

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

**FY2014 CONTINUUM OF CARE (CoC) PROGRAMS  
NEW PROJECTS**

<b>Issued:</b>	<b>September 19, 2014</b>
<b>Pre-proposal Conference:</b>	<b>9:30 – 12pm, September 23, 2014</b>
<b>Written Questions Due:</b>	<b>6pm, September 23, 2014</b>
<b>Submission Deadline:</b>	<b>3pm, September 30, 2014</b>

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## I. DESCRIPTION OF WORK

### A. Objective

The Los Angeles Homeless Services Authority (LAHSA) is issuing this Request for Proposals (RFP) in collaboration with the Housing Authority of the City of Los Angeles (HACLA), the Housing Authority of the County of Los Angeles (HACoLA) and the Santa Monica Housing Authority (SMHA). The purpose of this RFP is to select new permanent housing projects to be included in the Los Angeles Continuum of Care (LA CoC) FY2014 Continuum of Care (CoC) Program Competition application to the U.S. Department of Housing and Urban Development (HUD). This RFP solicits proposals for new Rapid Rehousing (RRH) projects targeted towards families experiencing homelessness and new Permanent Supportive Housing (PSH) projects for chronically homeless individuals and/or chronically homeless families. New projects funded under this RFP will be required to act as collaborative partners with the existing Coordinated Entry System (CES) for individuals and the Homeless Family Solutions System (HFSS) for families. Funding for new projects under this RFP will come from the reallocation of underutilized funds from existing CoC Program projects and are subject to final approval by HUD.

### B. Background

Each year, HUD releases a nationally competitive Notice of Funding Availability (NOFA) for the CoC Program. LAHSA, as the HUD-designated collaborative applicant for the LA CoC, submits the new and renewal program applications and coordinates the RFP process for new permanent housing projects. Reallocation occurs as part of the HUD NOFA application, and is the process by which a CoC shifts funds from existing eligible renewal projects to new projects. On August 29, 2014 the LAHSA Commission approved recommendations from the LA CoC Coordinating Council which outlined criteria to recover consistently underutilized funds from current programs to be reallocated to new permanent housing projects.

Funds reallocated from existing CoC programs that are administered by LAHSA will fund the RRH program component for families experiencing homelessness. Funds reallocated from participating PHAs will be directed toward the PSH program component for chronically homeless populations, and can be used for rental assistance only. In addition, LAHSA is eligible to apply for up to \$10mm in rental assistance for a single project under a Permanent Supportive Housing Bonus project competition. Agencies receiving funds under any program component are required to participate in the existing LA CoC coordinated entry and assessment efforts and in the Homeless Management Information System (HMIS), or in a comparable HUD approved system of record. **No funds are available under this RFP for construction, rehabilitation, acquisition of property, or for the rental subsidy of individuals or families in such projects, as the goal of this RFP is to fully utilize CoC Program funds within the award term.**

The outcome of this RFP will determine which new projects will be submitted with the FY2014 CoC Program application and included in the subsequent nation-wide HUD competition. Through the national competition, HUD will determine whether the new projects will be awarded funding.

All new projects that are awarded funding will be subject to the terms and conditions of the NOFA in which they are awarded and any HUD issued revisions or addenda to that NOFA. Revisions and addenda to this RFP may be issued in response to written questions or in order to communicate revisions or corrections made by HUD.

### **C. Eligible Applicants**

Eligible applicants for new PSH projects are PHAs in the City and/or County of Los Angeles. Non-profit organizations and government agencies may elect to apply directly under the previously mentioned three (3) Housing Authorities as a subrecipient (subcontractor). Subrecipients applying must be within the boundaries of the city entity that they are applying under. Subrecipients applying under HACoLA must be outside of the boundaries of the City of Los Angeles and in an unincorporated area of the County or in one of the sixty-two (62) participating cities as specified in Exhibit A. Other PHAs in the LA CoC may apply directly through this RFP with a non-profit organization as their subrecipient.

Eligible applicants for new RRH projects are non-profit organizations applying as a subrecipient directly under LAHSA. Subrecipients applying for RRH must be within the boundaries of the County of Los Angeles.

Projects located within the cities of Long Beach, Pasadena, and Glendale are not eligible under this RFP as these cities are not part of the LA CoC. **Applicants seeking renewal funding for existing projects are not eligible under this RFP.**

From here on, “proposer” refers to subrecipients applying under the above-mentioned three (3) Housing Authorities, to PHAs applying with a selected non-profit organization as their subrecipient or to non-profit organizations applying for new RRH as a subrecipient directly under LAHSA.

Rental Assistance must be administered by a State, a unit of general local government or a public housing agency (24 CFR 578.51 2[b]).

### **D. Eligible Populations**

Under this RFP, all populations served must be literally homeless as defined by HUD.

#### **RRH Eligibility**

Under the RRH program component, all populations served must meet the definition of

a “family”, the HUD definition of literally homeless; *they must be coming from a place not meant for human habitation or an emergency shelter* and they must be prioritized through the HFSS. Youth-headed households with children aged 17 or under are included in the eligible population for RRH projects.

Under the PSH program component, all persons served must meet the HUD definition of “Chronically Homeless” and be prioritized through the CES system (individuals) or the HFSS (families).

Each participant’s housing status must be determined and documented according to the HEARTH Homeless Definition Final Rule.

## **E. Definitions**

**Family** is defined as:

A household consisting of one or more minor children (17 or under) in the legal custody of one or two adults who, prior to losing housing, were living together and working cooperatively to care for the children. This includes 2-parent and 1-parent families, including those with same sex partners, youth-headed households, families with intergenerational or extended family members, unmarried couples with children, families that contain adults who are not the biological parents of the children, and other family configurations.

**Literally Homeless** is defined as:

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

1. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
2. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals).

