



Los Angeles
HOMELESS SERVICES AUTHORITY
Working Together to End Homelessness in Los Angeles

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

FY2016 COC PROGRAM NEW PROJECTS

Issued: July 22, 2016

Mandatory Proposers Conference: July 25, 2016, 1pm – 3pm

Written Questions Due: July 27, 2016, 3pm

Submission Deadline: August 1, 2016, 2pm

Table of Contents

I. DESCRIPTION OF WORK	3
A. Objective	3
B. Funding Available	4
C. Eligible Applicants	4
D. Geographic Area Served	5
E. Definitions	5
F. Reallocation for TH providers surrendering their grant option	9
G. Program Component: Rapid Re-housing (RRH) (Reallocation for TH providers surrendering their grant option ONLY)	9
H. Program Component: Permanent Supportive Housing (PSH)	11
I. Program Component: Permanent Supportive Housing (PSH) Bonus	14
J. Performance Outcomes	15
K. Budget, Match and Leverage	15
L. Timeliness Standards	16
M. Due Diligence and Regulatory Compliance	16
N. Joint Offers	16
O. Proposed Contract	16
P. No Commitment to Award	17
II. PROPOSAL CRITERIA AND EVALUATION PROCESS	17
A. Overview	17
III. GENERAL INSTRUCTIONS	23
A. New Project Proposal Submittal	23
B. Due Date	24
C. Mandatory Proposers' Conference	24
D. Questions from Proposers	24
E. RFP Addenda/Clarifications	25
F. Appeals	25
IV. PROPOSAL FORMAT AND CONTENT	26
V. CORE DOCUMENTS	27
VI. PROPOSAL CONDITIONS AND RESERVATIONS	29
VII. CONTRACT CONDITIONS	33
Exhibit I	37
Exhibit II	38

I. DESCRIPTION OF WORK

A. Objective

Each year, the U.S. Department of Housing and Urban Development (HUD) releases a nationally competitive Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Program. The Los Angeles Homeless Services Authority (LAHSA), as the HUD-designated collaborative applicant for the Los Angeles CoC (LA CoC), coordinates this Request for Proposals (RFP) for new permanent housing projects funded through LA CoC reallocated funds and HUD permanent housing bonus funds.

LAHSA is issuing this RFP in collaboration with the Housing Authority of the City of Los Angeles (HACLA) and the Housing Authority of the County of Los Angeles (HACoLA), hereinafter referenced as the participating Public Housing Authorities (PHAs). This RFP solicits proposals for new Permanent Supportive Housing (PSH) projects for chronically homeless individuals and/or chronically homeless families. The purpose of this RFP is to determine which new permanent housing projects will be included in the LA CoC FY2016 CoC Program Competition application to HUD. Through the CoC Program NOFA Competition, HUD will determine the awards for the FY2016 CoC Program. New projects that are recommended for inclusion in the LA CoC FY2016 CoC Program Competition application to HUD will be listed in Tier 2 of the LA CoC FY2016 CoC Priority Listing.

All new projects that are awarded funding will be subject to the terms and conditions of the FY2016 CoC Program NOFA in which they are awarded and any HUD issued revisions or addenda to that NOFA. Revisions and addenda may be issued in order to communicate changes, revisions or corrections to this RFP.

New projects funded under this RFP will be required to act as collaborative partners with the existing Coordinated Entry System (CES) for individuals, the CES for families, and/or the CES for Youth. Funding for new projects under this RFP will come from the reallocation of unspent funds from existing CoC Program projects, low performing CoC Program projects, and re-programmed CoC Program funds, and/or HUD bonus funds. Reallocation is the process by which a CoC shifts funds from existing eligible renewal projects to new projects. In addition, the LA CoC is eligible to apply for up to 5% of the LA CoC's Final Pro Rata Need (FPRN) for the Permanent Housing Bonus project competition. All award recommendations are subject to the approval of the LAHSA Commission and final approval by HUD.

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 a comparable HUD approved system of record (domestic violence programs only).

LAHSA supports HUD in prioritizing permanent housing as a solution to homelessness. Accordingly, this RFP offers administrators of **Transitional Housing (TH)** grants the opportunity to choose not to renew those grants and instead to apply for a new permanent housing project for rental assistance and supportive services for new PSH and RRH projects, in an amount equal to or less than the current TH grant. Applications under this option will complete applications in the same manner as other new project applicants, but will be subject to a threshold review and a quality review to ensure these proposals meet HUD standards.

