If an agency does not have an established FileShare account and is able to demonstrate current and active non-profit status they may contact the Funding Manager and make alternate submissions arrangements.
D. RFI’s received after 3:00 PM (Pacific Daylight Time) on Monday, June 30, 2014, may be returned without review.
VI. CORE RFQ DOCUMENT LIST

I. Core RFQ Document List

CORE DOCUMENTS

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)
- 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)
- 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)
### VII. PROGRAM INFORMATION

<table>
<thead>
<tr>
<th>Program Questions</th>
<th>Word Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Please provide a brief description of the program design that you will implement to ensure the provision of the housing and supportive services required under these CoC projects (as outlined in the Sample Statement of Work in Attachment ___)</td>
<td></td>
</tr>
<tr>
<td>Please address the following program elements in your description:</td>
<td>500 words</td>
</tr>
<tr>
<td>a) Eligibility Criteria</td>
<td></td>
</tr>
<tr>
<td>b) Model of Service Delivery</td>
<td></td>
</tr>
<tr>
<td>c) Plan for transitioning youth in these existing grants into your program. Be sure to detail all of your outreach efforts</td>
<td></td>
</tr>
<tr>
<td>d) Describe the plan for the provision of crisis intervention services for youth.</td>
<td></td>
</tr>
</tbody>
</table>

| **2.** Please describe your agency’s plan for the management of the existing scattered site housing units including: | 1000 words |
| a) Developing and maintaining relationships with landlords                           |            |
| b) Turnover of units and plans to maintain occupancy                                |            |
| c) Potential negative behavior of participants and plans for damage to leased units. |            |
2014 Request for Information (RFI)

2014 Independent Living Program (ILP) for SPAs 6 and 8

RFI Release Date: Friday June 20, 2014
RFI Deadline: Monday June 30, 2014 at 3 PM
(Pacific Daylight Time)
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I. INTRODUCTION

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

Up to thirty percent (30%) of each year’s allocation may be used for housing assistance to former foster youth at least 18 and not yet 21 years of age. The purpose of this Request for Information (RFI) is to seek agencies who can fund programs specifically for SPA six (6) and SPA eight (8). The most recently conducted RFP did not result in providers in these two SPAs, yet data shows a clear need for services in these areas.

LAHSA is conducting a Request for Information to find agencies experienced in serving the housing needs of former foster youth moving toward independence and self-sufficiency in SPA 6 and SPA 8.

Eligible uses of funds include supportive services, operating costs, and administrative costs incurred by programs providing transitional housing to former foster youth.

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

II. ELIGIBLE PERSONS AND AREAS SERVED

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

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

A. Request For Information Form

Agency Information

Legal Name of Agency: ___________________________________________________________

Executive Director: ___________________________________________________________

Executive Director E-Mail: _______________________________________________________

Executive Board Chair: _________________________________________________________

Agency Address: _______________________________________________________________

City: ___________________________ Zip: ___________________________

Agency Telephone: _______________________________ ____________________________

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: ____________________________________________________

Contact Person for Proposal (If diff. from Authorized Rep.)

Contact Person* / Title __________________________________________________________

Contact Person Telephone: _______________________________________________________

Contact Person E-Mail: ___________________________________________________________

*This must be the person who is most knowledgeable about this proposal and able to respond to any questions regarding this proposal. This is the person LAHSA will contact regarding this RFI.
**Fiscal & Accounting Representative**

Fiscal Rep./Title: 

Fiscal Rep. Telephone: 

Fiscal Rep. E-Mail: 

**Homeless Management Information Systems (HMIS) Contact**

HMIS Contact/Title: 

HMIS Contact E-Mail: 

**B. Indicate SPA and Funds Requested**

Identify SPA area interested in

*SPA:*

*Fund Amount:*

- *The list of available funds is on the following page. If there is more than one fund opportunity your agency is interested in you may cut and paste additional lines in place as needed.*

- *Please remember that the funding is offered in SPA 6 and 8 only, in the amounts indicated.*
## C. Funding Available – SPAs 6 and 8 only