**Chronically Homeless** is defined as:

1. An individual who:
  - a. Is homeless and lives in a place not meant for human habitation, a safe

- haven, or in an emergency shelter; AND
  - b. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; AND
  - c. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 [42 U.S.C. 15002]), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
  3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

#### **F. Program Component: Rapid Re-housing (RRH)**

Objective: To move families experiencing homelessness as quickly as possible into Permanent Housing (PH) and achieve stability in that housing.

Under the RRH program component of this RFP, a proposer may request funding to provide time limited, tenant-based rental assistance to families who are defined by HUD as literally homeless *and* are coming from a place not meant for human habitation or an emergency shelter *and* who are prioritized for housing by the FSC in the proposer's SPA. RRH follows a Housing First approach to help homeless families re-house into community-based units that they will retain after exiting the program. Households housed under this program type have the full legal rights and responsibilities of a tenant-landlord relationship and monthly case management is a requirement of program participation.

Core Elements of the RRH Program Component:

1. The families assisted come from the ***streets or shelter*** and would remain homeless but for this assistance.
2. The household being served is ***helped directly into a community-based unit*** it will retain after the program ends.

3. Service plans for program participants are **individualized** based on their needs, circumstances and market conditions, and focus on **helping households find and keep permanent housing**.
4. Other types of supportive services may be provided as needed by **links to mainstream programs** or partner agencies (i.e., mental health services, substance abuse treatment, medical services, child care, etc.).
5. Financial assistance is provided **to support housing**, and is time limited. The amount of monthly assistance may be adjusted over time. Because the program is individualized and flexible in its response to each household's needs, to deliver this program model successfully requires good project administration, tracking, and follow-up.

RRH programs may provide eligible program participants with these services (24 CFR 578):

- Housing Location Services;
- Housing Stabilization Services;
- Short term rental assistance, up to 3 months, in accordance with CoC program federal regulations;
- Medium term rental assistance, 3 to 24 months, in accordance with CoC program federal regulations;
- Financial Assistance:
  - Rental Application Fees: application fee that is charged by the owner to all applicants
  - Security Deposits: equal to no more than 2 months' rent
  - Moving Costs: moving costs, such as truck rental or hiring a moving company, including certain temporary storage fees
  - Utility Deposits: standard utility deposit required by the utility company for all customers (i.e. gas, electric, water/sewage)
  - Utility Payments: up to 3 months of utility payments per participant, per service (i.e. gas, electric, water/sewage), including those in arrears if necessary that will be approved on a case by case basis;
- Supportive services, including up to six (6) months of supportive services after rental assistance ends.

### **G. Program Component: Permanent Supportive Housing (PSH)**

Objective: To move chronically homeless individuals and families as quickly as possible into PH and achieve stability in that housing.

Under the PSH component of this RFP, a proposer may request funding to provide new tenant-based rental assistance to chronically homeless individuals or families, as defined by HUD and outlined in the eligible populations section of this RFP. Proposers will serve

individuals and families that have been prioritized by the CES for individuals and by the HFSS for families.

PSH programs will provide PH with long-term rental assistance paired with supportive services to help program participants achieve housing stability. **Supportive services must be available and regularly provided to participants of the program, but are not funded by the PSH component of this RFP.**

Services can be provided by other funding sources, the sub-recipient or a third party provider. Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the subrecipient and the party that will provide the services. **Only those services that are committed to the project at time of application will be considered for evaluation.**

Core Elements of the PSH Component:

1. The household assisted has, at a minimum, a head of household who fits the definition of **chronically homeless** and would remain homeless but for this assistance.
2. Access to housing does not require a demonstration of readiness on the part of the program participant.
3. The housing provided **meets the needs and preferences** of the program participant.
4. The household being served is **helped directly into a community-based unit** that will be retained as long as the basic obligations of tenancy are met.
5. Households have **full legal rights in a tenant-landlord relationship** and tenancy is not contingent on program participation.
6. Housing meets the HUD Housing Quality Standards (HQS).
7. Service plans for program participants are **individualized** based on their needs, circumstances and market conditions, and focus on **helping households find and keep housing**.
8. Supportive services that program participants need or want to maintain housing are made available to them, but are not required of them, including **links to mainstream programs** or partner agencies (i.e. mental health services, substance abuse treatment, medical services, child care, etc.).
9. Financial assistance is provided **to support and stabilize housing**, and is indefinite in duration.

PSH programs will provide eligible program participants with these minimum service standards:

1. **Eligibility Intake**  
Determines eligibility to receive housing and services in a PSH program (24 CFR 91, 24 CFR 582, and 24 CFR 583) and qualifying disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423).
2. **Assessment**  
A comprehensive assessment will identify barriers to housing. The assessment will inform the participant's Individualized Service Plan (ISP) that identifies the strategies and resources to be used in attaining positive outcomes.
3. **Case Management**  
Case management includes a variety of services including providing referrals, assessments, tracking progress, establishing benefits, linking children to the schools of their choice and other support as needed. While participation in case management is not mandatory for those in PSH projects, PSH providers must ensure that staff offer and attempt to engage all participants in these services.
4. **Referrals**  
This includes tracking referrals made and ensuring participants follow through.
5. **Affordable Care Act (ACA) linkage & other Health Referral Services**  
Establish benefits under the ACA and links to the Home Health and Home Health Physician.
6. **Establishment of Savings Account and Budgeting**  
Establish financial independence and stability through the creation of a savings account.
7. **Substance Abuse Recovery Services**  
Identify any substance abuse issues and needed interventions.
8. **Documentation of Eligibility and Services Provided in HMIS**  
Utilize the system of record to verify eligibility as outlined in item number one above.

PSH providers are required to ensure that:

1. Participants are in clean, safe and well-maintained units in individual apartments at scattered sites, in a single apartment building, or in single residences;
2. Appropriate property management/asset management services are provided for the rental assistance units and ensure that the apartments/buildings are maintained in good repair, and meet or exceed all applicable local building and safety, health, and fire safety codes. Fire extinguishers and exit plans should be visible;
3. Qualified staff is available on-call 24 hours per day, 7 days per week to provide crisis intervention and support to participants in the event of an emergency, crisis, or disaster incident;
4. The signed lease for the rental of the unit is between the program participant and the landlord;

5. Rent charged to program participants is calculated according to 24 CFR 578.77;
6. Rental assistance is provided according to the CoC Interim Rule 24 CFR 578.51;
7. Determine and document that the rents for assisted housing units are reasonable and do not exceed HUD's Fair Market Rate (FMR).