B. Funding Available

Proposals for this RFP will be accepted in amounts not to exceed \$1,000,000. Funding for this RFP is estimated at \$7,980,210 for reallocation funds and **\$5.1 million** for bonus funds and will be subject to change based on HUD's release of the Final Pro Rata Need (FPRN) in August 2016. The FY2016 CoC Program Reallocation Policies have been approved by the LA CoC Coordinating Council and the LAHSA Commission. These policies inform the total amount of funding available for reallocation under this RFP. For further information on these policies, please reference the July 22, 2016 LAHSA Commission Meeting Documents located on the LAHSA website at: <https://www.lahsa.org/agendas-and-minutes>.

The goal of this RFP is to fully utilize CoC Program funds within the award term, as a result, no funds are available under this RFP for capital costs (i.e., new construction, acquisition, or rehabilitation).

Unit Rate

New project applications must adhere to 24 CFR 578.51(f) and must request the full published Fair Market Rate (FMR) amount per unit. Project applications for rental assistance cannot request more than 100 percent of the published FMR.

C. Eligible Applicants

Eligible applicants for new PSH projects are PHAs in the LA CoC. Non-profit organizations and government agencies may elect to apply directly under the previously mentioned participating PHAs 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-three (63) participating cities as specified in Exhibit I. Other PHAs in the LA CoC may apply directly through this RFP with a non-profit organization as their subrecipient.

Eligible applicants also include current TH grantees if they elect not to renew their current TH grants.

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

The term “Proposer” herein refers to subrecipients applying under the above-mentioned participating PHAs and to other PHAs in the LA CoC applying directly through this RFP with a non-profit organization as their subrecipient.

D. Geographic Area Served

Each proposal must clearly identify the Service Planning Area (SPA) within the LA CoC in which the proposed project will be located and the region it will serve. Final funding allocation will be made according to the quality review results and the need for services in each SPA. Proposals with sites located in SPAs encompassing another CoC must provide services in compliance and collaboration with the LA CoC CES for Individuals, the CES for Families, and or the CES for Youth and located within the LA CoC only. Projects located within the cities of Glendale, Long Beach, and Pasadena are not eligible under this RFP as these cities are not part of the LA CoC.

E. Definitions

Case Management

Case management is defined by the Case Management Society of America as “a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services” to meet individual needs. Case Management in the context of CES should be voluntary and client centered, with the goal of identifying strengths and client directed goals, while promoting “health, recognition, and well-being” (USICH, 2016). Case Managers in CES should ultimately focus on linking the client to a permanent housing resource and providing the necessary services needed to promote housing stability.

Chronically Homeless

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 twelve months or on at least four separate occasions in the last three years **where those occasions cumulatively total at least twelve months**; 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.

Coordinated Entry System (CES)

CES is a regionally based system that connects new and existing programs into a “no-wrong-door network” by assessing the needs of individuals/families/Youth experiencing homelessness and linking them with the most appropriate housing and services to end their homelessness. The goal of the CES is to streamline processes through which communities assess, house, and support housing retention for individuals/families who are homeless; to ensure all of our homeless neighbors are known and supported; to target and maximize limited housing resources; and comply with the federal mandate to adopt a standardized intake and coordinated assessment process for housing. The essential components of CES are: 1) a system that is low-barrier and easy to access; 2) a system that identifies and assesses people’s needs; and 3) a system that prioritizes and matches housing resources based on those needs.

Evidence of Site Control

Documentation of an appropriate certificate of occupancy and/or a conditional use permit allowing the legal use of the property for the service/housing being proposed, and at least one of the following types of documentation securing the location for the use of the proposed system component:

- a) Proof of Ownership;
- b) Executed Option to Purchase;
- c) Executed Lease Agreement;
- d) Executed Option to Lease;
- e) Letter of Intent signed by both parties.

Harm Reduction

Harm reduction is an aspect of a program’s or system’s design established by a set of policies and the resulting procedures and practices whose objective is to reduce the negative consequences of participants’ continued use of drugs and/or alcohol or failure to be medication compliant. In housing settings, harm reduction is intended to prevent a participant’s loss of housing and/or termination from the program based solely on his or her inability to stop using drugs or alcohol or failure to take prescribed medications.

Programs incorporating a harm reduction model must utilize all interventions possible, short of termination from the program to enable the participant to reduce or minimize their risky behaviors while at the same time assisting them to move into and become stabilized in permanent housing. Harm reduction is not intended to prevent the termination of a participant whose actions or behavior constitute a threat to the safety of other participants and staff. Organizations must develop a set of policies and procedures to be implemented in the event of such behavior on the part of a participant.