<table>
<thead>
<tr>
<th>SPA</th>
<th>Beds Requested</th>
<th>Beds Funded</th>
<th>Kids Funded</th>
<th>Total Requested</th>
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<tr>
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<td>15</td>
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<td>SPA 2</td>
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<td>358,000</td>
</tr>
<tr>
<td>SPA 8</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>180,000</td>
</tr>
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</table>

**Totals**

- Beds: 148
- Kids: 148
- Total: 1,801,220

**Recommended Awards by SPA**

<table>
<thead>
<tr>
<th>SPA 1</th>
<th>SPA 2</th>
<th>SPA 3</th>
<th>SPA 4</th>
<th>SPA 5</th>
<th>SPA 6</th>
<th>SPA 7</th>
<th>SPA 8</th>
<th>SPA 9</th>
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**Set Aside**

- SPA 6: 17
- SPA 7: 28
- SPA 8: 15

**Totals after Set Aside**

- Beds: 180,000
- Kids: 180,000
- Total: 1,801,220

**Funding Distribution**

- SPA 1: 12%
- SPA 2: 15%
- SPA 3: 15%
- SPA 4: 17%
- SPA 5: 16%
- SPA 6: 9%
- SPA 7: 15%
- SPA 8: 15%

**Prior Year Funding by SPA**

- SPA 1: 460,320
- SPA 2: 473,015
- SPA 3: 512,000
- SPA 4: 230,797
- SPA 5: 245,405
- SPA 6: 113,889
- SPA 7: 1,847,578
- SPA 8: 1,847,578

**Distribution Ratio**

- SPA 1: 25%
- SPA 2: 26%
- SPA 3: 17%
- SPA 4: 12%
- SPA 5: 8%
- SPA 6: 0%
- SPA 7: 100%
D. SPA 6 Funds

SPA 6 set aside funds - $180,000
Number of ILP Served - Seventeen ILP are anticipated to be served
Minimum per program – Six

E. SPA 8 Funds

SPA 8 set aside funds - $160,000
Number of ILP Served - Fifteen ILP are anticipated to be served
Minimum per program – Six
V. CONDITIONS OF FUNDS

A. Fund Requirements

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

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

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

1. Providing intake services to determine whether a resident youth is eligible to receive housing and services in a transitional housing program. This includes the verification of eligible former foster youth status.

2. Providing a comprehensive assessment of each resident youth’s medical, physical, mental, psychosocial, and emotional health; substance abuse, domestic violence, education, and employment history; housing readiness; and legal and financial strengths and needs. On the basis of this assessment, the case manager, together with the resident youth, will develop an Individualized Service Plan (ISP) that identifies priorities, desired outcomes, and the strategies and resources to be used in attaining the outcomes.

3. Providing case management services. The goal of case management is to assist resident youth in addressing their issues by providing quality services in the most efficient and effective manner. Case management services are youth-centered activities that maximize the resident youth’s physical, social, and economic well-being and assist him/her in living independently. Case management staff should possess relevant education, skills, and/or experience to assist resident youths in assessing their needs and achieving their goals. Former foster youth and their case managers will address each issue identified in their ISP, ensuring that at the time of their “graduation” from transitional housing, former foster youth are stable enough to move to the next level where their long-term goals may be addressed. Case managers together with the former foster youth must develop a “next step” plan for those who graduate from the program.

4. Providing on-going structured independent living skills training, including but not limited to, budget planning, money management (including basic tax information), meal planning and preparation, maintenance of one’s own living unit, and accessing resources. Independent living skills training must be provided in a group setting and on
a one-on-one setting with each individual. Agencies must demonstrate and document the increased living skills achieved by each participant.

5. Providing job readiness and/or increased skills to improve the former foster youth’s financial situation in order to increase his/her ability to live independently.

6. Establishment and management of a savings account within three months of entry within the program. The resident youth shall be required to save a portion of his/her income for future moving expenses, which will be available to him/her when exiting the program.

7. Assisting resident youths with housing readiness and placement to assist former foster youth with all the tasks involved in locating, obtaining, moving into, and maintaining decent, safe, and sanitary housing. Services include developing, preparing and training youths in searching for, securing, and maintaining their own housing and developing relationships with landlords and property managers. Former foster youths must also be trained in dealing with landlord-tenant issues.