#### **H. Program Component: Permanent Supportive Housing (PSH) Bonus**

All objectives, core elements, minimum required standards, and requirements of the above PSH component also apply to the PSH Bonus component.

The PSH Bonus component provides scattered-site leasing or tenant-based rental assistance; or, if the proposer can provide a deed or long-term lease demonstrating site control for a building or units where evidence of site control exceeds the requested grant term, and where the building or units are ready to be occupied no later than 6 months after the award of funds, the applicant may instead request operating costs or project-based rental assistance. The PSH Bonus component must be rapidly implemented; the proposal must document how the project will be ready to begin housing the first program participant within 6 months of the award.

Under the PSH Bonus component, no less than 70 percent of total program funding (not including funds for administration) must be spent on leasing, rental assistance, or operating costs. No more than 30 percent of the total program funding may be used for supportive services costs and the types of supportive services for which the funding may be used is limited to:

- Housing/search and counseling services (see 24 CFR 578.53(e)(8)),
- Assistance with moving costs (see 24 CFR 578.53(e)(2)),
- Case management (see 24 CFR 578.53(e)(3)),
- Food (see 24 CFR 578(e)(7)),
- Life skills (see 24 CFR 578.53(e)(10)),
- Outreach services (see 24 CFR 578.53(e)(13)),
- Transportation (see 24 CFR 578.53(e)(15)), and
- Utility deposits (only if these are not included in rental/lease agreement) (see 24 CFR 578.53(e)(16)).

All other eligible supportive services costs under the CoC Program interim rule are not eligible costs under this PSH Bonus component. The PSH Bonus component, proposals must demonstrate, with a written commitment, that the cash or in-kind value of leveraged commitments is at least 200 percent of the total request.

Proposals under the PSH Bonus component must demonstrate that specific activities are in place to identify and enroll all Medicaid-eligible program participants and demonstrate that the project includes Medicaid-financed services, including case

management, tenancy supports, behavioral health services, or other services important to supporting housing.

## **I. Performance Outcomes**

HUD has identified housing stability and increased income as major goals for the PSH and RRH program components of CoC Homeless Assistance Programs. Programs funded under this RFP will be expected to achieve the following performance outcomes:

### ***a) Performance Outcome Targets for the RRH Program***

- 85% of families exit to permanent housing
- 70% of families that exit to permanent housing are placed within 90 days
- 90% of families that exit to permanent housing do not re-enter crisis housing within 2 years
- 20% of families increase overall income
- 10% reduction in average length of stay, compared to last year
- 100% Utilization of Rental Assistance funds
- 95% HMIS Data Quality

### ***b) Performance Outcomes for the PSH Program and the PSH Bonus Program***

- 100% of households are chronically homeless at program entry
- 80% of households remain in permanent housing or exit to other permanent housing
- 20% of adults increase income through employment
- 54% of adults increase income through sources other than employment
- 56% of adults increase non-cash benefits
- 95% of households do not return to homelessness
- 100% Utilization of Rental Assistance funds
- 95% HMIS Data Quality

## **J. Match**

24 CFR 578.73 describes match requirements for this funding as follows:

*(a) In general. The recipient or subrecipient must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources. The 25 percent match must be provided on a grant-by-grant basis. Match must be used for the costs of activities that are eligible under subpart D...*

*(b) Cash sources. A recipient or subrecipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the matching requirements of this section are eligible under the laws governing the funds*

*in order to be used as matching funds for a grant awarded under this program.*

*(c) In-kind contributions. (1) The recipient or subrecipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been eligible under Subpart D, or, in the case of HPCs, eligible under 24 CFR 578.71. (2) The requirements of 24 CFR 84.23 and 24 CFR 85.24 apply. (3) Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.*

*(i) The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided.*

*(ii) During the term of the grant, the recipient or subrecipient must keep and make available, for inspection, records documenting the service hours provided.*

## **K. Leveraging**

In the RRH program component and the PSH program component, LAHSA encourages leveraging of funding from other sources at 150% to enrich programming. As part of the Quality Review process all proposals will be evaluated with regard to the level of leveraged funds that are committed to the project. Due to the limited resources available, all applications will need to be able to demonstrate leveraging in order to meet the needs of the populations they intend to serve.

In the PSH Bonus component, proposals must demonstrate, with a written commitment, that the cash or in-kind value of leveraged commitments is at least 200 percent of the total request.

## **L. Timeliness Standards**

In the RRH program component and the PSH program component, the Proposer is expected to demonstrate the ability to begin new project operation in the year 2015 and to fully utilize grant funds within the proposed contract term. The Proposer is expected to initiate the approved projects promptly in accordance with the requirements of CoC Program Interim Rule and is subject to the terms of the FY2013-FY2014 NOFA and FY2014 Funding Notice. Upon publication of a Final Rule for the

Continuum of Care Program, the Final Rule will govern the grant agreement instead of the Interim Rule.

In the PSH Bonus component, proposals must demonstrate a plan for rapid implementation of the program; the Proposal must document how the project will be ready to begin housing the first program participant within 6 months of the award.

Grant terms, and associated grant operations, may not extend beyond the availability of funds. Proposers must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85.

### **M. Due Diligence and Regulatory Compliance**

Proposers are required to provide information regarding the financial condition and principal agents of the organization and project partners. Financial condition is evidenced by recent balance sheets, or income statements, current audited financial statements and internal financial statements, including Statements of Financial Position and Statements of Activities, while principal agent information is evidenced by resumes for all key principals/partners of the organization. In order to ensure regulatory compliance, the evaluators will perform due diligence on all proposals to verify the accuracy of the information provided.