Housing First

Housing First is an approach that offers permanent housing as quickly as possible for people experiencing homelessness, particularly for people with long histories of homelessness and co-occurring health challenges, while providing the supportive services people need to keep their housing and avoid returning to homelessness without service participation requirements or preconditions (such as sobriety or a minimum income threshold). The provider ensures that the supportive services that program participants need or want in order to achieve permanent housing and to increase income are offered, but are not required as a condition of housing, including links to mainstream programs or partner agencies (i.e. mental health services, substance abuse treatment, medical services, child care, etc.). Income, sobriety and/or participation in treatment or other services are voluntary and are not required as a condition for housing.

Homeless

An individual who belongs to one of the following categories:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. An individual or family with a primary nighttime residence that is a public or private place not meant for human habitation;
 - b. Is living in a 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); or
 - c. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
2. Not applicable; Intentionally Omitted;
3. Not applicable; Intentionally Omitted;
4. Any individual or family who:
 - a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

- b. Has no other residence; and
- c. Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

Permanent Housing (PH)

Community-based housing without a designated length of stay, which includes both Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH). Examples of permanent housing include, but are not limited to, a house or apartment with a month-to-month or annual lease term or home ownership.

Permanent Supportive Housing (PSH)

Permanent supportive housing is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability to achieve housing stability.

Rapid Rehousing (RRH)

A support intervention that uses a combination of case management, Housing Navigation, and short to medium term financial assistance to assist mid-range acuity homeless households identify and stabilize in tenant-based, scattered site, permanent housing.

Rent Reasonableness

The total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same period for comparable non-luxury unassisted units. Such determinations should consider: (a) location, quality, size, type, and age of unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner. Comparable rents may be verified by using a market study, reviewing comparable units advertised for rent, or by obtaining written verification from the property owner documenting comparable rents for other units owned.

Transition Age Youth (TAY)

An individual between the ages of 16 and 24 years.

Please note that while the Youth Coordinated Entry System serves youth and young adults, ages 16-24, for the purposes for Permanent Supportive Housing, youth must be at least 18 years old to sign a lease. Therefore, for the program area of Permanent Supportive Housing, TAY are defined as youth ages 18-26.

Transitional Housing (TH)

Transitional housing (TH) is designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing may be used to cover the costs of up to 24 months of housing with accompanying supportive services. Program participants must have a lease

(or sublease) or occupancy agreement in place when residing in transitional housing.

F. Reallocation for TH providers surrendering their grant option

Objective: This option offers administrators of TH grants the opportunity to choose not to renew those grants and instead to apply for a new permanent housing project, either Permanent Supportive Housing (PSH) or Rapid Rehousing (RRH), in an amount equal to or less than the current TH grant. Applications under this option will complete applications in the same manner as other new project applications and be subject to the same definitions, target population, performance outcomes, allowable use of funds, and other rules governing new projects, and will be subject to a threshold review and a quality review to ensure these proposals meet HUD minimum standards.

This option is designed to incentivize TH providers to consider receiving up to the same grant amount to administer permanent housing programs instead of TH programs.

TAY TH projects choosing this option must use the reallocated TAY funds create new TAY PH projects.

G. Program Component: Rapid Re-housing (RRH) (Reallocation for TH providers surrendering their grant option ONLY)

Objective: To move individuals and/or 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 individuals and/or families who are defined by HUD as literally homeless because they are coming from a place not meant for human habitation or an emergency shelter *and* who are prioritized for housing by the CES in the Proposer's SPA. RRH follows a Housing First approach to help homeless individuals and/or 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.

Eligible Population: Under the RRH program component, all individuals and/or families served must:

- Meet the HUD definition of "homeless"; and
- Individuals must be prioritized through the CES for Individuals; or families must be prioritized through the CES for Families; or youth must be prioritized through the CES for Youth.

Individuals and families coming from transitional housing projects are not eligible under this program type. Youth-headed households with children aged 17 or under are included in the eligible population for RRH projects.