8. Providing 24-hour staffing, either on-site or on-call. On-site staffing where feasible is strongly encouraged.

9. Ensuring that all resident youths are provided with breakfast and dinner meals. The only exception to this requirement is if the transitional housing is configured in separate apartments with private kitchens or individual rooms with large shared kitchens (SRO style). In these types of programs, youths may be responsible for planning and preparing their own meals and purchasing a portion of their own food only if this is a managed life skills enhancement component of the program. In such situations, the program must also provide specific life skills training in nutrition, food budgeting, meal planning and preparation. Additionally, Provider staff must ensure that each resident youth has access to sufficient food resources. All meals, whether provided by the program or prepared by the former foster youth, must be complete and nutritionally adequate. Furthermore, agencies must not require foster youth served under this program to surrender food stamps in exchange for meals or other services.

10. Establishing a policy for supportive services fees, if applicable. In the event agencies charge former foster youth supportive services fees, agencies must ensure that the activities for which fees are being assessed are actual supportive services and not costs associated with the operation of the facility (e.g., landscaping, security, or janitorial services). Supportive services fees are separate from rent fees and must be charged separately. In addition, the cost of providing the supportive service must be incurred by the Proposer and not be reimbursed from other funding sources. If supportive services fees are charged to participants, the following written documentation must be kept in program files: (1) the fee charged each participant and how the fee was calculated; (2) the participant’s written acknowledgement of the cost; (3) the actual cost of providing the supportive service and the method used in determining the cost; (4) a determination that the fee charged each participant is reasonable based on the level of service received; and documentation showing how the combination of rent and/or supportive service does not hinder the participant’s recovery to self-sufficiency.

11. Establishing a policy for rent fees, if applicable. Agencies are not required to charge participants any rent. However, if rent fees are charged, agencies must clearly define standards of charging participants for rent and specify that the charge is for the rental of the housing unit in a Transitional Housing Rental Agreement. The combined total of rent and supportive services fees charged to each client cannot exceed the higher of 30% of the monthly adjusted income or 10% of the monthly gross income. If Proposer
is unable to enforce the above policies due to financial limitations, LAHSA will review fees on a case-by-case basis. If rent fees are charged to participants, the following written documentation must be kept in the files: i) LAHSA’s standard rent calculation form (provided with contract for funding); ii) the participant’s written acknowledgement of the cost; iii) documentation showing how the combination of rent and/or supportive service fee does not hinder the participant’s recovery to self-sufficiency. Agencies shall refund a minimum of 75% of the total rent and supportive service fees collected to each client upon exit from the program.

12. Maintaining policies and procedures for promptly and appropriately responding to mental health crises and issues, including procedures that ensure resident youths’ ability to remain in the program and receive appropriate referrals for treatment and services. Staff should have experience in understanding the conditions surrounding a psychiatric emergency or de-compensation, the knowledge of the necessary assistance to help and support the resident youth at the time of the crisis, and the ability to provide that assistance or contact the appropriate entity to provide that assistance.

13. Maintaining policies and procedures for drug and/or alcohol use, including procedures that ensure resident youths’ ability to remain in the program and receive appropriate referrals for treatment and services.

14. Maintaining policies and procedures for protecting the privacy and confidentiality of resident youth.

15. Maintaining policies and procedures for ensuring the safety and security of staff and resident youth, including policies addressing violence and the sale and use of substances.

16. Defining and maintaining policies regarding length of stay.

17. Maintaining grievance procedures.

18. Providing housing facilities that include, at a minimum: (1) housing that is clean, safe, and comfortable, with adequate lighting, heating, toilet and bath facilities; (2) an individual bed and linens for each resident youth; (3) access to food and cooking facilities; (4) laundry facilities; (5) an accessible, working telephone; (6) and basic furnishings provided in the housing unit. All bedrooms and bathrooms must be for single-sex use only.

19. Providing housing facilities that are within a reasonable proximity to neighborhood amenities. Neighborhood amenities include educational facilities, parks, health care facilities, public transportation, community services, grocery stores, shopping centers, and facilities essential to resident youths’ case management, employment, and social services needs.

20. Ensuring that all housing facilities are in good repair, free of leaks, and provide adequate heat and ventilation. Housing facilities must meet all local building, health, and safety standards.