### **N. Joint Offers**

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

### **O. Proposed Contract**

The Proposer, if selected through this RFP and subsequently selected for award by HUD, shall be required to enter into a written agreement with LAHSA and/or the designated Housing Authority. Sample contracts may be found for respective housing authorities in Exhibits B through D of this RFP. The proposed contract may be modified to incorporate other pertinent terms and conditions set forth in this RFP, including those added by addendum, and to reflect the proposer's offer or the outcome of the contract negotiations, if any, conducted with the proposer. Exceptions to the terms and conditions of the proposed contract must be declared in the proposal. Proposers unable or unwilling to comply with HUD, LAHSA or the designated Housing Authorities' policies and procedures need not apply.

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

#### **P. No Commitment to Award**

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

## **II. Proposal Criteria and Evaluation Process**

### **A. Overview**

The Proposal Evaluation Process will take place in two (2) phases:

**Phase 1:** All proposals received by the submission deadline will be submitted for a Threshold Review by staff from the appropriate PHA (PSH) or by LAHSA staff (RRH). Proposals that meet all Threshold Requirements, as outlined in the RFP, will be recommended to move on to Quality Review and will be submitted for the approval of the Programs & Evaluations Committee and posted to the LAHSA website. Proposals that do not meet threshold requirements will not move to the Quality Review phase.

**Phase 2:** Proposals recommended for Quality Review will be evaluated by a panel of experts, which will be referred to as the "Evaluation Panel," and scored independently based on the criteria outlined in the *Phase 2: Quality Review* section of this RFP. Proposals must receive an aggregate score of 75 points or more to be recommended for funding. Final Funding Recommendations will be made based on the amount of funding available and the amount of proposals that score above the 75 point funding line. Quality Review results and final funding recommendations will be posted on the LAHSA website and presented to the LAHSA Commission for approval.

#### ***a) Phase 1: Threshold Review***

Proposals must meet the following threshold criteria for eligibility:

**Completeness:** Proposals will be reviewed for completeness. Proposals that do not include all of the requested core documents, demonstrate subrecipient eligibility, project appropriateness, and required project match amounts as detailed in the RFP will be rejected at the panel's sole discretion.

**Target Population:** The project must serve the target population as defined in the RFP.

All populations served must meet HUD's definition of homelessness. For the PSH program component, the populations must meet HUD's definition of chronically homeless.

**Housing Type:** Only Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH) projects will be considered for funding under this RFP.

**Housing Emphasis:** All proposed RRH programs must have at least 80% of their total funding request allocated to rental assistance and/or financial assistance. All proposed PSH programs must have 100% of their total funding request in rental assistance. All proposed PSH Bonus programs must have at least 70% of their total funding request in rental assistance.

**Housing First:** All proposed projects must adhere to the Housing First model of housing assistance, which means that housing is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals.

**Coordinated Entry Participation:** For the RRH Program component, proposers must provide documentation and endorsement from the appropriate SPA-based Family Solutions Center. For the PSH Program component, proposers must provide documentation and endorsement from the appropriate Coordinated Entry System (CES) for individuals.

**Experience:** All non-governmental proposers must have been incorporated and have been operational as a non-profit 501(c)(3) organization providing housing and/or services to homeless persons for at least two years. However, agencies that have been providing services to homeless persons under the auspices of another incorporated 501(c)(3) organization for at least two years and have since obtained their own 501(c)(3) status may be eligible for funding under this RFP. All governmental agencies must also have been operational as an entity providing services to homeless persons for at least two years.

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

**Past Compliance:** The proposers must be in compliance with applicable civil rights laws and Executive Orders. There must be no outstanding findings of noncompliance with civil rights 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. Proposers must not have any instances of fraud or embezzlement convictions in the past five (5) years. In addition, the proposer must not have any instance of terminated funding for cause from any funding source (governmental and non-governmental sources) in the past five (5) years.

LAHSA reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that is found to have significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing grants.

**HMIS:** Proposers must participate in the LA CoC HMIS implemented by LAHSA, or a comparable HUD approved system, and adhere to all the implementation guidelines developed under HMIS. LAHSA shall provide the selected proposers with the basic training required to utilize HMIS. Failure to input complete, accurate and timely client and project information on HMIS may result in reimbursement delay, payment reduction, or contract suspension. Awardees must be enrolled in and implemented onto HMIS prior to contract execution.

Projects dedicated to serving 100% domestic violence populations are required to utilize an alternate database system, not funded by LAHSA, which provides required HUD data sets.

**Mainstream Services (PHS Bonus Component):** Proposals under the PSH Bonus component must demonstrate that specific activities are in place to identify and enroll all Medicaid-eligible program participants and demonstrate that the project includes Medicaid-financed services, including case management, tenancy supports, behavioral health services, or other services important to supporting housing.

**Site Control (Offices for Administration/Supportive Services):** The proposer must identify a site that will be available for administration of the grant, or for the provision of supportive services, throughout the contract period, and evidence of site control must be submitted with the proposal. Acceptable forms of site control are leases, lease options, deeds, and purchase options. The facility and physical layout of the proposed site must be appropriate for size and scope of the program operations.

**Site Control (PHS Bonus Component):** Proposals for operating costs or project-based rental assistance under the PSH Bonus component must provide a deed or long-term lease demonstrating site control for a building or units for a period that exceeds the requested grant term.

Proposer's site for the provision of supportive services must be ADA compliant. The panel will evaluate proposer's compliance with the Americans with Disabilities Act of 1990 and any amendment thereto, in the areas of program access, physical access,

communications access, employment practices and any reasonable accommodation process in place for persons with disabilities (for employees, program participants, and the public). The panel will also evaluate the proposer’s past experience in resolving ADA complaints in a timely manner.