Each participant's housing status must be determined and documented according to the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) Homeless Definition Final Rule. (24 CFR 583.5; 24CFR 583.301(b))

Core Elements of the RRH Program Component:

1. The individuals and/or families assisted come from the streets or shelter and would remain homeless but for this assistance. Individuals and/or Families coming from transitional housing programs are not eligible.
2. The household being served is helped directly into a community-based unit the family will retain after the program ends.
3. The unit must meet HUD Housing Quality Standards and rent reasonableness standards. The unit must have at least one bedroom or living/sleeping room for every two people in the household (24 CFR 578.75(b)).
4. 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.
5. 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.).
6. 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 578.37 (a)(1)(ii); 578.51; 587.53):

- Housing search and counseling services (24 CFR part 578.53(e)(8));
- Housing stabilization services, to include meeting with the family at least once per month (24 CFR 578.53 (b)(4));
- Short term rental assistance, up to 3 months, in accordance with CoC program federal regulations; (24CFR 578.51 (a)(1)(i));
- Medium term rental assistance, in accordance with the HFSS RRH Policy for Homeless Families, available on the LAHSA website at http://www.lahsa.org/fss_docs.asp and the CoC program federal regulations (24CFR 578.51 (a)(1)(i));

- Rental Application Fees: application fee that is charged by the owner to all applicants (24 CFR part 578.53(e)(8)(ii)(C));
- Security Deposits: equal to no more than 2 months of rent (24 CFR 578.51(a)(2));
- Moving Costs: moving costs, such as truck rental or hiring a moving company. (24 CFR part 578.53(e)(2));
- Utility Deposits: standard utility deposit required by the utility company for all customers (i.e. gas, electric, water/sewage) (24 CFR part 578.53 (e)(16)); Case Management, including up to six (6) months of case management after rental assistance ends (24 CFR part 578.53(e)(3)).

Eligible applicants for the RRH component are TH providers who choose the reallocation for TH providers surrendering their grant option only.

H. 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 and supportive services.

Successful Proposers will serve individuals and families that have been prioritized by CES and will work as collaborative partners within CES. Access to this housing does not require a demonstration of readiness on the part of the individual or family experiencing homelessness.

PSH programs will provide PH with long-term rental assistance paired with supportive services to help program participants achieve housing stability. **All proposed PSH programs must have 70% of their total funding request allocated to rental assistance and 30% allocated to supportive services.**

Supportive services provided by other funding sources, the sub-recipient or a third party provider must be documented by a formalized written agreement between the sub-recipient and the party that will provide the services prior to grant execution. Only those services that are committed to the project at time of application will be considered for evaluation.

Eligible Population: Under the PSH program component, all individuals and/or families served must:

- Meet the HUD definition of “Chronically Homeless”; and
- Individuals must be prioritized through the CES for Individuals; or families must be prioritized through the CES for Families; or youth must be prioritized through the CES for Youth.

Each participant’s housing status must be determined and documented according to the HEARTH Homeless Definition Final Rule (24 CFR 582.5; 24 CFR 582.301(b)).

There is no difference between eligible populations under reallocation for TH providers giving up their grant option and eligible populations under other programs offered under this RFP.

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) and rent reasonableness standards. (24 CFR 982.401; 24 CFR 578.75(b))
7. Service plans for program participants are individualized based on their needs, circumstances, 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 (24CFR Part 578) and qualifying disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423).
2. Assessment
A comprehensive assessment that 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 that 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 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).

Eligible applicants for the PSH component are all new project proposals.

I. 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)).

Eligible applicants for the PSH Bonus program component are all LA CoC PHAs only.

J. Performance Outcomes

HUD has identified housing stability and increased income as major goals for the PSH program component 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

- 80% of households served are placed in permanent housing
- 50% of permanent housing placements occur within 90 days
- 90% of households permanently housed do not return to shelter within the subsequent two years
- 20% of households increase income in the program
- 95% data quality in HMIS.

b) Performance Outcomes for the PSH 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 from all sources
- 95% of households do not return to homelessness
- 100% utilization of rental assistance funds
- 95% HMIS data quality

K. Budget, Match and Leverage

Proposers are required to submit a competitive budget which will allow them to operate at an optimal level. A budget template has been provided with this RFP that provides for a line item budget by category. The budget template provided must be submitted with the proposal. Proposers must submit a complete budget for the total cost of the proposed project, including any other funding sources being leveraged. *NOTE:* As authorized by the FY 2016 HUD Appropriations Act, program income may now be used as a source of match and must be properly documented in the project application.

Match and Leverage

Due to the limited resources available and the requirements of the funder, all applications will need to be able to demonstrate match and leveraging in order to meet the needs of the populations they intend to serve. HUD requires match (cost sharing) to be provided by the recipient to match the grant funds provided by LAHSA through this RFP at a minimum of 25% percent (24 CFR 578.73).

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.

L. Timeliness Standards

The Proposer is expected to demonstrate the ability to begin new project operation in the year 2017 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 FY2016 CoC Program NOFA. 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. As of January 15, 2016, CoC recipients must comply with the Defining “Chronically Homeless” Final Rule.