21. Ensuring that program participants sign a housing contract that clearly states the transitional housing program’s rules, including but not limited to ILP guidelines, program violation warnings and termination procedures.

22. Submitting to DCFS, Probation, and LAHSA all required program reports in a timely manner.

23. Ensuring timely expenditure of grant funds. Funds not utilized in a timely manner are subject to recapture.

24. The DUE DATE IS Monday, June 30, 2014 at 3:00pm.
B. **Completion of Request for Qualification Process**

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

1. The RFQ process is a three step process which ensures that an agency is established and can meet the needs of the diverse funders and their various regulations.
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3. If you have already completed the RFQ for a recent proposal, you will simply certify that your documents uploaded in FileShare are current.

VI. **RFI SUBMISSION**

A. Agencies must submit an RFI and indicate the grant in which they are interested. An agency may indicate an interest in multiple funding opportunities on one RFI.

B. All RFI’s must be received by FileShare, no later than **3:00 PM (Pacific Daylight Time), Monday, June 30, 2014**. RFI’s will **not** be accepted via facsimile.

C. If an agency does not have an established FileShare account and is able to demonstrate current and active non-profit status they may contact the Funding Manager and make alternate submissions arrangements.

D. RFI’s received after 3:00 PM (Pacific Daylight Time) on Monday, June 30, 2014, may be returned without review.
VII. CORE RFQ DOCUMENT LIST

CORE DOCUMENTS

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- 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)
VIII. PROGRAM INFORMATION

Program Questions

1. Please provide a brief description of the program design that you will implement to ensure the provision of the housing and supportive services required under these CoC projects (as outlined in the Sample Statement of Work in Attachment ___)

Please address the following program elements in your description:

- a) Eligibility Criteria
- b) Model of Service Delivery
- c) Plan for transitioning youth in these existing grants into your program. Be sure to detail all of your outreach efforts
- d) Describe the plan for the provision of crisis intervention services for youth.

2. Please describe your agency’s plan for the management of the existing scattered site housing units including:

- a) Developing and maintaining relationships with landlords
- b) Turnover of units and plans to maintain occupancy
- c) Potential negative behavior of participants and plans for damage to leased units.
REQUEST FOR INFORMATION (RFI)

2015 GREATER LOS ANGELES HOMELESS COUNT

Release Date: Friday June 20, 2014

Submission Due Date: 3:00 p.m. PDT, Thursday, July 7, 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, for a total homeless population of 57,737 across Los Angeles County.

Through LAHSA, funding, program design, outcomes assessment and technical assistance is provided to non-profit partner agencies who 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 Homeless Count) within 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 a

5. 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>Table A: LA Continuum Sub-Regions</th>
<th>2015 Homeless Count – Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Area</td>
<td>Census Tracts Total</td>
</tr>
<tr>
<td>Sample Continuum (example)</td>
<td>1271</td>
</tr>
<tr>
<td>Los Angeles Continuum</td>
<td></td>
</tr>
<tr>
<td>Service Planning Area (SPA)</td>
<td></td>
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<tr>
<td>- SPA 1</td>
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<td>- SPA 2</td>
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<td>- SPA 3</td>
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<td>- SPA 5</td>
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<td>- SPA 7</td>
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<td>- SPA 8</td>
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<td>L.A. County Supervisory District</td>
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<td>- District One</td>
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<td>- District Two</td>
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<td>- District Three</td>
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<tr>
<td>- District Four</td>
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<td>- District Five</td>
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<tr>
<td>City of Los Angeles</td>
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<td>- Council District 1</td>
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<td>- Council District 2</td>
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<td>- Council District 14</td>
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<tr>
<td>- Council District 15</td>
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</tbody>
</table>