***b) Phase 2: Quality Review***

Once a proposal passes Threshold Review, the proposal will move on to Quality Review. In this phase, proposals will be evaluated based on program design, continuum of care integration, target population, organizational capacity, past performance, budget and financial stability, cost efficiency, regional capacity building, program readiness, and any other identified HUD priorities. Each proposal’s content, responsiveness, conciseness, clarity, relevance, and strict adherence to the instructions in this RFP will be considered when scoring each category. Final scoring will be based on the proposal as submitted.

<b>Scoring Area</b>	<b>Points</b>
<b>Program Design</b>	25
<b>Past Performance</b>	25
<b>Program Readiness</b>	15
<b>Program Budget/Cost Efficiency/Financial Stability</b>	15
<b>CoC Integration</b>	10
<b>Organizational Capacity</b>	10
<b>BONUS POINTS – Regional Capacity Building</b>	5
<b>Total Points Possible, Including Bonus</b>	<b>105</b>

***Program Design (25 Points)***

The proposal must demonstrate an understanding of program requirements and the needs of the population it proposes to serve. There must be a clear link between services and the target population’s advancement towards housing placement and stability as outlined in this RFP. Tenant-Based Rental Assistance (TRA) projects under the PSH and RRH program components must provide specific strategies for assisting participants to locate and retain housing. Proposals will be evaluated on originality, the strength of the implementation plan, long-term sustainability, potential for impact on the proposed region, and the demonstration of evidence-based practices utilized in the development of the proposal.

The services and housing provided must directly relate to HUD goals that promote residential stability and increased skill level or income in order to prepare homeless persons to live more independently. The panel will also evaluate the use of supportive services, staffing and supervision plans to assist the population it proposes to serve in achieving these goals. The panel will evaluate the appropriateness of the facility for serving the proposed population in relation to the number of participants housed and served as well as the location of the facility in relationship to community amenities.

### ***Past Performance (25 Points)***

The proposer's past performance under other LAHSA, PHA or HUD funded contracts and previous HUD awards will be taken into consideration. The panel will evaluate the proposed projects based on the ability of the proposer to meet performance outcomes. Programs that demonstrate the ability to fully utilize the resources, including rental assistance, available in past grants and who meet or exceed performance outcomes will achieve higher scores than programs that do not. LAHSA and the participating PHAs reserve the right to verify information submitted in the proposal. The proposer agrees that the LA CoC HMIS System, or a comparable HUD approved system of record, will be the primary source of verification of performance and outcome data for programs funded by HUD. Proposers must submit back-up documentation for both HUD-funded and non-HUD funded program outcomes. LAHSA, PHAs and the Evaluation Panel reserve the right to request additional data to verify information submitted with the proposal.

### ***Program Readiness (15 Points)***

The panel will evaluate the proposer's ability to implement the program upon award of the HUD grant. The timeframe between grant award and program implementation is of critical importance in this area. For purposes of this element, readiness will include consideration of the earliest date a client will be placed into housing, the earliest date that all clients will be placed in the housing and an assessment of the processes and systems proposed to meet these dates.

### ***Program Budget/Cost Efficiency/Financial Stability (15 Points)***

The panel will evaluate the feasibility, cost-effectiveness, reasonableness, and accuracy of the budget. The panel will also evaluate the extent to which additional funding and resources are committed to the proposed project. The panel will evaluate cost effectiveness by comparing the amount requested to the number of minimum households serve and/or the level of services provided. In addition, the panel will evaluate the financial stability of the proposer agency. The proposal will describe and specify the source and dollar amount of other public and private funding and resources that will be or have been leveraged to complete the proposed project. Strength of financing commitments will also be considered in the proposal evaluation.

### ***Continuum of Care Integration (10 Points)***

Proposals will be evaluated on the potential of impact on the proposed region, how the proposed project fits into and meets the unmet need in the CoC, as well as the extent to which the proposed project will be integrated and coordinated with other service and housing providers within the region. This evaluation will include an assessment of linkages with other components in the continuum, including coordinated assessment and intake efforts, within the proposer's agency or with other agencies within the CoC.

Projects must use the HFSS (families) or CES (individuals) priority lists to house people from the community in which they are operating. Programs will be integrated to local

outreach efforts to ensure effective engagement of the target population.

The panel will evaluate the proposed project on consistency with funder objectives and integration with Consolidated Plan of the proposer's jurisdiction. Organizations will need to demonstrate active participation in local homeless coalitions.

#### ***Organizational Capacity (10 Points)***

Experience directly related to carrying out the proposed project is of critical importance. The panel will evaluate the experience, capability, and capacity of the proposer, collaborators, partners, and key subcontractors to administer the proposed project. If the proposal is a formal collaboration between agencies, past experience of the more experienced agency will be assessed in this category. The proposer's demonstrated capacity to enter into a large government contract will be taken into consideration. Beyond the length of time providing service to the homeless in general, the panel will look at the proposer's experience working directly with the proposed population.

#### ***Bonus Points – Regional Capacity Building (5 Points)***

In accordance with the recommendation of the LA CoC Coordinating Council, and as approved by the LAHSA commission, five (5) bonus points will be awarded for projects in SPAs where unmet need for particular populations is higher than the LA CoC's overall unmet need (including Countywide resources not specific to a particular SPA).

### **III. GENERAL INSTRUCTIONS**

#### **A. New Project Proposal Submittal**

Prior to submitting a new project application, applicants are required respond to the *Request for Qualifications* inquiry online and submit supporting documentation via the online LAHSA FileShare system. The *Request for Qualifications* form and technical assistance information (such as how to request a FileShare agency account and how to add or remove users to your agency account) are available online at <http://www.lahsa.org/funding.asp>.

After a FileShare account has been created, users must upload the most recent versions of **Core Documents** for review prior to the proposal submission deadline. Applicants may respond to the *Request for Proposals* for this funding opportunity by completing the online application located at <http://www.lahsa.org/funding.asp>.

RFP and Application documents will be made available online following the approval for release from the Programs & Evaluations Committee.

