



2014 Request for Information (RFI)

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

RFI Release Date: Friday, June 20, 2014
RFI Deadline: Wednesday, July 2, 2014 at 3 PM
(Pacific Daylight Time)

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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 Work included in this RFI. 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. SCOPE OF WORK

STATEMENT OF WORK

SPECIFIC REQUIREMENTS FOR:

Transitional Housing Program for TAY Families

1. INVOLUNTARY FAMILY SEPARATION: (Applies only to programs serving families)

Contractor shall collect and maintain on file the telephone screening and/or intake records of all families applying for admission to the program funded under this agreement. Contractor shall make these records available for review upon request to LAHSA and/or County staff for the purpose of monitoring the Contractor's compliance with the HEARTH Act prohibition against Involuntary Family Separation.

2. EDUCATION POLICIES & COORDINATION: (Applies only to programs serving families)

Contractor must, as required by the McKinney-Vento Act and as amended by the HEARTH Act, provide documentation that demonstrates that Contractor has established education-related policies and practices for individuals and families enrolled in Contractor's program. The Contractor must not only document Contractor's education-related policies and practices for Contractor's clients, but also document the process by which the Contractor established these policies and practices to ensure compliance with the McKinney-Vento Act, as amended by the HEARTH Act.

- a. Contractor must, as required by the McKinney-Vento Act and as amended by the HEARTH Act, designate a staff person to ensure that children participants are enrolled in school and connected to the appropriate services within the community. Contractor must document, in writing, its process for identifying/hiring a designated staff person, including any budget or resource implications, to ensure compliance with the McKinney-Vento Act, as amended by the HEARTH Act.

3. Contractor shall operate a clean, safe and well-maintained Transitional Housing Program (THP) for Transition Age Youth (TAY) located in scattered site apartments at the addresses specified under "Project Site Locations" on this Statement of Work. Contractor shall provide each client with as much privacy and personal space as possible. Each client must at a minimum, be provided with a bed, clean linens, a pillow, a blanket, and a personal closet/locker for storing and hanging clothes and other personal effects.

4. Contractors funded to provide TAY THP under this agreement shall be solely responsible for the provision of transitional housing and supportive services required under this agreement and Statement of Work. Management of the scattered site housing units and the provision of supportive services may not be subcontracted without approval from LAHSA in writing.

5. TAY THP Housing must be provided in a clean, safe and well-maintained environment 24-hours per day. For facilities serving both men and women, appropriate measures must be taken to ensure the safety of women. All efforts must be made to provide as much comfort to the client as possible.

6. The scattered site apartments used to house participants must also provide, at a minimum, access to a working kitchen with cooking facilities, laundry facilities, an accessible and working telephone and basic furnishings in the housing unit.

7. Contractor shall work with the landlord to ensure that appropriate property management/asset management services are provided for the scattered site apartments described under #1 above, to 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.
8. Contractor shall ensure that it complies with all federal, state, and local housing laws and fire clearance requirements including the California Landlord-Tenant Law (Civil Code Section 1940, et seq.) and/or the Transitional Housing Misconduct Act (Health and Safety Code Section 50580, et seq.)
 9. Rent Reasonableness: Contractor shall develop a policy and process to ensure that rents charged for the scattered site units identified for TAY THP housing are reasonable, and justified with appropriate documentation of comparable size units with similar amenities within a two mile radius of the identified unit.
 10. Lease and Occupancy Agreements: Contractor must ensure that it has a signed lease or occupancy agreement in place with each program participant residing in a CoC funded transitional housing program that clearly states the program's rules, including, but not limited to, program guidelines, program violation warnings and termination procedures.
 11. CoC Leasing Funds in Transitional Housing: If CoC leasing funds are used to pay for the housing of program participants, according to COC Interim Regulations at 24CFR578.49, the Contractor must ensure that:
 - a. The primary lease for the structure or units used to provide housing must be between the sub-recipient (Contractor Agency) and the landlord.
 - b. The rent charged must be reasonable in comparison to rents being charged for similar space or units taking into account location, size, type, quality, amenities, facilities and management services.
 - c. It has signed occupancy agreements, leases or subleases with program participants residing in housing.
 - d. If Contractor charges program participants rent, such rent must be calculated according to the regulations cited at 24CFR578.77.
 12. In the event that Contractor charges clients for rent, Contractor agrees that the amount of rent charged to each participant shall be calculated according to the requirements contained in 24CFR578.77 which states, in part, that said rent costs cannot exceed thirty percent (30%) of client's monthly adjusted income (adjustment factors include but are not limited to the number of people in the family, age of family members, medical expenses and child care expenses). Additionally, as unit rents under transitional housing models are fully funded by CoC leasing funds, Contractor shall ensure that it maintains an accurate record of all clients rent charged and received and that 100% of the rent received from each client is refunded to them to support their independent stable housing upon their exit from the program.
 13. CoC Rental Assistance Funds: If CoC funds are used to provide rental assistance to program participants, according to COC Interim Regulations at 24CFR578.51, the Contractor must ensure that:
 - a. The signed lease for the rental of the unit is between the program participant and the landlord.
 - b. Rental Assistance is not provided for a period of more than 24 months.
 - c. That rent charged to program participants is calculated according to the regulations cited at 24CFR578.77.
 - d. That the rental assistance is provided according to the CoC Interim Regulations found at 24CFR578.51.
 14. In housing that is configured in separate apartments with private kitchens or individual rooms with large shared kitchens (SRO or Group Home style), participants should be responsible for planning

and preparing their own meals and purchasing a portion of their own food as a managed life skills enhancement component of the program. The program must provide specific life skills training in nutrition, food budgeting, and meal planning and preparation to support the youth in attaining and maintaining these basic life skills. Contractor must ensure that each participant has access to sufficient food resources. All meals, whether provided by the program or prepared by the participant, must be complete and nutritionally adequate. Furthermore, Contractor agrees that participants served under this program shall not be required to surrender food stamps in exchange for meals or other services provided by Contractor.

15. Clients who are eligible for food stamps receive an Electronic Benefit Transfer (EBT) card that can be used at a store or other State-authorized agency to purchase food. Contractor may only use the client's food benefits upon obtaining a written authorization from the US Food and Nutrition Services (FNS).
16. Contractor agrees that a client's responsibilities with chores or facility maintenance shall not impede upon achievement of their goals.

REFERRALS & ADMISSIONS:

17. Eligible Transition Age Youth (TAY) to be served must be homeless according to HUD's Final Rule on "Defining Homeless" (24.CFR parts 91, 582 and 583), and must have been a former dependent youth served under the LA County foster care or probation systems.
18. Contractor shall ensure that they accept referrals from the LA County Department of Children and Family Services (DCFS) and the Department of Probation, other LAHSA providers, Community Stakeholders, and self-referrals from TAY. Contractor shall contact the DCFS Transition Coordinator or the Deputy Probation Officer (DPO) to ensure that all youth are eligible prior to admitting him/her into the program (Exhibit A-3)
19. Contractor shall ensure that it will request information regarding any known or suspected dangerous behavior of the referred TAY client from the referral source.
20. Contractor shall ensure that it does not discriminate on the basis of race, gender, sexual orientation, or disability and that (WIC Section 16522.1 [a] [1]) youth who were wards of the court as described in Welfare and Institutions Code Section 602 and youth receiving psychotropic medications shall be eligible for consideration in the program and shall not be automatically excluded due to these factors.
21. Contractor shall ensure that it adheres to the fact that participants have the right to be free from arbitrary or capricious rules; the right to appeal any loss of benefits or services before they are suspended (unless imminent physical harm to someone would result); the right to a grievance procedure.
22. Contractor shall ensure that its program allows the participants the greatest amount of freedom to prepare them for self-sufficiency.

CONFIDENTIALITY OF CLIENT INFORMATION:

23. Contractor shall maintain policies and procedures for protecting the privacy and confidentiality of residents.
24. Contractor shall ensure that it respects each participant's right to confidentiality. This right applies to the dissemination, retrieval and acquisition of identifiable information. Contractor shall not release information about a participant's receipt of services without a written release of information from the participant.
25. Contractor shall ensure that participants' right to privacy is respected. Information shall be requested from the participants only when the information is specifically necessary for the provision of services. Participants shall not be required to supply information as a condition of obtaining services without written documentation verifying the necessity of the information.

REQUIRED SERVICES:

26. Upon entry into the program, Contractor shall ensure that clients receive at a minimum the following services:

- a. Intake: An intake will be completed with the participant to determine whether they are eligible to receive housing and services in a CoC funded transitional housing program. This includes the determination and documentation of homelessness according to HUD's Final Rule on "Defining Homeless" (24.CFR parts 91, 582 and 583) and former foster youth or probation youth status. Contractors will be responsible for the completion of an intake form for each participant served in the program. Intake workers are also responsible for advising participants of case management participation requirements.
- b. Comprehensive Assessment: The goal of a comprehensive assessment is to determine the participant's barriers to stable housing which includes, but is not limited to the assessment of the following; medical, physical, mental, psychosocial, and emotional health; history of alcohol and/or substance abuse; domestic violence; education and employment history; legal and financial needs. This assessment will include a detailed statement of all barriers faced by the youth in each of the areas listed above, and will include recommendations regarding the services that should be planned in the Individualized Service Plan (ISP) to address and overcome these barriers.
- c. Individualized Service Plan: On the basis of the completed assessment, the case manager, together with the participant, will develop an Individualized Service Plan (ISP) that identifies the barriers to the participant's independent living, and prioritizes the order in which they should be addressed through short and long-term goals, the desired outcomes, and the strategies and resources to be used in attaining the outcomes. Specifically, the ISP will identify the goal(s) to be achieved to overcome each barrier, and the action steps to be taken including who is responsible for completing the action step, and the target dates for the goals to be achieved. The ISP should specifically stipulate to the services that will be provided, i.e., type and frequency, and the assigned staff that will work with the program participant to assist with achieving those goals to be addressed.
- d. Case Management: The goal of case management is to assist participants in addressing their issues by providing quality services in the most efficient and effective manner. Case management services will include TAY-centered activities that will maximize the participant's physical, social and economic well-being in order to assist him/her in living independently. Case management staff should possess relevant education, skills and/or experience to assist participants in assessing their needs and achieving their goals.
- e. Participants and their case manager will address each issue identified in their ISP, ensuring that at the time of their transition to permanent housing, participants are stable enough to move to the next level where their long-term goals may be addressed. Case managers together with the participants must develop a "next step" plan for those who graduate from the program. The case management staff will at a minimum have case plan update / counseling sessions with the TAY at least one (1) session per week for the first sixty (60) days the youth is in the program to focus on the short term goals on the ISP. As the participant achieves his/her initial goals and progresses in the program, the sessions may be decreased.

to at least monthly to follow-up on the more long term goals on the ISP. For all participants the frequency of case management sessions provided must be appropriate to the current needs of the youth. All TAY must have at least monthly case plan update / counseling sessions during their participation in the program

- f. Independent Living Skills: The goal of independent living skills training is to assist participants to become self-sufficient and independent. Required independent living skills training courses to be provided under this contract include: budget planning, money management (including basic tax information); meal planning and preparation; basic living skills (i.e., personal grooming/hygiene, doing laundry, etc); maintenance of one's own living unit; accessing the following resources: legal rights and community resources, mental health and/or substance abuse services, medical and dental care, developing supportive relationships, socialization skills and self-esteem building and other skills required to lead an independent lifestyle. Independent living skills training must be provided in either a group setting and/or on a one-on-one basis with each participant. Contractor will develop a curriculum for the independent living skills training class that all program participants will attend. Contractor must document the participation of each youth in required courses by the use of sign-in sheets, and case notes in participant files. Additionally, Contractor is required to demonstrate the increased living skills achieved by each participant through the documentation of pre and post-tests to be completed by each participant for all required courses.
- g. Establishment and Management of a Savings Account: Since financial stability is one of the key elements of living independently, services in housing must focus on preparing and training participants in obtaining and managing financial resources. Therefore, participants must establish a savings account that is designed for maximum savings. Money management classes must also be provided to participants.
- h. Housing Placement: The goal of these services is to assist participants with all the tasks involved in locating, obtaining, moving into, and maintaining sanitary, safe, and stable housing. A comprehensive approach to providing these services includes preparing and training participants in searching for, securing, and maintaining their own housing and developing relationships with landlords and property managers. Participants must also be trained in dealing with landlord-tenant issues.
- i. Employment & School Items: Contractor shall ensure that they assist with obtaining any items that the participant requires to start and/or maintain employment or schooling. The items include but are not limited to: uniforms, books and supplies, etc.
- j. Job Readiness and/or Increased Skills: The goal of these services is to improve the participant's financial situation in order to increase his/her ability to live independently. Providers must establish and maintain effective working relationships with employment programs, including Work Source Centers, and assist participants in participating in services to prepare for and obtain employment.
- k. Contractor shall ensure they maintain documentation in the participant's record folder reflecting the date the employment and/ or school item(s) were provided to the participant.

- l. Substance Abuse: Provider must establish an assessment tool for participants suffering with substance abuse. Case Managers must provide linkages to service providers that provide detoxification beds and inpatient and outpatient services to participants suffering with substance abuse.
- m. Medical & Dental Services: Providers must establish referral network linkages to medical and dental service providers who are Medi-Cal participants or appropriately licensed (or otherwise legally operating, e.g. County) clinics or adult day health centers that can determine eligibility for and enroll participants into various programs that provide low or no cost care and prescription medication subsidies.
- n. Mental Health Services: Providers must establish referral network linkages to mental health service agencies that can determine eligibility for various programs for qualifying mental health participants including: housing, benefit advocacy and prescription medication subsidies.
- o. Referral Network: Providers must, at a minimum, maintain the following referral networks: longer-term housing programs; mental and physical health programs; alcohol and substance abuse treatment programs; mainstream benefit programs; vocational counseling/training programs; employment development/placement programs; life skills training programs; support groups; and legal aid programs.
- p. Referral Procedures: Providers must establish referral and follow-up procedures to confirm all referrals made to other services. Documentation of referrals made and referral confirmation must be maintained in participant files.

27. Contractors may designate case management space at the site or at another site (program or administrative) that is reasonably close and easily accessible by program participants. If the case management space is located off-site, contractor must provide transportation to and from the case management site.

PSYCHIATRIC EMERGENCIES, USE OF DRUGS & ALCOHOL, AND SAFETY:

28. Contractor shall maintain policies and procedures for promptly and appropriately responding to mental health crises and issues, including procedures that ensure participants' 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 decompensation, the knowledge of the necessary assistance to assist the participant at the time of the crisis, and the ability to provide that assistance or contact the appropriate entity to provide such assistance.

29. Contractor shall maintain policies and procedures for drug and/or alcohol use, including procedures that ensure participants' ability to remain in the program and receive appropriate referrals for treatment and services.

30. Contractor shall maintain policies and procedures for ensuring the safety and security of staff and residents, including prohibiting violence and the sale and use of substances.

CONTRACTOR STAFFING:

31. Contractor shall ensure that it hires and maintains sufficient personnel, competent to perform all work in accordance with the requirements of this Statement of Work (SOW), according to the staffing structure detailed in Exhibit B Contactor's Budget. Contractor shall ensure that all staff are qualified and possess the relevant education, skills and/or experience to carry out the duties assigned to them.

32. Contractor shall provide 24-hour on call staffing to provide crisis intervention in the event of an

emergency.

33. Contractor shall ensure that it does not permit any employee to perform services hereunder while under the influence of any alcoholic beverage, medication, narcotic, or other substance, which might impair the employee's physical or mental performance

RECORD KEEPING:

34. **HMIS Enrollment:** Contractor shall ensure that all required information for each ILP/LAHSAs TAY admitted to the transitional housing program is entered into the HMIS system, and that the participant is enrolled in the program in HMIS within 3 days of the participant's entry into the program.
35. **Bed/Unit Assignment:** Contractor shall ensure that each participant enrolled in the program is assigned to a bed or unit upon HMIS enrollment, and shall ensure that participant bed/unit assignments are kept up to date in the HMIS system.
36. **Required Documentation of Services in HMIS:** Contractor shall maintain accurate information recorded in HMIS on each participant served in the program including first and last name, telephone number, address of living unit, agency providing service and date of admission, length of stay in days, and the number of participants who completed their high school diploma or GED certificate, percentage of TAY THP participants employed at admission and discharge, percentage of participants who report having a consistent relationship with a caring adult and discharge date (if applicable).
37. **HMIS Case Notes:** Contractor shall ensure that staff document all pertinent information regarding the ILP/LAHSAs TAY's participation in the program in case notes in HMIS. Such information will include, but not be limited to; achievement of goals in the youth's ISP, program noncompliance, program rule violation warnings, corrective actions, special incident reports involving the youth, etc.
38. **TAY Case File:** Contractor shall ensure that it creates, maintains and updates at least monthly a hard copy case file for all participants served in the program. The case file folder shall include, but not limited to, the following:
 - a. Completed Intake, Comprehensive Assessment and Individualized Service Plan (ISP) forms for each youth.
 - b. Case Notes (may be printed from HMIS and filed)
 - c. Required Supportive Services Fees and Rent Fees forms if applicable.
 - d. Incident Reports, Notices of Noncompliance.
 - e. Discharge Notices, and,
 - f. **Discharge/Closing Report:** Contractor shall ensure that a Discharge/Closing Report is prepared and maintained for each participant leaving the program. The report shall include, but not be limited to: (1) a closing summary of information documented in the TAY case file folder; (2) the participant's progress while participating in the Program, including completion of a high school diploma or GED certificate, if employed at admission and discharge, and if the participant reports having a consistent relationship with a caring adult, and (3) the reason for the participant leaving the program. The Discharge/Closing Report shall be filed in the TAY case file. The Discharge Report will be made available upon request.