*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. Identify how data collected via the PIT App will be incorporated into the final data analysis, if applicable pending pilot testing of the App.
HUD is also providing a mobile PIT application that CoCs can use in counting unsheltered homeless persons. 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 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
For a sample list of tables by region, visit www.lahsa.org/homelesscount_results.asp
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 Homeless 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>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 24, 2014</td>
</tr>
<tr>
<td>Question Response posted on-line</td>
<td>July 7, 2014</td>
</tr>
<tr>
<td>RFI Due</td>
<td>July 7, 2014</td>
</tr>
<tr>
<td>Initial funding allocations to LAHSA Brown Act Specialist</td>
<td>July 10, 2014</td>
</tr>
<tr>
<td>Additional information requests sent to agencies as needed</td>
<td>July 10, 2014</td>
</tr>
<tr>
<td>Finalize potential allocation</td>
<td>July 14, 2014</td>
</tr>
<tr>
<td>Present recommendation to P and E</td>
<td>July 18, 2014</td>
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<tr>
<td>Notification &amp; web posting of proposed provider and bid choice</td>
<td>July 21, 2014</td>
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<tr>
<td>Recommendation to full Commission</td>
<td>July 22, 2014</td>
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<tr>
<td>Fund Notification</td>
<td>July 28, 2014</td>
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<tr>
<td>Contract Start Date</td>
<td>August 1, 2014</td>
</tr>
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</table>

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 24, 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 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

RFI s 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 7, 2014. The cover letter must be signed by an authorized signatory. Submissions to this RFI received after 3:00 p.m. on July 7, 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 LAHSAs 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>
<tbody>
<tr>
<td>Statement of Qualifications - Organization and Project Director Qualifications (Refer to Section II – RFI Specification, C – Eligible Proposers)</td>
<td>Evaluation criteria includes but is not limited to:</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>1) The organization’s experience in:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Providing similar services in the public or private sector;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Understanding and working knowledge of the homeless populations;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Understanding and knowledge of continuums of care and homeless delivery systems;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Developing a methodology for statistical analysis for large amounts of data; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Publishing professional reports.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2) The Project Director’s experience in:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Presenting complex concepts and information;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Planning and managing projects of similar caliber size and difficulty;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Developing population estimates, including but not limited to developing the methodology for statistical analysis for population estimates; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Conducting population enumerations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) Quality of References</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4) Ability to complete work</td>
<td></td>
</tr>
<tr>
<td>Scope of Work (Refer to Section II – RFI)</td>
<td>The RFI will be evaluated on how well it addresses the following:</td>
<td>40%</td>
</tr>
</tbody>
</table>
| Specifications, B- Scope of Work | • 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. |
|----------------------------------|----------------------------------------------------------------------------------|
| 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 RFQ DOCUMENT LIST

CORE DOCUMENTS

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 diff. from Authorized Rep.)

CONTACT PERSON* / TITLE: ____________________________________________________

CONTACT PERSON TELEPHONE: ______________________________________________

CONTACT PERSON E-MAIL: ____________________________________________________

D. Fiscal & Accounting Representative

FISCAL REP./TITLE: ___________________________________________________________

FISCAL REP. TELEPHONE: ____________________________________________________

FISCAL REP. E-MAIL: _________________________________________________________
## VI. Attachment 2

<table>
<thead>
<tr>
<th>Items</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Cover Letter</strong></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><strong>2. Statement of Qualifications</strong></td>
<td>1 – 1.5 pages</td>
</tr>
</tbody>
</table>
| Clearly delineate, in a narrative, your organizations as well as the Project Director’s and staffs’ qualifications to successfully complete this project. Describe the organization’s: (1) demonstrated experience in providing similar services in the public or private sector; (2) substantial understanding and working knowledge of homeless populations; (3) working knowledge of HUD definitions, requirements, and regulations; (4) demonstrated experience in statistical methodology development and analyses; and (5) ability to prepare a final report of professional and publishable quality. Describe the Project Director’s experience in: (1) presenting complex concepts and information; (2) planning and managing projects of similar components; (3) developing and conducting community surveys; (4) conducting population enumerations; and (5) developing population estimates. Refer to Eligible Proposers – Page 10 of this document – for a detailed description of qualifications required. Attach in an appendix the resumes for all key team members. Additionally, submit the following:  
  - 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  
  - 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. | |
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 at Chapel Hill (UNC) 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 and 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.