Proposals 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. LAHSA and the designated PHA intend to contract with a single Proposer and not with multiple Proposers 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 PHA. **Sample contracts may be found for respective housing authorities on the LAHSA website: www.lahsa.org.** 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.

Corrective actions may be imposed on an agency for noncompliance with regulations, contract requirements and other applicable professional standards. Should an agency fail for any reason to comply with the contractual obligations of their contract, LAHSA reserves the right to take remedial action at its discretion as set forth in LAHSA's Remedial Action Policy. LAHSA, at its discretion, may impose any of the following remedial actions for cause: Notice of Noncompliance, Withholding of Payment, Probation, Suspension, Termination and/or, Debarment.

P. No Commitment to Award

Issuance of this RFP and receipt of proposals does not commit HUD, LAHSA or PHAs to award a contract. LAHSA expressly reserves 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 or LAHSA staff. Threshold Review for all PSH proposals applying under HACLA or HACoLA will be performed by HACLA or HACoLA staff respectively. **Threshold Review for all RRH proposals applying under LAHSA and proposals from other LA CoC PHA proposals will be performed by LAHSA staff.** Proposals that meet all Threshold Requirements, as outlined in this 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. Quality Review results for the recommended proposals does not guarantee funding. The recommended proposals will be submitted with the FY2016 CoC Program Consolidated Application for

the CoC and included in the subsequent nation-wide HUD competition. Through the national competition, HUD will determine whether the recommended proposals will be awarded funding.

a) Phase 1: Threshold Review

Proposals must meet the following threshold criteria for eligibility:

Attendance at the Mandatory Proposers' Conference: Proposers must attend the mandatory Proposers' Conference for this RFP.

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 this RFP will be rejected at the Evaluation Panel's sole discretion.

Target Population: The project must serve the target population as defined in this RFP. All populations served must meet HUD's definition of chronically homelessness.

Housing Type: Only Permanent Supportive Housing (PSH) projects will be considered for funding under this RFP.

Housing Emphasis: All proposed PSH and RRH programs must have 70% of their total funding request allocated to rental assistance and 30% allocated to supportive services.

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. *Refer to Exhibit II for HUD's Housing First in Permanent Supportive Housing Brief.*

Coordinated Entry Participation: Proposers must demonstrate current participation with the appropriate SPA-based CES for Individuals, Families, and/or Youth and must demonstrate how the proposed program will impact service gaps in the existing system(s).

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 formalized written agreement 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, and 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 have implemented 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.

Organizational Capacity & Financial Stability: An organization's 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 provider 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. In addition, the Evaluation Panel will evaluate the financial stability of the Proposer.

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 the size and scope of the program operations.

Proposer must demonstrate that the site is legally zoned for the type of services to be provided and that the building/site is in compliance with all applicable building, health and safety codes of the locality.

ADA and ADAAA Compliance: Proposer’s site for the provision of supportive services must be compliant with the Americans with Disabilities Act of 1990 and the American with Disabilities Act Amendments Act of 2008 (ADA/ADAA). The panel will evaluate Proposer’s compliance with the ADA/ADAA 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, CoC integration, target population, past performance, budget, 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.

Scoring Area	Points
Program Design	25
Past Performance	35
Program Readiness	15
Program Budget/Cost Efficiency	10
CoC Integration	15
BONUS POINTS – Regional Capacity Building	5
Total Points Possible, Including Bonus	105

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 understanding of the unique needs of the geographic area to be served by the proposed program. 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 proposal will be evaluated on the use of supportive services, staffing and supervision plans to assist the population it proposes to serve in achieving these goals. The proposal will also be evaluated on the appropriateness of the facility for serving the proposed population in relation to the number of participants served as well as the location of the facility in relationship to community amenities.

Past Performance (35 Points)

The Proposer's past performance under other LAHSA, participating PHAs 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 which 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, is 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 and an assessment of the processes and systems proposed to meet these dates.

Program Budget/Cost Efficiency (10 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 served and/or the level of services provided. 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 (15 Points)

Proposals will be evaluated on the potential 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 within CES for individuals or CES for families, and with other service and housing providers within the region. This evaluation will include an assessment of linkages with all other components in the LA CoC.

Projects must fill vacancies using the CES for families or CES for individuals priority lists to house people from the community in which they are operating. Programs will be integrated with local outreach efforts to ensure effective engagement of the target population.

The proposed project will be evaluated on consistency with funder objectives and integration with the Consolidated Plan of the Proposer’s jurisdiction. Organizations will need to demonstrate active participation in local homeless coalitions.

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

FileShare

Prior to submitting a new project application, applicants are required to have an active Fileshare account. If your agency does not have an active FileShare account, please complete the Account Request Form available online at <https://www.lahsa.org/fileshare>.