## B. Due Date

Proposals submitted in response to this RFP will be due in accordance with the following dates: All proposals must be RECEIVED by electronic delivery no later than **3:00 PM (Pacific Standard Time), September 30, 2014**. Applications will not be accepted via facsimile.

**Electronic Submission is mandatory; hard copy submission is optional.**

**Proposals received after 3:00 PM (Pacific Standard Time), September 30, 2014 will not be accepted.**

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

Program Department - Funding Unit  
RE: FY2014 CoC Program New Projects – Proposal Submission  
Los Angeles Homeless Services Authority  
811 Wilshire Blvd., 6<sup>th</sup> Floor  
Los Angeles, CA 90017

## C. Pre-Proposal Conference

A Pre-proposal Conference will be held on Tuesday, September 23, 2014 at 9:30am – 12pm. The conference is accessible via web or in person at LAHSA.

Los Angeles Homeless Services Authority  
811 Wilshire Blvd., 6<sup>th</sup> Floor  
Los Angeles, CA 90017

A schedule of any additional technical assistance being offered by LAHSA in preparation for the HUD 2014 Continuum of Care Program Competition is available online at <http://www.lahsa.org/funding.asp>.

Visit [http://www.lahsa.org/join\\_our\\_list.asp](http://www.lahsa.org/join_our_list.asp) and click on the *Sign Up Now* button to opt-in to email communications; select *Funding Opportunities* from the email lists as well as any others from which you wish to receive updates.

## D. Questions from Proposers

You may direct your questions regarding the FY2014 CoC Program Competition via email to [snofa@lahsa.org](mailto:snofa@lahsa.org). Please be sure to include your name and title, the name of the agency you represent and the best telephone number to reach you if a LAHSA representative needed to speak with you for further clarification.

Frequently Asked Questions will be compiled and updated by September 26, 2014  
<http://www.lahsa.org/funding.asp>.

#### **E. RFP Addenda/Clarifications**

If it becomes necessary to revise any part of this RFP or provide additional information after the RFP is released a written addendum will be posted on the LAHSA website ([www.lahsa.org](http://www.lahsa.org)). It is the responsibility of the proposer to review any publically available addendum or information on the LAHSA website prior to submission of the proposal. If a proposer does not have access to the LAHSA website, they may call (213) 225-8434 and request a printed copy of any addenda via fax or mail. LAHSA is not responsible for information requested within three (3) days of the due date of the proposal under this RFP.

#### **F. Appeals**

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

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

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

Written appeals [snofa@lahsa.org](mailto:snofa@lahsa.org) or received at the following address:

Chair, Programs and Evaluation Committee  
Re: RFP Appeals (FY2014 CoC Program – New Projects)  
Los Angeles Homeless Services Authority  
811 Wilshire Blvd. 6th Floor  
Los Angeles, CA 90026

## **IV. PROPOSAL FORMAT AND CONTENT**

Application questions, response format restrictions, supporting document templates and additional guidance can be found in the technical assistance information online at <http://www.lahsa.org/funding.asp>.

## V. PROPOSAL CONDITIONS AND RESERVATIONS

- A. All costs of proposal preparation shall be borne by the proposer organization. LAHSA shall not, in any event, be liable for any pre-contractual expenses incurred by the proposer in the preparation and/or submission of the proposal. The proposer shall not include any such expenses as part of the budget in the proposal.
- B. The information and documents submitted in this application contain material representations of fact upon which LAHSA/PHA will rely on in determining which vendors will be awarded the RFP. If it is later determined that the proposer knowingly provided erroneous information in its application, such act shall be deemed a misrepresentation and an act of fraud, and LAHSA/PHA in addition to other remedies available to it, may pursue all available remedies, including the rescission of the award, the suspension or debarment of the vendor. In the event of the rescission of the award, the next highest ranked vendor shall be recommended for award and shall move forward with the same review.
- C. Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in the RFP.
- D. Submission of a proposal shall constitute a firm and fixed offer to LAHSA that will remain open and valid for a minimum of 90 days from the application submission deadline. The proposal should always include the proposer's best terms and conditions.
- E. The proposal must set forth full, accurate, and complete information as required by this RFP. No changes or additions are allowed after the proposal deadline.
- F. LAHSA or any of the named Housing Authorities cannot certify, license or endorse grant writers. Proposers are free to select any grant writer. The responsibility for the performance of the grant writer rests with the proposer.
- G. Responses to this RFP become the exclusive property of LAHSA and the named Housing Authorities. All proposals will be considered public documents, subject to review and inspection by the public at LAHSA's discretion, in accordance with the California Public Records Act and other applicable laws. Exceptions will be those pages in each proposal which are defined by the proposer as business or trade secrets and are marked as "TRADE SECRET" or "CONFIDENTIAL." LAHSA shall not in any way be liable or responsible for the disclosure of any such records, including, but not limited to, those so marked if the disclosure is deemed to be required by law or by court order. Selection or rejection of a proposal does not affect these rights.
- H. LAHSA reserves the right to communicate in writing with funders or proposers associated with the proposer to obtain additional clarification of design of program, or agency fiscal and programmatic capacities, and to utilize this information in the evaluation process.
- I. LAHSA reserves the right to conduct site visits of all proposing agencies.
- J. LAHSA reserves the right to extend the RFP submission deadline should such action be in the best interest of LAHSA. Proposers may revise and re-submit their proposal in the event the deadline is extended.
- K. LAHSA reserves the sole right to reject any or all proposals received in answer to this RFP if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFP, or is not in the best interest of LAHSA.
- L. LAHSA reserves the right to withdraw this RFP at any time without prior notice. Further, LAHSA and the named housing authorities make no representation that any contract will be awarded to any applicant responding to this RFP. LAHSA reserves the right to reject any or all submissions.
- M. LAHSA reserves the right to negotiate services and costs with proposers, including revision of program design as necessary to better meet LAHSA, the named Housing Authorities, City of Los Angeles, County of Los Angeles, or HUD requirements.