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 estimated
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
Exhibit IV – Map of Los Angeles City Council Districts

### 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>
</tr>
<tr>
<td>2</td>
<td>Paul Krekorian</td>
</tr>
<tr>
<td>3</td>
<td>Bob Blumenfeld</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>

Los Angeles Homeless Services Authority Policy & Planning Department
April 2014

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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>Mart 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>
</tr>
</tbody>
</table>
XII. Exhibit VI – HUD Mandated Tables

(2014 Sample to Be Added)

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.
XIII. Exhibit VIII – 2013 Demographic Survey

1. What is your name?
First Name __________________ Last Name __________________

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

   M / M / YYYY

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

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

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

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

   What? ______________________

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

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

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

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

8c. What is your discharge status?
   ○ Honorable
   ○ Less than Honorable
   ○ General
   ○ Medical
   ○ Dishonorable
   ○ Still on Active Duty
   ○ 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
15. Over the last year, did you spend any nights outside, in a tent?
   - Yes
   - No → **GO TO QUESTION 16**

15a. The last time you stayed in a tent, how many adults 18 or older stayed with you, including yourself?
   - 1
   - 2
   - 3
   - More than 3 → How many? _____

15b. The last time you stayed in a tent, how many children under 18 stayed with you?
   - 0 → **GO TO QUESTION 16**
   - 1
   - 2
   - 3
   - More than 3 → How many? _____

15c. How many of those adults did not have children with them when they stayed in the tent?
   - 0
   - 1
   - 2
   - 3
   - More than 3 → How many? _____

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.
   - 0
   - 1
   - 2
   - 3
   - More than 3 → How many? _____

16. Over the last year, did you spend any nights outside, in a make-shift shelter?
   - Yes
   - No → **GO TO QUESTION 17**

16a. The last time you stayed in the make-shift shelter, how many adults 18 or older stayed with you, including yourself?
   - 1
   - 2
   - 3
   - More than 3 → How many? _____

16b. The last time you stayed in the make-shift shelter, how many children under 18 stayed with you?
   - 0 → **GO TO QUESTION 17**
   - 1
   - 2
   - 3
   - More than 3 → How many? _____

16c. How many of those adults did not have children with them when they stayed in the make-shift shelter?
   - 0
   - 1
   - 2
   - 3
   - More than 3 → How many? _____

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.
   - 0
   - 1
   - 2
   - 3
   - More than 3 → How many? _____
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 an 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

   What?

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**

<table>
<thead>
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<th>Date</th>
<th>Time</th>
<th>Interviewer ID</th>
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<tbody>
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<td>SPA 6</td>
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<td>SPA 3</td>
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<tr>
<td>SPA 4</td>
<td>SPA 8</td>
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</table>
To: LAHSA Programs and Evaluations Committee

From: Joshua Decell, Outcomes Unit Manager

Date: June 20, 2014

CC: Mike Arnold, Executive Director
    Emily Williams, Director of Program, Policy, and Planning

Re: 2014-2015 LAHSA Performance Targets

Continuum of Care (CoC) Program - HUD

Permanent Supportive Housing Projects

- 80% of households remain in permanent housing or exit to other permanent housing (HUD)
- 20% of adults increase income through employment (HUD)
- 54% of adults increase income through sources other than employment (HUD)
- 56% of adults increase non-cash benefits (HUD)
- 75% of new residents are chronically homeless or referred by HFSS (LAHSA)
- 95% of households do not return to homelessness (LAHSA)
- 95% Bed Utilization (LAHSA)
- 95% HMIS Data Quality (LAHSA)

Transitional Housing Projects

- 80% of households exit to permanent housing (HUD)
- 20% of adults increase income through employment (HUD)
- 54% of adults increase income through sources other than employment (HUD)
- 56% of adults increase non-cash benefits (HUD)
- 10% reduction in average length of stay, compared to last year (LAHSA)\(^i\)
- 90% of households that exit to permanent housing do not re-enter crisis housing within 2 years (LAHSA)\(^ii\)
- 95% Bed Utilization (LAHSA)
- 95% HMIS Data Quality (LAHSA)

Supportive Services Only Projects (Access Center/Street Outreach)

- 65% of households exit to permanent housing, transitional housing, emergency shelter, or safe haven (HUD)
- 25% of households exit to permanent housing (LAHSA)
- 35% of participants linked to condition-specific services (HUD)
- 95% HMIS Data Quality (LAHSA)
Supportive Services Only Projects (Other)