MyOrg

The RFP application will be available via the MyOrg portal on the LAHSA website. If your organization does not have an active MyOrg account, please complete the “Create Account” form available online at: <https://www.lahsa.org/myorg/user/create-account>

Core Documents

After a FileShare account has been created, Proposers must upload the most recent versions of Core Documents prior to the proposal submission deadline. A current Certification of Core Documents must also be completed, signed and uploaded to FileShare prior to the submission deadline. *Please reference Section V. Core Documents for the complete list of required core documents.* The Certification of Core Documents and Certification of Litigation and Contract Compliance are available online at www.lahsa.org/fileshare_reports.

Proposal Application

RFP, Application documents, and the Budget Template will be made available online following the approval for release from the Programs & Evaluations Committee. Proposers may respond to this funding opportunity by completing the online application located at <https://www.lahsa.org/funding/home>.

In order for a proposal to be considered complete all of the following must be completed and submitted prior to the submission deadline:

- Application;
- Upload of all Core Documents into FileShare (Section V.);
- Budget Template and supporting RFP application documents uploaded to Fileshare.

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 **2:00pm (Pacific Standard Time), August 1, 2016**. Applications will not be accepted via facsimile.

Electronic Submission is mandatory.

Proposals received after 2:00pm (Pacific Standard Time), August 1, 2016 will not be accepted.

Proposal 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.

C. Mandatory Proposers' Conference

Proposers are required to attend a mandatory Proposers' Conference to take place from 1:00pm – 3:00pm, July 25, 2016 at:

Los Angeles Homeless Services Authority
811 Wilshire Blvd., 5th Floor, Conference Room 1
Los Angeles, CA 90017

Pre-registration is required. Please click on [this link](#) to register for the Mandatory Proposers Conference.

The mandatory Proposers' Conference will also be available via webinar. Attendees must be logged on with their name and organization identified to be considered "in attendance". **Webinar Link:** <https://global.gotomeeting.com/join/406513269>

D. Questions from Proposers

Proposers are asked to defer all questions regarding this RFP until the Proposers' Conference. Proposers are encouraged, but not required to submit questions in writing at least two (2) days prior to the conference. You may direct your questions regarding this RFP to fundingopportunities@lahsa.org with the subject line, "FY2016 CoC Program New Projects RFP – Q&A". 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 needs to speak with you for further clarification.

After the Proposers' Conference, questions will be accepted via email at fundingopportunities@lahsa.org with the subject line, "FY2016 CoC Program New Projects RFP – Q&A" until July 27, 2016, 3:00pm. LAHSA will post written responses to all received questions on the LAHSA website no later than five (5) business days from the date questions are due.

Proposers are responsible for checking the LAHSA website to obtain current information and responses. Any omission or error made by any Proposer under this RFP for failure to obtain information posted regarding this RFP on the LAHSA website at www.lahsa.org is the sole responsibility of Proposer and is not basis for appeal of any adverse score or evaluation under this RFP.

Questions regarding renewals for FY2016 CoC Program Competition can be submitted via email to snofa@lahsa.org. A schedule of any additional technical assistance being offered by LAHSA in preparation for the HUD 2016 Continuum of Care Program Competition will be available online at <https://www.lahsa.org/funding/home>.

Visit <https://www.lahsa.org/contact-us> and click on the “Join Our Mailing List” 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.

E. RFP Addenda/Clarifications

If it becomes necessary to revise any part of this RFP or provide additional information after this RFP is released a written addendum will be posted on the LAHSA website. 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) 683-3333 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

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

Threshold Appeals

LAHSA will notify all Proposers of the Threshold results and post the results on the LAHSA website.

Any actual or prospective Proposer may appeal the solicitation or award of a funding recommendation for violations of the procurement policy or of laws and regulations governing procurement activities as stated in this RFP. Any appeal of the Threshold Review results, pursuant to this RFP must be received within two (2) calendar days after notice of written recommendations. The appellant must file a written statement specifying the grounds for appeal. The appeal shall be limited to two (2) typed pages and must clearly state the grounds on which the appeal is based. All appeals should be on organization letterhead and entitled “FY2016 CoC Program New Projects RFP –

Threshold Review Results Appeals”. Please do not include cover letters with the appeal. LAHSA shall not be obligated to consider appeals received after the specified deadlines.