- N. A proposer shall not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with LAHSA or any other funding source, a contract suspension, a termination for cause by LAHSA or any other funding source, or outstanding financial obligations with LAHSA that has not been adequately resolved with LAHSA or any other funding source. In the event that the proposer has had any contract(s) with LAHSA suspended or terminated, it shall not be eligible for funding under any RFP released by LAHSA for a period of five (5) years starting from the effective date of suspension or termination.
- O. Willful misstatements of information will result in non-recommendation for funding, regardless of the merits of the proposal submitted.
- P. LAHSA reserves the right to verify information submitted in the proposal. The proposer agrees that the Los Angeles Continuum HMIS System will be the primary source of verification of program performance and outcome data for existing programs. LAHSA reserves the right to request additional data to verify information submitted with the proposal, at its sole discretion. If the information in the proposal cannot be verified and if LAHSA determines the errors are not willful, LAHSA reserves the right to adjust the rating points awarded.
- Q. If an insufficient number of qualified proposals are received or if the proposals received are deemed non-responsive or not qualified as determined by LAHSA, LAHSA reserves the right to re-issue an RFP, execute a sole-source contract with a vendor, or otherwise ensure that services are provided by other means in a manner consistent with the program requirements.
- R. The proposer must be in compliance with applicable civil rights laws and Executive Orders. There must be no outstanding findings of noncompliance with civil rights statutes, Executive Orders, or regulations, unresolved secretarial charge of discrimination issued under the Fair Housing Act, no adjudications of civil rights violations on a civil action or deferral of processing of proposals from the sponsor imposed by HUD.
- S. The proposer shall be ineligible to receive funding under this RFP if any officer or employee of the proposer who would be involved in the administration of grant funds has been convicted of a criminal offense related to the administration of funds or any member of its executive management, key staff, or any officers of its Board of Directors is involved in any litigation or other legal matter that compromises the organization's ability to carry out the project as awarded.
- T. LAHSA reserves the right to fund all or a portion of a proposal and/or require that a proposer collaborate with another in the provision of a specific service if it is in the best interest of LAHSA, the City of Los Angeles, the County of Los Angeles, or HUD.
- U. LAHSA reserves the right to waive minor technical deficiencies or any informality in a submitted proposal.
- V. Proposals may be withdrawn by written request of the authorized signatory on agency letterhead at any time prior to the LAHSA Commission's actions on staff's final recommendation for funding.
- W. 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 competitive process, said agency shall not be eligible to submit an application for any other new project funding for a period of one year from the time of notice. Changes to significant project specifications include, but are not limited to, a change in the Service Planning Area in which the project is located or a change in the target population which the projects serves. LAHSA may exempt an agency from this policy if it is deemed that the circumstances that facilitated the refusal to implement the project or change to significant project specifications was out of the reasonable control of the agency.

- X. It is improper for any officer, employee or agent of LAHSA or the named housing authorities to solicit consideration, in any form, from a proposer with the implication, suggestion or statement that the proposer's provision of the consideration may secure more favorable treatment for the proposer in the award of the contract or that the proposer's failure to provide such consideration may negatively affect the LAHSA's consideration of the proposer's submission. A proposer shall not offer or give, either directly or through an intermediary, consideration, in any form, to an officer, employee or agent of LAHSA or the named housing authorities for the purpose of securing favorable treatment with respect to the award of the contract. A proposer shall immediately report any attempt by an officer, employee or agent of LAHSA or the named housing authorities to solicit such improper consideration. The report shall be made to the Executive Director of LAHSA or to the County Auditor-Controller's Employee Fraud Hotline 800/544-6861. Failure to report such a solicitation may result in the proposer's submission being eliminated from consideration. Among other items, such improper consideration may take the form of cash, discounts, and service, the provision of travel or entertainment, or tangible gifts.
- Y. Upon the request of LAHSA, a proposer whose bid is under consideration for the award of the contract shall provide LAHSA with written authorization to request a credit report from a reputable credit agency to gain satisfactory evidence of the proposer's financial background, stability and condition.
- Z. In accordance with Los Angeles County Code, Chapter 2.160 (County Ordinance 93-0031), each person/firm submitting a response to this request for bid/proposal must certify in writing that such proposer and each County lobbyist and County lobbyist firm, as defined by Los Angeles County Code 2.160.010, retained by the proposer, is in full compliance with Chapter 2.160 of the Los Angeles County Code.
- AA. Notwithstanding a recommendation of a department, agency, individual, or other, the LAHSA Board of Commissioners retains the right to exercise the final decision concerning the selection of a proposal and the terms of any resultant Agreement, and to determine which proposal best serves the interests of LAHSA. The Board is the ultimate decision-making body and makes the final determinations.
- BB. 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.
- CC. LAHSA reserves the option to renew contracts awarded through this RFP for two additional years, contingent upon the following: a) satisfactory contractor performance; b) availability of funds; and c) demonstrated site need.

## VI. CONTRACT CONDITIONS

Contractors will be required to comply with conditions set forth by LAHSA, the named Housing Authorities, the City of Los Angeles, the County of Los Angeles and the U. S. Department of Housing and Urban Development (HUD), hereafter referred to as "Funders". These conditions include, but are not limited to the following:

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

- J. Contractors shall cooperate with related research and evaluation activities as directed by LAHSA or other grant funding sources.
- K. Contractors will be required to submit a Code of Conduct which will address conflict of interest requirements.
- L. Contractors may not enter into an agreement with a subcontractor for the provision of shelter or supportive services under any program funded under this RFP, unless that subcontractor and its qualifications are fully described in the proposal, and the intention to subcontract is explicitly stated in the proposal or the use of the subcontractor has been approved in writing by LAHSA. **Contractor shall remain liable for the performance of the subcontractor, and will require subcontractor to adhere to all provisions in the contract between LAHSA and contractor.**
- M. Contractors will ensure that an annual financial audit is performed in compliance with the Federal Single Audit Act if it spends, in aggregate, \$500,000 or more of Federal funds per fiscal year. Contractor shall submit a copy of the audit report to LAHSA within nine months after the end of the contractor's fiscal year.
- N. Each contractor must comply fully with all of the requirements specified in this RFP and committed to in the program proposal, including program leveraging commitments, otherwise contractor risks immediate termination of contract.
- O. The responsibility for accuracy rests entirely with the proposer. If a proposer knowingly and willfully submits false performance or other data, LAHSA reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance, financial or other data submitted in response to this RFP, LAHSA reserves the right to terminate said contract immediately.
- P. Contractor shall have in place an appropriate grievance procedure. Said grievance procedure must be in compliance with LAHSA's grievance standards stated in the program contract.
- Q. LAHSA reserves the right to extend the duration of the program as well as to renegotiate the terms of the contract if an extension is granted.
- R. Contractor agrees to participate in the Los Angeles Continuum of Care Homeless Management Information System (HMIS), or another HUD approved system of record. Said system shall be implemented during the term of the contract awarded. LAHSA shall provide Contractor with the basic training required to use HMIS.
- S. Contractor shall be required to possess a corporate seal.
- T. Awards are made subject to receipt of award funds from Funders by LAHSA. Contractor agrees that if Funders do not provide funds for program, contract will be deemed null and void.
- U. Contractor and subcontractor staff working with youth, either as employees or volunteers, who have a supervisory or disciplinary authority over minors must be fingerprinted and pass the background check, as required by California Penal Code Sec. 11105.3 and California Education Code Sec. 45125.1 and Sec. 10911.5 prior to working with youth. Fingerprinting and a background check may be required of other staff and volunteers depending upon how much contact the staff member will have with minors.

The Contractor shall be responsible for obtaining security clearances for staff whose duties require a sufficient level of interaction with youth.

- V. Contractor shall have tuberculosis (TB) tests completed and the results on any staff member prior to that person working with youth.
- W. Contractors are subject to applicable City of Los Angeles and/or County of Los Angeles contracting requirements, which may include but are not limited to:
  - a. Los Angeles County and City Child Support Compliance Program. Contractors shall 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).
  - b. County Contractor Employee Jury Service Ordinance (Los Angeles County Code, Chapter 2.203).
  - c. City of Los Angeles Living Wage and Equal Benefits Ordinances.
  - d. City of Los Angeles Contractor Responsibility Ordinance.
- X. Contractors shall be required to submit to LAHSA, or its designee, periodic status reports, including program expenditures, progress reports and recipient information. Failure to do so may result in termination of the contract.
- Y. The Grant Agreement between LAHSA and its funders may be incorporated by reference into all contracts between LAHSA and the contracting agencies.
- Z. Contractors acknowledge that LAHSA funds are not meant to replace or supplant other local sources of funding.
- AA. The proposer is hereby notified that, in accordance with LAHSA Rules and Regulations implementing the Contractor Responsibility Ordinance, LAHSA may debar the proposer from bidding on LAHSA contracts for a period of five (5) years, if the LAHSA Commission finds, in its discretion, that the proposer does not possess the necessary quality, fitness, or capacity to perform work on LAHSA contracts.
- BB. Contractor shall have in place appropriate policies and procedures relative to service animals for persons with disabilities. Said service animal policies and procedures must be in compliance with LAHSA's policies and procedures as stated in the program contract. Contractor must participate in training offered by LAHSA regarding service animals and other ADA requirements, within three (3) months of beginning service.
- CC. LAHSA reserves the right to terminate sub-recipient contracts awarded under this RFP if the Contractor is unable to commence services within three (3) months of the effective date of the contract. If a contract is terminated under these conditions, LAHSA may award the deobligated funding to remaining proposers who submitted proposals under the RFP and received fundable scores.

The following contract conditions apply to projects that include funding from HUD:

DD. Contractors agree that in the event the measurable goals/objectives fall below HUD's standard of successful performance measures as specified in the technical submission, HUD may suspend any future annual funding of the program. Specific benchmarks of accomplishment will be included in the contract.

## VI. CORE DOCUMENTS

Document	Required	Notes/Description
Americans with Disabilities Act Policies and Procedures	Yes	Provide organization-wide and project specific policies and procedures as applicable.
Annual Certification of Core Documents	Yes	Statement signed by the chief executive or approved designee validating the accuracy of core documents.
Annual Report		Provide if applicable.
Articles of Incorporation	Yes	Provide most recent version as amended.
Audited Financial Statements	Yes	Provide most recent, including A-133 single audit if applicable.
Board of Directors List	Yes	Must indicate Homeless or Formerly Homeless Person representation; indicate Audit Committee Members, if applicable. Include Audit Committee Charter if applicable.
Business License from Applicable City and County	Yes	
Bylaws	Yes	Most recent version requested as amended.
Certificates of Occupancy	Yes	Required of all sites operated, or letter of intent for proposed sites.
Conflict of Interest Policy	Yes	
Cost Allocation Plan	Yes	
Current 990 Form	Yes	For nonprofit tax exempt organizations; not applicable to government entities.
DBA Documentation		Documentation of Fictitious Business Name if applicable.
Executive Staff Leadership	Yes	Provide a list of senior staff and brief biographical sketches and/or resumes.
Fiscal Policies and Procedures	Yes	
General Liability and Workers Comp Insurance	Yes	Provide documentation of valid organization-wide and project specific insurance coverage as applicable.
Grievance Policy for Participants	Yes	
Nepotism Policy	Yes	
Organization Budget	Yes	Provide most recent budget as approved by board of directors or governing body.
Organization Charts	Yes	Provide detailed organization-wide and departmental unit charts as applicable.
Other Applicable Business Licenses		Provide if applicable.
Proof of Active Nonprofit Status	Yes	For nonprofit tax exempt organizations; not applicable to government entities.
Proof of State of California Active Business Entity Status	Yes	For nonprofit tax exempt organizations; not applicable to government entities.
Proof of Tax Exempt Status	Yes	IRS Determination Letter or government charter document as applicable.