80% of households exit to permanent housing (HUD)
20% of adult increase income through employment (HUD)
54% of adults increase income through sources other than employment (HUD)
56% of adults increase non-cash benefits (HUD)
95% HMIS Data Quality (LAHSA)

Safe Haven Projects

80% of households exit to permanent housing (HUD)
20% of adult increase income through employment (HUD)
54% of adults increase income through sources other than employment (HUD)
56% of adults increase non-cash benefits (HUD)
90% of households that exit to permanent housing do not re-enter crisis housing within 2 years (LAHSA)
95% Bed Utilization (LAHSA)
95% HMIS Data Quality (LAHSA)

Independent Living Program - DCFS

65% of youth exit to permanent housing (DCFS)
30% of youth increase income through employment (LAHSA)
60% of youth increase income overall (LAHSA)
60% of youth increase non-cash benefits (LAHSA)
95% Bed Utilization (LAHSA)
95% HMIS Data Quality (LAHSA)

Homeless Family Solutions System – City ESG, City CDBG, County ESG, DPSS, HPI

Family Solutions Center Assessment and Case Management

70% of families exit to permanent housing (LA County)
70% of families that exit to permanent housing are placed within 90 days (LA County)
90% of families that exit to permanent housing do not re-enter crisis housing within 2 years (LAHSA)
20% of families increase overall income (LAHSA)
60% of families at imminent risk of homelessness are diverted from homelessness (LA County)
10% reduction in average length of stay, compared to last year (LAHSA)
95% HMIS Data Quality (LAHSA)

Family Solutions Center Rapid Re-Housing Projects

85% of families exit to permanent housing (LA County)
70% of families that exit to permanent housing are placed within 90 days (LA County)
90% of families that exit to permanent housing do not re-enter crisis housing within 2 years (LAHSA)
20% of families increase overall income (LAHSA)
10% reduction in average length of stay, compared to last year (LAHSA)
95% HMIS Data Quality (LAHSA)

Transitional Housing Projects

80% of families exit to permanent housing (HUD)
20% of adult increase income through employment (HUD)
54% of adults increase income through sources other than employment (HUD)
56% of adults increase non-cash benefits (HUD)
10% reduction in average length of stay, compared to last year (LAHSA)
90% of families that exit to permanent housing do not re-enter crisis housing within 2 years (LA County)
95% Bed Utilization (LAHSA)
95% HMIS Data Quality (LAHSA)
Emergency Shelter Projects

10% reduction in average length of stay, compared to last year (LAHSA) i
95% Bed Utilization (LAHSA)

Other Funding Sources

Permanent Supportive Housing Projects

80% of households remain in permanent housing or exit to other permanent housing (HUD)
20% of adults increase income through employment (HUD)
54% of adults increase income through sources other than employment (HUD)
56% of adults increase non-cash benefits (HUD)
75% of new residents are chronically homeless (LAHSA)
95% of households do not return to homelessness (LAHSA)
95% Bed Utilization (LAHSA)
95% HMIS Data Quality (LAHSA)

Transitional Housing Projects

80% of households exit to permanent housing (HUD)
20% of adult increase income through employment (HUD)
54% of adults increase income through sources other than employment (HUD)
56% of adults increase non-cash benefits (HUD)
10% reduction in average length of stay, compared to last year (LAHSA) i
90% of families that exit to permanent housing do not re-enter crisis housing within 2 years (LAHSA) ii
95% Bed Utilization (LAHSA)
95% HMIS Data Quality (LAHSA)

Emergency Shelter

35% of households exit to permanent housing (LAHSA)
20% of adult increase income overall (LAHSA)
10% reduction in average length of stay, compared to last year (LAHSA) i
90% of families that exit to permanent housing do not re-enter crisis housing within 2 years (LAHSA) ii
95% Bed Utilization (LAHSA)
95% HMIS Data Quality (LAHSA)

Supportive Services Only Projects (Access Center/Street Outreach/Day Shelter)

65% of households exit to permanent housing, transitional housing, emergency shelter, or safe haven (HUD)
25% of households exit to permanent housing (LAHSA)
35% of participants linked to condition-specific services (HUD)
95% HMIS Data Quality (LAHSA)

Supportive Services Only Projects (Employment)