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

Funding Unit - Programs Department
Re: FY2016 CoC Program New Projects RFP – Threshold Review Results Appeals
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017

Quality Appeals

After the Quality Review phase of the Proposal Evaluation Process, LAHSA will notify all Proposers of its Quality Review results. Within two (2) business days after notice of staff recommendations, the appellant must file a written statement specifying the grounds for appeal. The appeal shall be limited to two (2) typed pages and must clearly state the grounds on which the appeal is based. All appeals should be on an organization's letterhead and entitled “FY2016 CoC Program New Projects RFP – Quality Review Results Appeals”. Please do not include cover letters with the appeal.

Quality appeals will be presented to the Programs and Evaluation Committee of the LAHSA Commission. The Programs and Evaluation Committee will make a recommendation and forward its recommendations to the LAHSA Commission. The LAHSA Commission will make the final decision regarding any and all Quality appeals. In the situation where the Programs and Evaluation Committee is unable to meet, the appeals shall be presented directly to the LAHSA Commission.

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

Chair, Programs and Evaluation Committee
Re: FY2016 CoC Program New Projects RFP – Quality Review Results Appeals
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017

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 <https://www.lahsa.org/funding/home>.

V. CORE DOCUMENTS

The following core documents must be submitted electronically to the proposer’s FileShare account. **Failure to submit any of these documents in an application may result in ineligibility of the application.** If you have intentionally left an attachment out of the proposal, please submit an electronic document using the following nomenclature: **“Document Name - Intentionally Left Blank”**. Include the explanation of why the attachment is not relevant to your proposal in this document and upload to the FileShare folder designated for this document.

CORE DOCUMENTS	
✓	<u>ADA/ADAA Policy and Procedures:</u> ADA Policy and Procedures for compliance with applicable provisions of the Americans with Disabilities Act (ADA) and America Disabilities Act Amendment Act (ADAAA) and any reasonable accommodation process in place for persons with disabilities (for employees, program participants, and the public)
✓	<u>Articles of Incorporation:</u> Including By-laws and any amendments.
✓	<u>Audited financial statements:</u> For the last two (2) fiscal years, including if required, a Single Audit (as required by regulation under Title 2 of the Code of Federal Regulations Part 200 Subpart F). <ul style="list-style-type: none"> • If not provided, a written explanation as to why an audit was not conducted must be submitted.
✓	<u>Board of Directors/Trustees List:</u> <ul style="list-style-type: none"> • Indicate homeless or formerly homeless person sitting on board (HUD regulation SEC 416 [42 USC 11375]d)) <ul style="list-style-type: none"> - Applicable for organizations with HUD direct grants only • If applicable under SB 1262, the Nonprofit Integrity Act of 2004, list of Audit Committee members and charter.
✓	<u>Business License(s):</u> From applicable City and or County jurisdictions. Varies based on location of organization and programs and proposed program. If no business license for any jurisdiction, explanation is required.
✓	<u>California Active Business Entity:</u> Proposer must provide a screenshot printout of Proof of Active status from kepler.sos.ca.gov or submit a CA Certificate of Good Standing from the CA Secretary of State that is no more than 6 months old.
✓	<u>Facilities Documentation:</u> Include documentation of site control for business sites including proposed site(s) to be operated. Documentation must include Leases, Letter of Agreement, Certificates of Occupancy and any Conditional Use Permits (CUP) if applicable for all proposed sites. A Letter of Intent will be accepted if a lease is not in place for a proposed site. Please provide sufficient site information that sites are compliant. For tenant-based voucher projects, only the site control for the administrative address is required. <ul style="list-style-type: none"> • Also required are Floor Plans of facility and Evacuation Plans as detailed in the Facility Section of the RFP.
✓	<u>Certification of Current Core Documents:</u> http://www.lahsa.org/filesshare_reports - After all documents including revisions have been uploaded to your organization’s LAHSA FileShare account, a current signed copy of this Certification must be provided for each RFP that certifies the documents are current and accurate.
✓	<u>Conflict of Interest Policy</u>
✓	<u>Cost Allocation Plan:</u> Detailed plan for the allocation of all costs for all departments and programs funded from multiple sources (both private and governmental). The plan should encompass costs for the entire organization.
✓	<u>Executive Leadership/Senior Management Team:</u> Resumes or short biographies that provide information to assess the organization’s capacity.
✓	<u>Financial Policies and Procedures:</u> Complete policies and procedures that include internal controls, funding, financial management, procurement, cash disbursements, cash management activities.
✓	<u>Insurance:</u> Evidence of current General Liability and Workers Compensation Insurance
✓	<u>IRS tax exempt status (determination 501(c)3 letter:</u> Include screenshot printout of <u>current proof of active non-profit status</u> from www.irs.gov/Charities-&Non-Profits/Search-for-Charities
✓	<u>IRS Form 990:</u> Most recent fiscal year or written explanation why form was not filed with the IRS. (Required for non-profits, not required for government entities) Form 990 can be provided electronically if available from www.oag.ca.gov/charities or at Guidestar.org (Please check and provide location of file)