REPORTING TO LAHSA:

39. **Data Integrity Report in HMIS:** Contractor is required to run the Data Integrity report (DIR) in HMIS on at least a monthly basis by the 3rd of each month to verify the accuracy of data entered into HMIS. Any data errors or omissions noted in the DIR should be corrected within 7 days.
40. **Quarterly Reports:** LAHSA shall run a quarterly report by utilizing the QPR2013 report in HMIS on clients served and the achievement of the program's goals by the 7th calendar day of the month following the end of each quarter. Due to the fact that these reports are derived from data in HMIS,

the Contractor is responsible to ensure that all client data is complete and accurate prior to the report due date. Contractors will be required to certify the accuracy of all QPRs in writing.

41. Special Incident Reports (Exhibit A-2): CONTRACTOR shall ensure that it submits copies of Special Incident Reports to LAHSA at the following address within twenty-four (24) hours following an incident:

Rhonda Johnson, Homeless Systems Analyst
Los Angeles Homeless Services Authority
811 Wilshire Boulevard, 6th Floor
Los Angeles, CA 90017
FAX: (213) 892-0093

42. Annual Progress Report: All projects funded with CoC finds are required to submit an Annual Progress Report (APR) to LAHSA which is reviewed for accuracy and then submitted to HUD. APRs are generated from information entered in HMIS and therefore the Contractor is required to ensure the accuracy of the data recorded in HMIS through the monthly use of the Data Integrity Report (DIR) in HMIS and by certifying the accuracy of QPR data on a quarterly basis.

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 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

1. Table Tier 1

Tier 1 Grants - Conditionally awarded 4/8/2014												
Service Planning Area(s)	# of Beds	Applicant Name	Project Name	Grant Number	Annual Start Date	Leasing	Supportive Services	Operating	Admin.	Annual CoC Program Total	Required Match	Total Program and Match (minimum)
6	24	LAHSA	Transitional Housing Program for Homeless Young People (3)	CA0509L9D001205	2/1/2014	\$117,494	\$175,237	\$54,991	\$24,114	\$371,836	\$63,586	\$435,422
8	22	LAHSA	Transitional Housing Program for Homeless Young People (4)	CA0512L9D001205	2/1/2014	\$133,543	\$160,693	\$54,909	\$24,183	\$373,328	\$59,947	\$433,275
6 & 8	10	LAHSA	Transitional Housing Program for Homeless Young People (6)	CA0508L9D001205	4/1/2014	\$38,460	\$32,488	\$30,531	\$7,030	\$108,509	\$17,513	\$126,022
Tier 1 Total										\$853,673		

2. Table Tier 2

Tier 2 Grants - Conditionally awarded 6/16/14												
Service Planning Area(s)	# of Beds	Applicant Name	Project Name	Grant Number	Annual Start Date	Leasing	Supportive Services	Operating	Admin.	Annual CoC Program Total	Required Match	Total Program and Match (minimum)
3 & 8	26	LAHSA	THP for Homeless Young People - CA7020	CA0500L9D001205	4/1/2014	\$35,218	\$116,385	\$109,796	\$18,229	\$279,628	\$61,103	\$340,731
8	2	LAHSA	Transitional Housing Program for Homeless Young People (1)	CA0510L9D001205	4/1/2014	\$51,184	\$74,940	\$43,721	\$11,790	\$181,635	\$32,613	\$214,248
1	2	LAHSA	Transitional Housing Program for Homeless Young People (5)	CA0513L9D001205	4/1/2014	\$15,244	\$3,808	\$4,200	\$1,544	\$24,796	\$2,388	\$27,184
2	4	LAHSA	THP for Homeless Young People - CA7190	CA0501L9D001205	7/1/2014	\$152,684	\$133,603	\$80,351	\$25,371	\$392,009	\$59,832	\$451,841
8 & 7	6	LAHSA	THP for Homeless Young People - CA7403	CA0502L9D001205	7/1/2014	\$91,610	\$57,507	\$39,262	\$13,010	\$201,389	\$27,445	\$228,834
Tier 2 Total										\$1,079,457		

V. 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 SuperNOFA.
 - b) An additional five (5) projects were renewed in Tier 2 of the 2013 SNOFA.
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 this RFI may be required to utilize one or more of these units if selected.
8. Agencies selected for funding under this RFI 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 RFI must first complete LAHSA's RFQ registration and document upload process.
10. Respondents to this RFI 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 Wednesday, July 2, 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 LAHSA’s 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.

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 RFIs must be received by FileShare, no later than **3:00 PM (Pacific Daylight Time), Wednesday, July 2, 2014**. RFIs 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 submission arrangements.
- D. RFIs received after 3:00 PM (Pacific Daylight Time) on Wednesday, July 2, 2014, may be returned without review.

VII. 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)
*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)
- 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

Word Limit

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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 Statement of Work in Section III. 500 words

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.

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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.