50% of adult increase income through employment (HUD)
50% of adults increasing employment income retain that income for 4 months or longer
95% HMIS Data Quality (LAHSA)
Supportive Services Only Projects (Other)

80% of households exit to permanent housing (HUD)
20% of adult increase income through employment (HUD)
54% of adults increase income through sources other than employment (HUD)
56% of adults increase non-cash benefits (HUD)
35% of participants linked to condition-specific services (HUD)
95% Program Capacity (LAHSA)
95% HMIS Data Quality (LAHSA)

1 Does not apply to Transitional Housing Projects that target victims of domestic violence or transition age youth
2 Cannot be measured for programs exempt from HMIS participation
### Performance Targets and Benchmarks - 2014-2015 Program Year

<table>
<thead>
<tr>
<th>Housing Targets</th>
<th>Permanent Housing</th>
<th>Transitional Housing</th>
<th>Access Centers/Drop In Centers/Street Outreach</th>
<th>Supportive Services Only</th>
<th>Safe Havens</th>
<th>Independent Living Program - DCFS</th>
<th>Homeless Family Solutions System - City ESG, City CDBG, County ESG, DPPS and HPI</th>
<th>Emergency Shelter</th>
<th>Employment Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Families</td>
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<tr>
<td>Placed in Emergency Shelter, Safe Havens, Transitional Housing, or Permanent Housing</td>
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<tr>
<td>Set to Permanent Housing</td>
<td>80%</td>
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<td>65%</td>
<td>80%</td>
<td>80%</td>
<td>60%</td>
<td>35%</td>
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<tr>
<td>Reduced average length of stay for all participants</td>
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<tr>
<td>Remaining in PSH as of end of operating year or exiting to alternative PH</td>
<td>80%</td>
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<td>New Households in PSH are Chronically Homeless</td>
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<tr>
<td>Families that exit into Permanent Housing are placed within 30 days</td>
<td>70%</td>
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<td>Income Targets</td>
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<td>Increased Income from all sources</td>
<td>20%</td>
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<tr>
<td>Increased Income thru Employment of Adults</td>
<td>20%</td>
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<td>Increased Income thru Cash-Income sources (other than Employment of Adults)</td>
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<tr>
<td>Increased Income from Mainstream Benefits for Adults</td>
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<td>Retained Income from Employment for 6 months</td>
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<td>Increased Income thru Employment of Youth</td>
<td>30%</td>
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<td>Increased Income from all Sources for Youth</td>
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<td>Families that exit to Permanent Housing increase overall income</td>
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<td>Linkage to Condition Specific Services - how many persons who entered with an unmet need associated with a condition and actually received the services for that condition at some point.</td>
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</table>

1. Does not apply to Transitional Housing Projects that target victims of domestic violence or transition-age youth.
2. Cannot be measured for programs exempt from HMIS participation.
Changes to CoC Program Targets

• Housing Placement for Transitional Housing: 65% → 80%

• New Income Targets:
  – 20% of adults increase employment income
  – 54% of adults increase total income
  – 56% of adults increase non-cash benefits
ILP Targets

- Informed by analysis of past performance
- Focus on increased income and employment
  - 30% of youth increase employment income
  - 60% of youth increase income overall
  - 60% of youth receive non-cash benefits
Homeless Family Solutions System

- HFSS System Targets (New)
  - 70% of families exit to permanent housing
  - 70% placed within 90 days
  - 20% of families increase income
  - 10% reduction in length of homelessness
  - 60% of at-risk families diverted
Returns to Homelessness

- Calculated through subsequent enrollments in emergency shelter or transitional housing programs in HMIS
- Targets are reasonable for first year of measurement

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Do Not Return to Homelessness (2 Years)</th>
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<tbody>
<tr>
<td>Permanent Supportive Housing</td>
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<tr>
<td>Transitional Housing</td>
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<tr>
<td>Emergency Shelter</td>
<td>90%</td>
</tr>
<tr>
<td>Family System</td>
<td>90%</td>
</tr>
</tbody>
</table>
Other Changes

• Data Quality Target: 90% → 95%

• Permanent Supportive Housing
  – For single adults, percent of new residents that are chronically homeless: 50% → 75%
  – For families, 75% of new residents are referred by the HFSS