✓	<u>Organization Budget Current Board-Approved:</u> Include evidence of board approval.
✓	<u>Organizational charts</u> as follows. Provide sufficient details to assess organizational capacity: <ol style="list-style-type: none"> 1. Organization-wide including all administration, departments and programs, include proposed program. 2. Administration include all staffing 3. Proposed Program 4. Collaborative
✓	<u>Other Documents:</u> Including other applicable business licenses or certifications (e.g. Childcare license, Annual Report, DBA Fictitious Business Name, if applicable)

VI. PROPOSAL CONDITIONS AND RESERVATIONS

- A. All costs of proposal preparation shall be borne by the Proposer organization. LAHSA/PHA 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 in determining which vendors will be awarded funding through this 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 will pursue all available remedies, including the rescission of the award, the suspension or debarment of the vendor.
- 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/PHA 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/PHA 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/PHA. All proposals will be considered public documents, subject to review and inspection by the public at LAHSA/PHA'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/PHA 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/PHA reserves the right to communicate in writing with funders or organizations associated with the Proposer to obtain additional clarification of design of program, or proposer fiscal and programmatic capacities, and to utilize this information in the evaluation process.
- I. LAHSA/PHA reserves the right to conduct site visits of all proposing agencies.
- J. LAHSA/PHA reserves the right to extend the RFP submission deadline should such action be in the best interest of LAHSA/PHA. Proposers may revise and re-submit their proposal in the event the deadline is extended.
- K. LAHSA/PHA reserves the sole right to reject any or all proposals received in response 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/PHA.

- L. LAHSA/PHA reserves the right to withdraw this RFP at any time without prior notice. Further, LAHSA/PHA makes no representation that any contract will be awarded to any Proposer responding to this RFP. LAHSA/PHA reserves the right to reject any or all submissions.
- M. LAHSA/PHA reserves the right to negotiate services and costs with Proposers, including revision of program design as necessary to better meet LAHSA, the 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/PHA or any other funding source, a contract suspension, a termination for cause by LAHSA/PHA or any other funding source, or outstanding financial obligations with LAHSA/PHA that have not been adequately resolved with LAHSA or any other funding source. In the event that the Proposer has 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/PHA reserves the right to verify information submitted in the proposal. The Proposer agrees that the Los Angeles Continuum HMIS will be the primary source of verification of program performance and outcome data for existing programs. LAHSA/PHA 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/PHA determines the errors are not willful, LAHSA/PHA 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/PHA, LAHSA/PHA reserves the right to re-issue an RFP, execute a sole-source contract with a vendor, increase the number of units awarded to a proposer, 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/PHA 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 provider 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 provider 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 project serves. LAHSA may exempt a provider 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 provider.
- X. It is improper for any officer, employee or agent of LAHSA/PHA 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/PHA'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/PHA 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/PHA 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, service, the provision of travel or entertainment, or tangible gifts.
- Y. Upon the request of LAHSA/PHA, 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/PHA. 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/PHA, in its sole discretion.

VII. CONTRACT CONDITIONS

Contractors will be required to comply with conditions set forth by LAHSA, 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 provider 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 provider 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. It will be the Contractor's responsibility to ensure 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; 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 Title 2 of the Code of Federal Regulations Part 200 (2 C.F.R. 200) Subpart Audit Requirements, if it spends, in aggregate, \$750,000 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 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 of funds from Funders by LAHSA. Contractor agrees that if Funders do not provide funds for program, contract will be deemed null and void. LAHSA reserves the right to adjust funding levels based on the availability of funds and the quality of proposals received.
- 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 ensure that all employees and volunteers who have direct contact with clients have an annual tuberculosis (TB) test. Contractor shall retain documentation of the test results.
- 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 Equal Benefits Ordinances.
- 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/PHA reserves the right to terminate 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 de-obligated 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 standard of successful performance measures as specified in the technical submission,

LAHSA may suspend any future annual funding of the program. Specific benchmarks of accomplishment will be included in the contract.

Exhibit I

Housing Authority of the County of Los Angeles (HACoLA) Participating Cities:

http://housing.lacounty.gov/pdfs/LAC_CDC_HOUSING_MAP.pdf

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

Exhibit II

Housing First in Permanent Supportive Housing Brief:

<https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf>