Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC’s project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:
- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions while completing the application in e-snaps.
- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:
  - This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.
  - For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.
  - For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.
  - Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.
  - All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click here.
1A. Continuum of Care (CoC) Identification

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: CA-600 - Los Angeles City & County CoC

1A-2. Collaborative Applicant Name: Los Angeles Homeless Services Authority

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Los Angeles Homeless Services Authority
1B. Continuum of Care (CoC) Engagement

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings.
Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board.
Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including electing CoC Board</th>
<th>Sits on CoC Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>EMT/Crisis Response Team(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>School Administrators/Homeless Liaisons</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Youth advocates</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Agencies that serve survivors of human trafficking</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Other homeless subpopulation advocates</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Faith Based Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Businesses</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Homeless Housing and Service Providers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

The CoC contains 8 geographic Service Planning Areas (SPAs). The CoC solicits opinions from each geographic area through community quarterly meetings, monthly Commission meetings and through a Coordinating Council whose membership is elected by each SPA. The Coordinating Council members go back to their communities and listen to the needs of their constituencies and then bring these opinions to the CoC governing body for action. Two homeless service agencies that have been very active in our Coordinating Council and very much affected by the actions of our CoC are the City of Pomona which is an ESG recipient and Rainbow Services a domestic violence service provider. After consulting with their respective SPAs and constituents, the City of Pomona and Rainbow Services voted to reallocate Transitional Housing (TH) projects. This action and the reallocation of other projects allowed for the creation of much needed new permanent housing beds in the LA CoC.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC’s geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

<table>
<thead>
<tr>
<th>Youth Service Provider (up to 10)</th>
<th>RHY Funded?</th>
<th>Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.</th>
<th>Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA Youth Network</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>LA LGBT Center</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Covenant House CA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Village Family Services</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Volunteers of America (VOA)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1736 Family Crisis Center</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>First Place for Youth</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Safe Place for Youth</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Jovenes Inc</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Coalition for Responsible Community Development</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC’s geographic area.
Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

<table>
<thead>
<tr>
<th>Victim Service Provider for Survivors of Domestic Violence (up to 10)</th>
<th>Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016</th>
<th>Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valley Oasis</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1736 Family Crisis Center</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>OPCC</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>California Hispanic Commission on Alcohol &amp; Drug Abuse</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Center for the Pacific Asian Family, Inc</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>First to Serve</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>House of Ruth (Claremont)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Jewish Family Services of Los Angeles</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Little Tokyo Service Center</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Rainbow Servcies</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)

The proposal process is open to non-profit agencies and government agencies applying directly under a public housing authority (PHA), or LAHSA, through public procurement. NOFA/Requests for Proposals are announced at public meetings, widely distributed through email blasts, and posted prominently on the LAHSA website. NOFAs are also announced at CoC area meetings, and distributed through linkages with other homeless coalitions, PHAs and advocacy groups throughout the CoC. The public procurement process includes a public RFP proposers' conference, proposal reviews by individual review panels, and public comment prior to award at public meeting. Proposers need to demonstrate 2 years of existence providing housing and/or services to homeless persons. Proposers lacking experience are encouraged to co-apply with more experienced providers to build experience and capacity.

1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation? Monthly
1C. Continuum of Care (CoC) Coordination

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC’s geographic area.

<table>
<thead>
<tr>
<th>Funding or Program Source</th>
<th>Coordinates with Planning, Operation and Funding of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities forPersons with AIDS (HOPWA)</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>Yes</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY)</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start Program</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through Federal, State and local government resources.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1C-2. The McKinney-Vento Act, requires CoC’s to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC’s geographic area, and 24 CFR 91.110(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

<table>
<thead>
<tr>
<th>Number of Con Plan jurisdictions with whom the CoC geography overlaps</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32</td>
</tr>
<tr>
<td>How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?</td>
<td>32</td>
</tr>
<tr>
<td>How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?</td>
<td>32</td>
</tr>
<tr>
<td>How many of the Con Plan jurisdictions are also ESG recipients?</td>
<td>6</td>
</tr>
<tr>
<td>How many ESG recipients did the CoC participate with to make ESG funding decisions?</td>
<td>6</td>
</tr>
<tr>
<td>How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?</td>
<td>6</td>
</tr>
</tbody>
</table>
1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

LAHSA coordinates with our 32 entitlement jurisdictions in various manners to ensure effective & efficient provision of housing & services to homeless individuals & families in the preparation of their Consolidated Plans & Action Plans. Due to the large number of jurisdictions, LAHSA's participation in jurisdictions' planning activities ranges from regular involvement (monthly) to annual involvement. Interactions range from LAHSA staff & Commission members participating in Consolidated Plan working groups & community meetings throughout the planning process, to periodic reviews (quarterly and annually) of planning documents, correspondence, & phone calls, with smaller jurisdictions in preparation of their annual action plans. PIT data is provided annually & many jurisdictions participate in our homeless census. Many of the jurisdictions participate in our eight Service Planning Area (SPA) monthly meetings related to homeless services & planning in their areas.

1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)

LAHSA worked with City, County, & other ESG entitlement jurisdictions, to design a program combining & leveraging existing ESG & TANF resources for our CES for family systems. The LAHSA Commission held meetings in all 8 SPAs with all 6 ESG jurisdiction, to consult with local CoC stakeholders about allocation priorities for ESG funds, performance standards & policies for new ESG-funded programs, & procedures for operation & administration of HMIS. ESG funding allocations mirror goals in Opening Doors. Following the consultation process, the CoC adopted funding principles that include recommendations from ESG entitlements & the CoC Coordinating Council, to develop policy & planning priorities & ESG scoring criteria for new projects. All ESG jurisdictions participate in the homeless census & receive PIT data utilized in their Consolidated Plans. LAHSA works with all 6 ESG recipients related to performance standards, & assisted the State ESG Office in scoring their applications.

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

The CoC coordinates w/ victim/non-victim service providers by funding DV-
appropriate housing models (RRH, TH) combining CoC ESG/DHHS funds through CES for families. CoC is active in monthly DV Coalition meetings, facilitates quarterly service planning meetings & conducts staff training. CoC partially funds 211, the entry point for all homeless people to call & secure housing; 211 links DV survivors to the LA County DV hotline that connects them to service providers. The CoC’s DV Shelter Address Policy maintains safety & confidentiality of shelters & clients in accordance w/ CA law that prohibits disclosure of facility locations. Client choice is upheld in CoC contracts by ensuring program services are not mandated as a condition of stay. DOJ/VAWA funds 7 agencies to name a few: LA LGBT Center, VOA, Legal Services, Partnership for older DV survivors Center for Pacific Asian Families. The CoC is piloting a DV RRH program to assess how de-identified data can be shared confidentially.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC’s geographic area. If there are more than 5 PHAs within the CoC’s geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry</th>
<th>PHA has General or Limited Homeless Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burbank Housing Authority</td>
<td>7.00%</td>
<td>Yes-HCV</td>
</tr>
<tr>
<td>Housing Authority of the City of Los Angeles</td>
<td>59.00%</td>
<td>Yes-HCV</td>
</tr>
<tr>
<td>Housing Authority of the County of Los Angeles</td>
<td>48.00%</td>
<td>Yes-HCV</td>
</tr>
<tr>
<td>Inglewood Housing Authority</td>
<td>62.00%</td>
<td>No</td>
</tr>
<tr>
<td>Santa Monica Housing Authority</td>
<td>5.00%</td>
<td>Yes-HCV</td>
</tr>
</tbody>
</table>

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)

Developers in the CoC access many funding programs. The County awards capital funds annually through its Affordable Multifamily Rental Housing program consisting of HOME & General Fund dollars. The latest round provides $37M for special needs or mixed population projects. The County’s Dept of Health Svcs administers a rental subsidy, the Flexible Housing Subsidy Pool, targeting homeless individuals who are frequent users of County health systems. The City of LA’s Affordable Housing Trust Fund issues bi-/annual Calls for Projects using funding sources including HOME & City General Funds.
HOPWA TBRA, PBRA & Scattered Site Master Leasing subsidize housing for homeless & at-risk PLWHA. The County’s Mental Health Svcs Act Housing Prog provides capital & operating funds for PSH for the mentally ill. The State’s Multifamily Housing Prog issues annual NOFAs of capital funds for affordable & PSH, and their Veterans Housing & Homeless Prevention program funds development of housing for vets.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC’s geographic area. Select all that apply.

| Engaged/educated local policymakers: | X |
| Engaged/educated law enforcement: | X |
| Implemented communitywide plans: | X |
| No strategies have been implemented | |
| Other: (limit 1000 characters) | X |

In collaboration with LAHSA, the City and County of Los Angeles have developed training for first responders on engaging those experiencing homelessness. Both the LAPD and the LASD have implemented a two-hour POST certified training on homelessness and policing, that uses a scenario based curriculum to educate officers on how to collaborate with resource providers in order to more successfully resolve situations involving the homeless. LAPD and LASD have also partnered with LAHSA Emergency Response Teams to develop homeless encampment protocols that place emphasis on connecting homeless individuals to services. On June 15, 2016, the LAPD Commission approved a policy directing LAPD officers to take into consideration the unique circumstances that homelessness causes and not to unfairly enforce laws based upon housing status. LASD is currently developing a decriminalization policy with input from a series of public key stakeholder meetings for county-wide adoption.
1D. Continuum of Care (CoC) Discharge Planning

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

<table>
<thead>
<tr>
<th>System</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Care</td>
<td>X</td>
</tr>
<tr>
<td>Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Mental Health Care</td>
<td></td>
</tr>
<tr>
<td>Correctional Facilities</td>
<td>X</td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

<table>
<thead>
<tr>
<th>System</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Care</td>
<td>X</td>
</tr>
<tr>
<td>Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Mental Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Correctional Facilities</td>
<td>X</td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons
discharged are not discharged into homelessness. (limit 1000 characters)

Not Applicable
1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD’s primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.

1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services. (limit 1000 characters)

The Coordinated Entry System (CES) serves Adults, Families, & Youth throughout LA County. All 3 systems 1) emphasize an easily accessible no wrong door approach that lowers barriers to entering programs & utilize outreach, crisis housing, & access sites as system entry points, 2) utilize population specific VI-SPDAT assessments to determine acuity/need, 3) utilize a prioritization system that triages individuals/families to most appropriate housing/resources based on acuity & length of time homeless 4) help individuals/families with document collection, temporary shelter/bridge housing, connection to mainstream resources, & housing navigation/case management, 5) utilize case conferencing & HMIS to ensure coordination, prioritization, & deduplication of services. There is a CES Regional Lead for Adults, Families, & Youth in each of the 8 regions responsible for coordination of providers & services in their region with advertising of & access to CES through 211, 311 & United Way.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC’s coordinated entry process. If there are other organizations or persons who participate but are not on this list,
enter the information in the blank text box, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participate in Ongoing Planning and Evaluation</th>
<th>Makes Referrals to the Coordinated Entry Process</th>
<th>Receives Referrals from the Coordinated Entry Process</th>
<th>Operates Access Point for Coordinated Entry Process</th>
<th>Participate in Case Conferencing</th>
<th>Does not Participate</th>
<th>Does not Exist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>CDBG/HOME/Entitlement Jurisdiction</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>EMT/Crisis Response Team(s)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>School Administrators/Homeless Liaisons</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Organizations</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Family Solutions Center (FSC)</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Buisness/Buisness Improvement Districts (BIDs)</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Nonprofits</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC’s review of the Annual Performance Report(s).

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many renewal project applications were submitted in the FY 2016 CoC Program Competition?</td>
<td>202</td>
</tr>
<tr>
<td>How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?</td>
<td>22</td>
</tr>
<tr>
<td>How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?</td>
<td>180</td>
</tr>
<tr>
<td>Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC’s publicly announced Rating and Review procedure must be attached.

<table>
<thead>
<tr>
<th>Performance outcomes from APR reports/HMIS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>% permanent housing exit destinations</td>
<td>X</td>
</tr>
<tr>
<td>% increases in income</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monitoring criteria:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilization rates</td>
<td>X</td>
</tr>
<tr>
<td>Drawdown rates</td>
<td>X</td>
</tr>
<tr>
<td>Frequency or Amount of Funds Recaptured by HUD</td>
<td>X</td>
</tr>
</tbody>
</table>

Need for specialized population services:
Youth | X
---|---
Victims of Domestic Violence | X
Families with Children | 
Persons Experiencing Chronic Homelessness | X
Veterans | 

### 1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority.

(1000 characters)

All projects were evaluated and ranked using a CoC-approved scoring tool. That tool measured the degree to which PSH projects dedicated turnover to chronically homeless. Further, the CoC-approved, and community-driven performance evaluation methods considered the specific needs and successful activities and objectives of youth and DV TH programs. The evaluation methods also examined projects’ commitment to Housing First and establishing low barrier programs. Funds were reallocated to permanent housing projects, including PSH projects serving exclusively chronically homeless. The VI-SPDAT informs local prioritization, including acuity of substance abuse, disability, vulnerability to victimization or illness, and high utilization of emergency rooms, jails, etc. All new project applicants are required to use the Coordinated Entry System for enrollment, prioritizing new clients according to CoC-approved prioritization policies and in Notice CPD-16-11.

### 1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached.

(750 characters)

Review, ranking & selection process had 2 steps of public review. LA CoC Coordinating Council (CC) thoroughly vetted policy recommendations. LAHSA Commission approved CC’s recommendations. Both forums are public meetings with postings at least 24 hours in advance. CC discussed recommendations on 7/20/16 & 8/17/16. LAHSA Commission heard & approved recommended policies on 7/22/16 & 8/26/16. The only rejected projects were those that failed to meet RFP threshold & received rejection notices on 8/15/16. Reallocated projects notified by email 8/29/16, policies & priority listing & reallocated & rejected project listings posted on CoC webpage on 8/30/16 & email announcements summarizing the priority listings sent to all providers on
8/30/2016

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC’s full membership must be attached). 09/12/2016

1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.) Yes

1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.) 08/29/2016

1F-6. In the Annual Renewal Demand (ARD) is the CoC’s FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW? Yes
1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

LAHSA conducts annual performance monitoring for all CoC grants. The monitoring is conducted using a CoC-approved performance monitoring tool. The tool evaluates programs against the following criteria: utilization rates, spenddown rates, HMIS data quality, length of program participation, housing stability, exit destinations, and income growth. Following the end of the program year, monitoring staff ensure that sub-recipients collect & maintain the required documentation to verify successful programmatic outcomes & ensure that performance goals were achieved. Per CoC-approved policy, all grantees must submit a final APR to LAHSA within 90 days end of program year. This requirement ensures timely submission enable. LAHSA reports spend-down and performance data publicly at the LAHSA Commission at least every month to provide regular review of projects’ ability to implement CoC Program requirements.

1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing? Yes
2A. Homeless Management Information System (HMIS) Implementation

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC’s Governance Charter must be attached to receive credit. In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC’s attached governance charter or attached MOU/MOA.

Yes

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.

Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)?

Yes

2A-4. What is the name of the HMIS software

Enginuity
used by the CoC (e.g., ABC Software)?

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)?

Adsystech Inc.
2B. Homeless Management Information System (HMIS) Funding Sources

Instructions
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Select the HMIS implementation coverage area: Multiple CoCs

* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

### 2B-2.1 Funding Type: Federal - HUD

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC</td>
<td>$1,049,260</td>
</tr>
<tr>
<td>ESG</td>
<td>$541,332</td>
</tr>
<tr>
<td>CDBG</td>
<td>$0</td>
</tr>
<tr>
<td>HOME</td>
<td>$0</td>
</tr>
<tr>
<td>HOPWA</td>
<td>$0</td>
</tr>
<tr>
<td>Federal - HUD - Total Amount</td>
<td>$1,590,592</td>
</tr>
</tbody>
</table>

### 2B-2.2 Funding Type: Other Federal

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Education</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Health and Human Services</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Labor</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Agriculture</td>
<td>$0</td>
</tr>
<tr>
<td>Department of Veterans Affairs</td>
<td>$0</td>
</tr>
<tr>
<td>Other Federal</td>
<td>$0</td>
</tr>
<tr>
<td>Other Federal - Total Amount</td>
<td>$0</td>
</tr>
</tbody>
</table>

### 2B-2.3 Funding Type: State and Local

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2016 CoC Application</td>
<td>Page 20</td>
</tr>
<tr>
<td></td>
<td>09/12/2016</td>
</tr>
<tr>
<td></td>
<td>Funding</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------</td>
</tr>
<tr>
<td>City</td>
<td>$131,158</td>
</tr>
<tr>
<td>County</td>
<td>$131,158</td>
</tr>
<tr>
<td>State</td>
<td>$0</td>
</tr>
<tr>
<td>State and Local - Total Amount</td>
<td>$262,316</td>
</tr>
</tbody>
</table>

### 2B-2.4 Funding Type: Private

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>$0</td>
</tr>
<tr>
<td>Organization</td>
<td>$0</td>
</tr>
<tr>
<td>Private - Total Amount</td>
<td>$0</td>
</tr>
</tbody>
</table>

### 2B-2.5 Funding Type: Other

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation Fees</td>
<td>$0</td>
</tr>
<tr>
<td>Other - Total Amount</td>
<td>$0</td>
</tr>
</tbody>
</table>

| 2B-2.6 Total Budget for Operating Year | $1,852,908 |

---

**Applicant:** LOS ANGELES HOMELESS SERVICES AUTHORITY  
**Project:** CA-600 CoC Registration FY2016  
**COC_REG_2016_135877**
2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy):
05/02/2016

2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2016 HIC</th>
<th>Total Beds in HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ESG) beds</td>
<td>7,327</td>
<td>360</td>
<td>2,459</td>
<td>35.29%</td>
</tr>
<tr>
<td>Safe Haven (SH) beds</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>100.00%</td>
</tr>
<tr>
<td>Transitional Housing (TH) beds</td>
<td>6,760</td>
<td>959</td>
<td>3,861</td>
<td>66.56%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) beds</td>
<td>1,536</td>
<td>69</td>
<td>1,467</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) beds</td>
<td>19,226</td>
<td>243</td>
<td>8,124</td>
<td>42.80%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>1,481</td>
<td>41</td>
<td>1,394</td>
<td>96.81%</td>
</tr>
</tbody>
</table>

2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)

To increase participation LAHSA will implement a new HMIS that is a comprehensive homeless data solution for all homeless projects operating in LA. For ES & TH, the selected software provides a user-friendly & high quality automated record system that will encourage faith-based providers to join HMIS. LAHSA created a consortium of faith-based providers amenable to posting vacancies & available housing resources within HMIS. For PSH, LAHSA continues collaborating with PHAs & other housing providers to implement its housing resources for CES purposes. With the new system, LAHSA will work closely with local agencies that have their own database & share the same clients to link their platforms with HMIS. Lastly, ongoing forums will be facilitated to provide info on the new system, inform them of its technology that facilitates client data entry, automate features, free TA/training, & benefits of collaboration via CES. Additional VASH beds have decreased our PH HMIS coverage rate.
2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Grant per diem (VA GPD):</td>
<td></td>
</tr>
<tr>
<td>VASH:</td>
<td>X</td>
</tr>
<tr>
<td>Faith-Based projects/Rescue mission:</td>
<td>X</td>
</tr>
<tr>
<td>Youth focused projects:</td>
<td>X</td>
</tr>
<tr>
<td>Voucher beds (non-permanent housing):</td>
<td></td>
</tr>
<tr>
<td>HOPWA projects:</td>
<td>X</td>
</tr>
<tr>
<td>Not Applicable:</td>
<td></td>
</tr>
</tbody>
</table>

2C-4. How often does the CoC review or assess its HMIS bed coverage?  

Monthly
2D. Homeless Management Information System (HMIS) Data Quality

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

<table>
<thead>
<tr>
<th>Universal Data Element</th>
<th>Percentage Null or Missing</th>
<th>Percentage Client Doesn’t Know or Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Name</td>
<td>1%</td>
<td>0%</td>
</tr>
<tr>
<td>3.2 Social Security Number</td>
<td>1%</td>
<td>6%</td>
</tr>
<tr>
<td>3.3 Date of birth</td>
<td>1%</td>
<td>0%</td>
</tr>
<tr>
<td>3.4 Race</td>
<td>2%</td>
<td>2%</td>
</tr>
<tr>
<td>3.5 Ethnicity</td>
<td>2%</td>
<td>0%</td>
</tr>
<tr>
<td>3.6 Gender</td>
<td>1%</td>
<td>0%</td>
</tr>
<tr>
<td>3.7 Veteran status</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>3.8 Disabling condition</td>
<td>2%</td>
<td>0%</td>
</tr>
<tr>
<td>3.9 Residence prior to project entry</td>
<td>3%</td>
<td>0%</td>
</tr>
<tr>
<td>3.10 Project Entry Date</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.11 Project Exit Date</td>
<td>0%</td>
<td>1%</td>
</tr>
<tr>
<td>3.12 Destination</td>
<td>1%</td>
<td>0%</td>
</tr>
<tr>
<td>3.15 Relationship to Head of Household</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.16 Client Location</td>
<td>2%</td>
<td>0%</td>
</tr>
<tr>
<td>3.17 Length of time on street, in an emergency shelter, or safe haven</td>
<td>3%</td>
<td>1%</td>
</tr>
</tbody>
</table>

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

<table>
<thead>
<tr>
<th>Report</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC Annual Performance Report (APR):</td>
<td>X</td>
</tr>
<tr>
<td>Annual Homeless Assessment Report (AHAR) table shells:</td>
<td>X</td>
</tr>
</tbody>
</table>
2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR? 12

2D-4. How frequently does the CoC review data quality in the HMIS? Monthly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both. Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC’s HMIS.

- VA Supportive Services for Veteran Families (SSVF): X
- VA Grant and Per Diem (GPD): X
- Runaway and Homeless Youth (RHY): X
- Projects for Assistance in Transition from Homelessness (PATH): X
- Health Care for Homeless Veterans (HCHV): X
- None: 

2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC’s HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)

N/A
2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count? Yes

2E-2. Indicate the date of the most recent sheltered PIT count: 01/29/2016

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD? Not Applicable

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: 05/02/2016
2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

<table>
<thead>
<tr>
<th>Method</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Census Count</td>
<td>X</td>
</tr>
<tr>
<td>Random sample and extrapolation</td>
<td></td>
</tr>
<tr>
<td>Non-random sample and extrapolation</td>
<td>X</td>
</tr>
</tbody>
</table>

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

<table>
<thead>
<tr>
<th>Method</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HMIS</td>
<td>X</td>
</tr>
<tr>
<td>HMIS plus extrapolation</td>
<td></td>
</tr>
<tr>
<td>Interview of sheltered persons</td>
<td>X</td>
</tr>
<tr>
<td>Sample of PIT interviews plus extrapolation</td>
<td></td>
</tr>
</tbody>
</table>

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology.
(limit 1000 characters)

Data was collected through a new online database, MyOrg, for non-HMIS providers, as well through HMIS for HMIS providers. The change to MyOrg was initiated for ease of use for non-HMIS providers and to improve the rate of
response. The data collected provided full enumeration for the sheltered PIT Count. HMIS and non-HMIS data was validated and proper data quality standards were followed in order to improve accuracy, remove logical inconsistencies, and to flag any dramatic changes in provider numbers. HMIS was used to produce estimates of sheltered subpopulations. HMIS data was considered representative of the sheltered data as a whole, so HMIS data was used to estimate subpopulation characteristics for non-HMIS providers.

2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count).
(limit 1000 characters)
Not Applicable

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count?
Yes

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count.
(limit 750 characters)
The Bethel LA Community Development Ctr WSP opened with 250 new seasonal beds, along with the Weingart Ctr 51 bed WSP. 436 new WSP beds were added. There were 315 total programs in 2015, and 288 in 2016, a 9% decrease. 36 ES and 31 TH programs closed, while 28 ES and 14 TH opened. New TH were all RHY or other TAY programs. Of closed programs, 29 (43%) were in HMIS. County Dep. Of Children and Family Services closed a 97 bed county-wide program. LA Mission closed Bronson and Fresh Start (245 beds). Weingart closed EPIC (85 beds), and Midnight Mission closed Safe Sleep Program (112 beds). The majority of lost programs were not LAHSA funded.
2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

<table>
<thead>
<tr>
<th>Training:</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow-up:</td>
<td>X</td>
</tr>
<tr>
<td>HMIS:</td>
<td>X</td>
</tr>
<tr>
<td>Non-HMIS de-duplication techniques:</td>
<td>X</td>
</tr>
</tbody>
</table>

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)

This year a new online database (MyOrg) was implemented to collect data for non-HMIS providers. This database was not only used to collect and validate data from non-HMIS providers, but was also used to validate and clean data that was pre-populated into the database for HMIS providers to correct and approve before submission. In addition to simplifying the data collection process, the new web form allowed for more control over the types of responses, such as required fields, and built-in logic to catch inconsistencies in the data.
2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/29/2016

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD? Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 05/02/2016
2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

<table>
<thead>
<tr>
<th>Method</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Night of the count - complete census:</td>
<td></td>
</tr>
<tr>
<td>Night of the count - known locations:</td>
<td>X</td>
</tr>
<tr>
<td>Night of the count - random sample:</td>
<td>X</td>
</tr>
<tr>
<td>Service-based count:</td>
<td></td>
</tr>
<tr>
<td>HMIS:</td>
<td></td>
</tr>
</tbody>
</table>

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

On January 26-29, 2016, trained count teams recruited by LAHSA and communities, enumerated all 2,155 census tracts (CTs) in the CoC, which was an expansion to 100% of the census tracts. The counting of census tracts was chosen as most methodological way to provide the best possible coverage rate for as many homeless people as possible in a community as large as Los Angeles. Volunteer participation increased from 6,000 to 7,200. Estimates for TAY were extrapolated separately using a survey-count method, with randomly selected tracts based on historical data from 2011-2015. Due to the size of the CoC, estimates from a Demographic Survey had to be used to estimate occupancy for vehicles and encampments counted during the PIT count. Homeless Youth were involved with the count and surveyed other homeless youth.
2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)

In 2016 all 2,155 census tracts (CTs) in the CoC were enumerated, which was an expansion to 100% of the census tracts versus 90% in 2015 to provide the best possible coverage rate. Despite full coverage, the statistical consultant utilized 1,972 CTs and estimated for the total number of individuals and family members in the remaining 183 CTs as well as the number of people in cars, vans, campers/RVs, tents, and other makeshift shelters in order to reach an estimate for the total population. This allowed for consistency between 2015 and 2016 in the statistical methodology. A larger number of surveys were conducted (2,122 eligible surveys in 2015, 4,934 in 2016) giving more accurate estimates of subpopulation characteristics. The Demographic Survey tool was upgraded to a web-based survey that allowed for better tracking and data quality control.

2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count? Yes

2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)

NOT APPLICABLE
2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

<table>
<thead>
<tr>
<th>Training:</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Blitz” count:</td>
<td>X</td>
</tr>
<tr>
<td>Unique identifier:</td>
<td></td>
</tr>
<tr>
<td>Survey questions:</td>
<td>X</td>
</tr>
<tr>
<td>Enumerator observation:</td>
<td></td>
</tr>
<tr>
<td>None:</td>
<td></td>
</tr>
</tbody>
</table>

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)

There were a larger number of communities that chose to “opt in” to the 2016 count than in 2015. Communities that opt in commit time and resources to getting volunteers and a deployment location for the unsheltered PIT count. Volunteer participation increased from 6,000 to 7,200. Training procedures were improved with the use of an online training tool for the count volunteers who must receive a certificate before counting. The count volunteers were provided with more detailed maps to ensure all areas were counted. Special teams of LAHSA staff or law enforcement counted areas deemed not safe for community

Applicant: LOS ANGELES HOMELESS SERVICES AUTHORITY
Project: CA-600 CoC Registration FY2016
COC_REG_2016_135877
volunteers. A larger number of surveys were conducted (2,122 eligible surveys in 2015, 4,934 in 2016) giving more accurate estimates of subpopulation characteristics. The Demographic Survey tool was upgraded to a web-based survey that allowed for better tracking and data quality control. Homeless Youth were involved with the count and surveyed other homeless youth.
3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.


* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

<table>
<thead>
<tr>
<th></th>
<th>2015 PIT (for unsheltered count, most recent year conducted)</th>
<th>2016 PIT</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>41,174</td>
<td>43,854</td>
<td>2,680</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>6,880</td>
<td>6,010</td>
<td>-870</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>24</td>
<td>15</td>
<td>-9</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>5,322</td>
<td>5,048</td>
<td>-274</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>12,226</td>
<td>11,073</td>
<td>-1,153</td>
</tr>
<tr>
<td>Total Unsheltered Count</td>
<td>28,948</td>
<td>32,781</td>
<td>3,833</td>
</tr>
</tbody>
</table>

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

<table>
<thead>
<tr>
<th></th>
<th>Between October 1, 2014 and September 30, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td>26,607</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>19,641</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>93</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>7,549</td>
</tr>
</tbody>
</table>


Describe the CoC’s efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.
Implementation of LA City and County homeless strategies has initiated multiple efforts to reduce first-time homelessness. In late 2015, LA County awarded LAHSA $2M to increase prevention assistance for families. That funding was incorporated into the local CES, using a separate prevention screening tool, & has already assisted over 200 families. The City PHA has launched a program to reunite formerly incarcerated persons to family members currently receiving housing assistance to prevent discharge into homelessness. Other County strategies directs Foster Care, Probation, hospitals, jails, & DV shelters to work with LAHSA to develop & enhance discharge planning, guidelines, and policies. One of the biggest drivers of first-time homelessness in LA is housing affordability. Both the City and County plans implement creative solutions for creating more affordable units, including repurposing existing public lands and buildings for affordable housing and expansion of inclusionary zoning.


Describe the CoC’s efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless. (limit 1000 characters)

With a local rental vacancy hovering around 3%, this area continues to be a challenge. LAHSA is building population-specific data visualization dashboards that include length of homelessness as well as process measures that track for various steps toward housing (application time, housing search time). These tools enable identification of bottlenecks & optimization of this metric. Local PHAs have implemented apartment holding fees, damage mitigation funds, and landlord incentive programs to speed the search and lease-up process. Family programs are jointly funded by CoC and ESG funds with LOS and outcomes tracked via HMIS. These programs have reduced the time to move-in for participants, & will be continued and expanded in the next fiscal year. The CoC uses the VI-SPDAT in conjunction with the guidance in Notice CPD-16-11 to prioritize individuals & families with the longest lengths of time homeless.

* 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations:
Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent
supportive housing.

<table>
<thead>
<tr>
<th>Universe: Persons in SSO, TH and PH-RRH who exited</th>
<th>Between October 1, 2014 and September 30, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Of the persons in the Universe above, how many of those exited to permanent destinations?</td>
<td>3,827</td>
</tr>
<tr>
<td>% Successful Exits</td>
<td>40.94%</td>
</tr>
</tbody>
</table>

3A-4b. Exit To or Retention Of Permanent Housing:
In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

<table>
<thead>
<tr>
<th>Universe: Persons in all PH projects except PH-RRH</th>
<th>Between October 1, 2014 and September 30, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?</td>
<td>7,124</td>
</tr>
<tr>
<td>% Successful Retentions/Exits</td>
<td>94.25%</td>
</tr>
</tbody>
</table>

3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)

Four years ago, the LA CoC HMIS developed a report to identify households who have been placed in PH and subsequently return to crisis housing or RRH. LAHSA has incorporated this measurement into performance targets for TH, RRH, and PSH projects. This information is used to target PH projects in need of technical assistance. In TH projects, the 2-year rate of return is about 11% & in RRH projects about 8%. Overall, the CoC has advocated for additional case management funds through the City and County homeless strategies. With a focus on housing our highest acuity, the additional case management resources are intended to support increased retention & prevent returns to homelessness. The CoC is also expanding Medicaid billing for services in PSH to further stretch existing services funds. Local federal funding for RRH has increased over $30M, giving providers more flexibility to right-size the depth & duration of financial assistance provided, reducing the likelihood of returns.

Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources.
Employment: DPSS provides education & job services to families with children through the GAIN Welfare-to-Work Program and Temporary Subsidized Employment. Employment programs offered through WorkSource Centers, Chrysalis & Goodwill Industries assist homeless persons increase job skills & secure employment. The County’s Department of Public Social Services (DPSS) & HFSS collaborative relationship has also increased homeless families’ priority for the Transitional Subsidized Employment program which provides up to 6 months of subsidized employment for families in Welfare-to-Work. Non-employment: United Homeless Healthcare Partners staff is SOAR trained & has been actively training CoC members on submitting successful SOAR applications & assisting homeless persons in receiving benefits. DPSS targets disabled GR clients for SSI or VA benefits. The County is establishing SSI & Veterans Benefits Advocacy Programs to support providers in connecting eligible program participants to benefits.

3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.

The CoC and DPSS, the local TANF/GR agency, work closely to assist households to increase their income. DPSS Homeless Case Managers are stationed in each of the CoC’s 8 regional coordinated entry centers for families. The HCM assists families to enroll in & access employment services through DPSS. Enrollment for addl assistance from the Temporary Subsidized Employment & additional services are streamlined for families enrolled in RRH programs. TANF families also receive assistance with child care, transportation & vocational trainings to assist in securing & succeeding in employment. DPSS also targets disabled GR clients for SSI or VA benefits. WorkSource Centers employment programs help chronically homeless individuals secure employment. The Dept of Vocational Rehabilitation provides job training & educational opportunities for those returning to the workforce. The State Employment Development Department provides resume building, job fairs, & referrals for job placement.

3A-7. What was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC’s unsheltered PIT count?

No specific geographic areas from the CoC’s unsheltered PIT count were excluded.

3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people?

No
including areas that are uninhabitable (e.g. disasters)?

3A-7b. Did the CoC completely exclude geographic areas from the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)? (limit 1000 characters)
Not Applicable

3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached. (mm/dd/yyyy)
08/12/2016

3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data. (limit 1500 characters)
Not Applicable
3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 1: Ending Chronic Homelessness

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
   2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
   3. The highest needs for new and turnover units.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14,173</td>
<td>13,468</td>
<td>-705</td>
<td></td>
</tr>
<tr>
<td>Sheltered Count of chronically homeless persons</td>
<td>1,798</td>
<td>660</td>
<td>-1,138</td>
</tr>
<tr>
<td>Unsheltered Count of chronically homeless persons</td>
<td>12,375</td>
<td>12,808</td>
<td>433</td>
</tr>
</tbody>
</table>

3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015. 
(limit 1000 characters)
In the 2015 PIT, 43% of the unsheltered population was chronically homeless. In the 2016 PIT, 39% of the total unsheltered population was chronically homeless. Thus, while our unsheltered population grew by 12%, our unsheltered chronic homeless population declined by 4% relative to the total unsheltered population. The estimate of CH persons, as designed within a demographic survey of homeless individuals and families, was updated to include whether the disabling conditions were permanent or long term. Sheltered CH decreased by 1,138 (-63%) while unsheltered CH increased by 433 (4%). Total individual CH increased 614 (5%). Sheltered Individuals decreased (-55%) and unsheltered individuals increased (13%). Total family CH decreased 1,319 (-73%). The family decrease was in both sheltered (-90%) and unsheltered (-67%). There was no increase in the sheltered CH population. Additionally, 875 more CH PSH beds were added to the CoC in 2016.

3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.</td>
<td>4,364</td>
<td>5,239</td>
<td>875</td>
</tr>
</tbody>
</table>

3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. (limit 1000 characters)

The 20% increase in the number of chronically homeless beds from 2015 to 2016 is due to the dedication and prioritization of ending chronic homelessness by increasing CoC funded PSH beds for chronically homeless persons, as noted in HUD’s Notice CPD-16-11 Specific project changes follows: LA County Dept. of Mental Health added 702 vouchers prioritizing CH. Smaller project based sites increased CH prioritization, SRO Housing’s Renato Apartments, Eugene Hotel, Lyndon Apartments, and Brownstone Hotel, combined added 152 CH beds. PATH also added tenant based supportive housing for 40 CH clients. The Southern California Alcohol and Drug Shelter Plus Care Program lost 100 CH beds as it closed, while Santa Monica’s S+C lost 19 CH beds. A total of 147 programs maintained their level of CH prioritization, while 15 programs added CH beds to existing programs.

3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and

Yes
Recordkeeping Requirements for Documenting Chronic Homeless Status?

3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.

2-4

3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017?  
No

This question will not be scored.

3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach goal of ending chronically homeless by 2017? (limit 1000 characters)

The Los Angeles CoC has partnered with the PHAs, United Way, the County’s Departments of Mental Health, Health Services, & LAHSA to leverage funding & technological resources. HMIS collects data on persons that have been screened using the VI-SPDAT & prioritizes those who are chronically homeless with the highest acuity levels & length of time homeless. LAHSA continues to assess how to develop a Chronically Homeless CES Dashboard which accurately captures data to better understand inflow & placement rates among this population & to continually assess & refine local CES to more quickly end chronic homelessness. Last year LA created $15M in new PSH & RRH by reallocating $14M in TH. The City & County allocated $100M each this year to address & end homelessness. Additionally, the City & County placing ballot measures to create more affordable housing & fund services. Finally, the Hilton Foundation is funding TA to research the inflow into chronic homelessness & inform our planning efforts.
3B. Continuum of Care (CoC) Strategic Planning Objectives

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD will evaluate CoC’s based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

<table>
<thead>
<tr>
<th>Factor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vulnerability to victimization:</td>
<td>X</td>
</tr>
<tr>
<td>Number of previous homeless episodes:</td>
<td>X</td>
</tr>
<tr>
<td>Unsheltered homelessness:</td>
<td>X</td>
</tr>
<tr>
<td>Criminal History:</td>
<td>X</td>
</tr>
<tr>
<td>Bad credit or rental history (including not having been a leaseholder):</td>
<td>X</td>
</tr>
<tr>
<td>Head of household has mental/physical disabilities:</td>
<td>X</td>
</tr>
<tr>
<td>Previous or current involvement with child welfare</td>
<td>X</td>
</tr>
<tr>
<td>Length of Homelessness</td>
<td></td>
</tr>
<tr>
<td>N/A:</td>
<td></td>
</tr>
</tbody>
</table>

3B-2.2. Describe the CoC’s strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)
CES for Families uses a Housing 1st approach with streamlined eligibility & documentation requirements. Family Solutions Centers (FSCs) use CoC & ESG funding sources to provide various RRH options with differing eligibility requirements. RRH providers are required to maintain an extensive network of landlords. Some providers have master leased & implemented Landlord Partnership Programs such as holding fees & damage mitigation in order to decrease the amount of time to identify units & to increase landlord participation. Providers & LAHSA attend property owner’s association meetings. LAHSA is working with government offices, including PHAs, CDCs & the Board of Supervisors on increasing Affordable Housing inventory. FSCs provide job training programs & co-locate with DPSS to increase access to benefits & income to quickly obtain housing. While RRH units in this year’s PIT decreased, new funding of $30M was provided after the 2016 PIT, which will greatly expand RRH within the next year.

3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.

<table>
<thead>
<tr>
<th>RRH units available to serve families in the HIC:</th>
<th>2015</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>699</td>
<td>451</td>
<td>-248</td>
</tr>
</tbody>
</table>

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)

- CoC policies and procedures prohibit involuntary family separation: [X]
- There is a method for clients to alert CoC when involuntarily separated: [X]
- CoC holds trainings on preventing involuntary family separation, at least once a year: [X]
- [ ]
- [ ]
- None: [ ]

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

PIT Count of Homelessness Among Households With Children

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### 3B-2.5. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

Not Applicable

### 3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human trafficking and other forms of exploitation?</td>
<td>Yes</td>
</tr>
<tr>
<td>LGBTQ youth homelessness?</td>
<td>Yes</td>
</tr>
<tr>
<td>Exits from foster care into homelessness?</td>
<td>Yes</td>
</tr>
<tr>
<td>Family reunification and community engagement?</td>
<td>Yes</td>
</tr>
<tr>
<td>Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?</td>
<td>Yes</td>
</tr>
<tr>
<td>Unaccompanied minors/youth below the age of 18?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### 3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diversion from institutions and decriminalization of youth actions that stem from being trafficked:</td>
<td>X</td>
</tr>
<tr>
<td>Increase housing and service options for youth fleeing or attempting to flee trafficking:</td>
<td>X</td>
</tr>
<tr>
<td>Specific sampling methodology for enumerating and characterizing local youth trafficking:</td>
<td>X</td>
</tr>
<tr>
<td>Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:</td>
<td>X</td>
</tr>
<tr>
<td>Community awareness training concerning youth trafficking:</td>
<td>X</td>
</tr>
</tbody>
</table>
3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

<table>
<thead>
<tr>
<th>Factor</th>
<th>选中标志</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vulnerability to victimization:</td>
<td>X</td>
</tr>
<tr>
<td>Length of time homeless:</td>
<td>X</td>
</tr>
<tr>
<td>Unsheltered homelessness:</td>
<td>X</td>
</tr>
<tr>
<td>Lack of access to family and community support networks:</td>
<td>X</td>
</tr>
<tr>
<td>N/A:</td>
<td></td>
</tr>
</tbody>
</table>

3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).

<table>
<thead>
<tr>
<th>年份</th>
<th>全部未庇护的未陪伴的青年</th>
<th>差值</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2014</td>
<td>615</td>
<td></td>
</tr>
<tr>
<td>FY2015</td>
<td>630</td>
<td>15</td>
</tr>
</tbody>
</table>

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why.

(限1000字符)

Not Applicable

3B-2.9. Compare funding for youth homelessness in the CoC’s geographic
area in CY 2016 and CY 2017.

<table>
<thead>
<tr>
<th>Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):</th>
<th>Calendar Year 2016</th>
<th>Calendar Year 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,397,546.00</td>
<td>$19,711,940.00</td>
<td>$7,314,394.00</td>
<td></td>
</tr>
<tr>
<td>CoC Program funding for youth homelessness dedicated projects:</td>
<td>$5,020,800.00</td>
<td>$5,224,772.00</td>
<td>$203,972.00</td>
</tr>
<tr>
<td>Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):</td>
<td>$7,376,746.00</td>
<td>$14,487,168.00</td>
<td>$7,110,422.00</td>
</tr>
</tbody>
</table>

3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?

<table>
<thead>
<tr>
<th>Cross-Participation in Meetings</th>
<th># Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC meetings or planning events attended by LEA or SEA representatives:</td>
<td>12</td>
</tr>
<tr>
<td>LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:</td>
<td>4</td>
</tr>
<tr>
<td>CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):</td>
<td>16</td>
</tr>
</tbody>
</table>

3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts.

(limit 1000 characters)

Projects serving fams must have policies to ensure clients access educ systems. LA County Office of Education (LACOE) & LA Unified School District are involved in the development of CoC’s Youth CES, inc how to better connect homeless students to CES. As Youth CES expands, educ partners will participate in Regional Leadership Mtgs to ensure better coordination. LACOE MV education liaison helps plan the Youth PIT Count & is on Steering Committee of LA Coalition to End Youth Homelessness. Quarterly, LACOE Liaison shares list of monthly regional CoC mtgs with County’s school districts & charter schools. CoC members attend local & county liaison mtgs to share program info and have requested school liaisons to come onsite to provide educ services info. Improved communication has facilitated info sharing regarding legislation impacting educational access, supported the update of the youth resource guide, encouraged more districts to provide data for PIT count, & increased FSC utilization.

3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow.

(limit 2000 characters)
CoC & ESG funded projects serving families are contractually obligated to have policies to ensure clients access & participate in educational systems. A designated staff person ensures children are enrolled in school & connected to appropriate services. Educational needs are incorporated into clients’ program exit plans. The Family Solutions Centers (FSCs), jointly funded by the CoC & ESG, are the coordinated homeless family system’s entry point sites, & shelter providers post materials & orally inform parents on educational rights. The LA County Office of Ed (LACOE) developed materials for shelters to educate families on their rights & how to access McKinney-Vento assistance. Adherence to McKinney-Vento requirements is built into LAHSA’s subrecipient contracts for all family providers & checked during LAHSA’s monitoring visits. A special referral process was implemented by homeless providers to increase homeless families’ access to Head Start programs. Education liaisons provide regular trainings & workshops for homeless providers to ensure they are informed of the resources available through school districts. Likewise, homeless service providers conduct trainings & workshops for liaisons in order to increase their awareness of ESG & CoC programs. Liaisons also make presentations to homeless parents about eligibility and educational rights at shelter meetings. Liaisons participate in quarterly CoC strategic planning meetings & monthly homeless coalition & collaborative meetings, and in the LA Coalition to End Youth Homelessness. The LA Unified School District recently co-located homeless liaisons at the FSCs in the City of LA to ensure homeless families’ children are connected to appropriate schools & services. FSCs outside of the City are connected with appropriate homeless liaisons in their region. This supports enhanced communication between the FSC & districts. Collaboration across multiple providers helps minimize duplication of services & improves outcomes.

3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others? (limit 1000 characters)

Providers partner with LA County Nurse Practitioner Program, Nurse Family Partnership, Healthy Start, Child Care, & First 5 Home Visitation programs to provide services to pregnant & parenting youth. Many Providers provide direct support services, e.g. Positive Parenting Practice, Therapeutic Behavioral Services, Wraparound Services, & Child Therapy. 1 provider operates a Head Start Program. FSCs enter into formal agreements with LACOE Head Start Program providing direct referrals to County’s Head Start. 1 provider works with Children’s Institute International Head Start program for its housing programs for 0-3. Providers have co-located child care facilities while families engage in job & housing search. FSCs are responsible for insuring their programs provide cross-agency care coordinated for 0-5. 1 FSC partners with South LA Child Welfare Initiative to support homeless families through care coordination programs such as head start and teen parenting programs.
3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Ending Veterans Homelessness

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

<table>
<thead>
<tr>
<th></th>
<th>2015 (for unsheltered count, most recent year conducted)</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT count of sheltered and unsheltered homeless veterans:</td>
<td>4,016</td>
<td>2,728</td>
<td>-1,288</td>
</tr>
<tr>
<td>Sheltered count of homeless veterans:</td>
<td>1,253</td>
<td>1,243</td>
<td>-10</td>
</tr>
<tr>
<td>Unsheltered count of homeless veterans:</td>
<td>2,763</td>
<td>1,485</td>
<td>-1,278</td>
</tr>
</tbody>
</table>

3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count.
(limit 1000 characters)
Not Applicable

3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veteran’s Affairs services and housing to appropriate resources such as HUD-VASH and SSVF.
(limit 1000 characters)
Outreach is organized by SPA to identify homeless veterans with collaborative outreach by VA and non-VA (DMH, CoC, DHS, and private) funded partners canvassing hotspots, underserved areas, and the SPA on a grid. Veterans
access services at the GLA-VA Welcome Center or in SPA by VA or non-VA partners, depending on eligibility and ability to be transported. A veteran’s needs are assessed with the CES Survey (includes VI-SPDAT and HOMES questions) with highest acuity veterans referred to HUD-VASH, moderate and lower acuity to SSVF, and non-eligible to community resources. Eligibility is determined by VHA and VBA staff. This clarifies paths to appropriate housing interventions immediately, or through bi-weekly veteran case conferencing by SPA for VA and community based programs. A monthly Veteran Housing Alliance meeting brings together VA and non-VA homeless programs in order to build relationships, identify gaps, share new resources, provide training, and recommend system improvements.

3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

<table>
<thead>
<tr>
<th>Total PIT Count of sheltered and unsheltered homeless veterans:</th>
<th>2016</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 (or 2009 if an unsheltered count was not conducted in 2010)</td>
<td>4,981</td>
<td>-45.23%</td>
</tr>
<tr>
<td>2016</td>
<td>2,728</td>
<td></td>
</tr>
<tr>
<td>Unsheltered Count of homeless veterans:</td>
<td>3,167</td>
<td>-53.11%</td>
</tr>
<tr>
<td>2016</td>
<td>1,485</td>
<td></td>
</tr>
</tbody>
</table>

3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016.  
No
This question will not be scored.

3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016? (limit 1000 characters)

The housing market in LA County continues to be a barrier to ending veteran homelessness with the vacancy rate at approximately 3%. Innovations for landlord recruitment, unit holding fees, damage mitigation funds, training of landlord-relationship managers, & assistance for landlords to make minor repairs to units have come online with the majority of funding provided by the City and County of Los Angeles, but LA continues to encounter difficulty. We look forward to coordinating with California's Veterans Housing and Homeless Prevention Program (VHHP) for additional Project Based PSH on the VA campus. Additional resources are needed to educate & engage landlords on being an integral part of ending veteran homelessness in the Los Angeles CoC. Lastly, with a monthly average inflow rate of nearly 160 veterans, increased allocations for HUD-VASH, specifically for the Housing Authority of the County.

 Applicant: LOS ANGELES HOMELESS SERVICES AUTHORITY
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of LA, & SSVF in LA County are crucial to achieve our goal of ending veteran homelessness.
4A. Accessing Mainstream Benefits

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients?
Yes

4A-2. Based on the CoC’s FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

<table>
<thead>
<tr>
<th>FY 2016 Assistance with Mainstream Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of project applications in the FY 2016 competition (new and renewal):</td>
</tr>
<tr>
<td>Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, “Yes” is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, “Yes” is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).</td>
</tr>
<tr>
<td>Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:</td>
</tr>
</tbody>
</table>

4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)

The County Department of Public Social Services (DPSS) has the primary responsibility for Medicaid enrollment activities in the CoC & assists all eligible participants in the application process. The Dept of Public Health (DPH) contracts with 28 CBOs to assist families in enrolling in health programs. DPH has enrolled over 25,000 people in Medicaid since July 2014. The Dept of Health Svcs (DHS) financially screens all patients & coordinates with DPSS for enrollment assistance. DHS staffs registration & financial screeners at all sites to assist with Medicaid applications. LAHSA continues to strengthen its
relationship with providers LA Care & Health Net, including implementing revised HMIS client consent forms & acceptance of LA Care as an HMIS user organization. One of the County Homeless Initiative Strategies to be implemented is to coordinate County Depts to maximize ACA opportunities for the homeless population. DHS recently applied to the State for a Medicaid waiver pilot program.

4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?

<table>
<thead>
<tr>
<th>Educational materials:</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Person Trainings:</td>
<td>X</td>
</tr>
<tr>
<td>Transportation to medical appointments:</td>
<td>X</td>
</tr>
<tr>
<td>Privately funded medical insurance coordinators</td>
<td>X</td>
</tr>
<tr>
<td>Not Applicable or None:</td>
<td></td>
</tr>
</tbody>
</table>
4B. Additional Policies

Instructions:
For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

<table>
<thead>
<tr>
<th>FY 2016 Low Barrier Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):</td>
</tr>
<tr>
<td>Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected “low barrier” in the FY 2016 competition:</td>
</tr>
<tr>
<td>Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as “low barrier”:</td>
</tr>
</tbody>
</table>

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

<table>
<thead>
<tr>
<th>FY 2016 Projects Housing First Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):</td>
</tr>
<tr>
<td>Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:</td>
</tr>
<tr>
<td>Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:</td>
</tr>
</tbody>
</table>

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC’s geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:

X

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Use of phone or internet-based services like 211: X
Marketing in languages commonly spoken in the community: X
Making physical and virtual locations accessible to those with disabilities: X

<table>
<thead>
<tr>
<th>Not applicable:</th>
</tr>
</thead>
</table>

4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.

<table>
<thead>
<tr>
<th>RRH units available to serve all populations in the HIC:</th>
<th>2015</th>
<th>2016</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>887</td>
<td>534</td>
<td>-353</td>
</tr>
</tbody>
</table>

4B-5. Are any new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction? No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD’s implementing rules at 24 CFR part 135?
(limit 1000 characters)
Not applicable

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons

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defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)

Not Applicable

4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition? No

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)

Not applicable

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application. Yes

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance: [x]
CoC Systems Performance Measurement: [x]
Coordinated Entry: [x]
Data reporting and data analysis: [x]
HMIS: [x]

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Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:

Maximizing the use of mainstream resources:

Retooling transitional housing:

Rapid re-housing:

Under-performing program recipient, subrecipient or project:

Not applicable:

4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

<table>
<thead>
<tr>
<th>Type of Technical Assistance Received</th>
<th>Date Received</th>
<th>Rate the Value of the Technical Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC Systems Performance Measurement</td>
<td>05/20/2016</td>
<td>5</td>
</tr>
<tr>
<td>Coordinated Entry</td>
<td>07/03/2016</td>
<td>5</td>
</tr>
<tr>
<td>HMIS</td>
<td>06/08/2016</td>
<td>5</td>
</tr>
<tr>
<td>Data reporting and data analysis</td>
<td>06/21/2016</td>
<td>5</td>
</tr>
<tr>
<td>CoC Governance</td>
<td>06/17/2016</td>
<td>5</td>
</tr>
</tbody>
</table>
4C. Attachments

Instructions:
Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site: https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>01. 2016 CoC Consolidated Application: Evidence of the CoC’s communication to rejected participants</td>
<td>Yes</td>
<td>CoC Consolidated ...</td>
<td>09/12/2016</td>
</tr>
<tr>
<td>02. 2016 CoC Consolidated Application: Public Posting Evidence</td>
<td>Yes</td>
<td>2016 CoC Consolid...</td>
<td>09/12/2016</td>
</tr>
<tr>
<td>03. CoC Rating and Review Procedure (e.g. RFP)</td>
<td>Yes</td>
<td>CoC Rating and Re...</td>
<td>09/12/2016</td>
</tr>
<tr>
<td>05. CoCs Process for Reallocating</td>
<td>Yes</td>
<td>CoCs Process for ...</td>
<td>09/12/2016</td>
</tr>
<tr>
<td>06. CoC's Governance Charter</td>
<td>Yes</td>
<td>CoC's Governance ...</td>
<td>09/12/2016</td>
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<td>07. HMIS Policy and Procedures Manual</td>
<td>Yes</td>
<td>HMIS Policy and P...</td>
<td>09/12/2016</td>
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<tr>
<td>08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes</td>
<td>No</td>
<td></td>
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<tr>
<td>09. PHA Administration Plan (Applicable Section(s) Only)</td>
<td>Yes</td>
<td>PHA Administration...</td>
<td>09/12/2016</td>
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<tr>
<td>10. CoC-HMIS MOU (if referenced in the CoC’s Governance Charter)</td>
<td>No</td>
<td>CoC-HMIS MOU</td>
<td>09/12/2016</td>
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<tr>
<td>11. CoC Written Standards for Order of Priority</td>
<td>No</td>
<td>CoC Written Stand...</td>
<td>09/12/2016</td>
</tr>
<tr>
<td>12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)</td>
<td>No</td>
<td></td>
<td></td>
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<tr>
<td>13. HDX-system Performance Measures</td>
<td>Yes</td>
<td>HDX-system Perfor...</td>
<td>09/12/2016</td>
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<tr>
<td>14. Other</td>
<td>No</td>
<td>Other-Q3B2.11 Edu...</td>
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<td>15. Other</td>
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Attachment Details

Document Description: CoC Consolidated Application: Evidence of CoC's Communication to Rejected Participants

Attachment Details

Document Description: 2016 CoC Consolidated Application: Public Posting Evidence

Attachment Details

Document Description: CoC Rating and Review Procedure

Attachment Details

Document Description: CoC's Rating and Review Procedure: Public Posting Evidence

Attachment Details

Document Description: CoCs Process for Reallocating
Document Description: CoC's Governance Charter

Attachment Details

Document Description: HMIS Policy and Procedures Manual

Attachment Details

Document Description: PHA Administration Plan

Attachment Details

Document Description: CoC-HMIS MOU

Attachment Details

Document Description: CoC Written Standards for Order of Priority

Attachment Details
Document Description:

Attachment Details

Document Description: HDX-system Performance Measures

Attachment Details

Document Description: Other-Q3B2.11 Educational Services

Attachment Details

Document Description:
Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

<table>
<thead>
<tr>
<th>Page</th>
<th>Last Updated</th>
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<tbody>
<tr>
<td>1A. Identification</td>
<td>08/18/2016</td>
</tr>
<tr>
<td>1B. CoC Engagement</td>
<td>09/11/2016</td>
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<tr>
<td>1C. Coordination</td>
<td>09/11/2016</td>
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<td>Section</td>
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<td>1D. CoC Discharge Planning</td>
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<td>1E. Coordinated Assessment</td>
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<td>1F. Project Review</td>
<td>09/12/2016</td>
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<tr>
<td>1G. Addressing Project Capacity</td>
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<tr>
<td>2A. HMIS Implementation</td>
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<td>2B. HMIS Funding Sources</td>
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<td>2C. HMIS Beds</td>
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<tr>
<td>2D. HMIS Data Quality</td>
<td>09/08/2016</td>
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<tr>
<td>2E. Sheltered PIT</td>
<td>09/12/2016</td>
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<tr>
<td>2F. Sheltered Data - Methods</td>
<td>09/11/2016</td>
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<tr>
<td>2G. Sheltered Data - Quality</td>
<td>09/08/2016</td>
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<tr>
<td>2H. Unsheltered PIT</td>
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<tr>
<td>2I. Unsheltered Data - Methods</td>
<td>09/11/2016</td>
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<td>2J. Unsheltered Data - Quality</td>
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<tr>
<td>3A. System Performance</td>
<td>09/12/2016</td>
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<td>3B. Objective 1</td>
<td>09/11/2016</td>
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<td>3B. Objective 2</td>
<td>09/12/2016</td>
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<td>3B. Objective 3</td>
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<td>4A. Benefits</td>
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<td>4B. Additional Policies</td>
<td>09/08/2016</td>
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<tr>
<td>4C. Attachments</td>
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<td>Submission Summary</td>
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01. 2016 CoC Consolidated Application: Evidence of the CoC’s Communication to Rejected Projects


3. Page 20-41: Notification to Projects Reallocated Constant contact and Letters to specific projects.

4. Page 42-43: Public Posting of Priority Listing of Projects to be Included and Rejected.


6. Page 50: 2016 CoC NOFA Reallocated Projects
August 15, 2016

Juan Navarro, Executive Director
Los Angeles Centers for Alcohol and Drug Abuse
11015 Bloomfield Ave.
Santa Fe Springs, CA 90670

Re: 2016 Continuum of Care (CoC) Program New Projects Request For Proposals Threshold Review Results

Dear Mr. Navarro:

As of August 2, 2016, Los Angeles Centers for Alcohol and Drug Abuse submitted a proposal in response to the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP) issued by LAHSA. After a thorough review it has been determined that the proposal failed to meet LAHSA’s threshold criteria as specified in the RFP. The proposal did not pass for the following reason(s):

- Financial Stability
- Past Compliance

As stated in the RFP, proposals that do not meet the threshold requirements will not be reviewed any further and will be eliminated from the competition. In accordance with Section III.F of the RFP, proposers may submit an appeal to be presented to the Programs and Evaluation Committee of the LAHSA Commission. Proposers who wish to appeal must file a written statement specifying the grounds for the appeal as outlined in the above referenced section of the RFP. All appeals must be received by LAHSA by 4:00 p.m. on Wednesday, August 17, 2016. A Programs and Evaluation Committee meeting will be held at 9:00 a.m. on Thursday, August 18, 2016 to hear appeals and approve staff threshold recommendations.

If you have any questions, please contact Anna Reich Bialik, Funding Unit Manager, at (213) 225-6544.

Sincerely,

[Signature]

Anna Reich Bialik
Acting Funding Manager

Cc: Lisa Berger, Consultant
August 15, 2016

Jennifer Gaetta, Executive Director
Los Angeles House of Ruth
605 N. Cummings St.
Los Angeles, CA 90033

Re: 2016 Continuum of Care (CoC) Program New Projects Request For Proposals Threshold Review Results

Dear Ms. Gaeta:

As of August 2, 2016, Los Angeles House of Ruth submitted a proposal in response to the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP) issued by LAHSA. After a thorough review it has been determined that the proposal failed to meet LAHSA's threshold criteria as specified in the RFP. The proposal did not pass for the following reason(s):

- Financial Stability
- Past Compliance

As stated in the RFP, proposals that do not meet the threshold requirements will not be reviewed any further and will be eliminated from the competition. In accordance with Section III.F of the RFP, proposers may submit an appeal to be presented to the Programs and Evaluation Committee of the LAHSA Commission. Proposers who wish to appeal must file a written statement specifying the grounds for the appeal as outlined in the above referenced section of the RFP. All appeals must be received by LAHSA by 4:00 p.m. on Wednesday, August 17, 2016. A Programs and Evaluation Committee meeting will be held at 9:00 a.m. on Thursday, August 18, 2016 to hear appeals and approve staff threshold recommendations.

If you have any questions, please contact Anna Reich Bialik, Funding Unit Manager, at (213) 225-6544.

Sincerely,

Anna Reich Bialik
Acting Funding Manager

Cc: Patricia McGowan, Contracts Manager
August 15, 2016

Karen Hirst, Executive Director
Immanuel Housing, Inc.
1800 E. 85th St.
Los Angeles, CA 91801

Re: 2016 Continuum of Care (CoC) Program New Projects Request For Proposals Threshold Review Results

Dear Mrs. Hirst:

As of August 2, 2016, Immanuel Housing, Inc. submitted a proposal in response to the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP) issued by LAHSA. After a thorough review it has been determined that the proposal failed to meet LAHSA’s threshold criteria as specified in the RFP. The proposal did not pass for the following reason(s):

- Organizational Capacity & Financial Stability
- Site Control (Offices for Administration/Supportive Services)

As stated in the RFP, proposals that do not meet the threshold requirements will not be reviewed any further and will be eliminated from the competition. In accordance with Section III.F of the RFP, proposers may submit an appeal to be presented to the Programs and Evaluation Committee of the LAHSA Commission. Proposers who wish to appeal must file a written statement specifying the grounds for the appeal as outlined in the above referenced section of the RFP. All appeals must be received by LAHSA by 4:00 p.m. on Wednesday, August 17, 2016. A Programs and Evaluation Committee meeting will be held at 9:00 a.m. on Thursday, August 18, 2016 to hear appeals and approve staff threshold recommendations.

If you have any questions, please contact Anna Reich Bialik, Funding Unit Manager, at (213) 225-6544.

Sincerely,

[Signature]

Anna Reich Bialik
Acting Funding Manager
August 15, 2016

Damon Wardsworth, President and CEO
Motorcycle Riders for Homeless Parolees
5043 ½ W. 21 St.
Los Angeles, CA 90016

Re: 2016 Continuum of Care (CoC) Program New Projects Request For Proposals Threshold Review Results

Dear Ms. Riddick:

As of August 2, 2016, Motorcycle Riders for Homeless Parolees submitted a proposal in response to the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP) issued by LAHSA. After a thorough review it has been determined that the proposal failed to meet LAHSA's threshold criteria as specified in the RFP. The proposal did not pass for the following reason(s):

- Organizational Capacity & Financial Stability
- Past Compliance
- Site Control (Offices for Administration/Supportive Services)
- ADA and ADAA Compliance
- Experience

As stated in the RFP, proposals that do not meet the threshold requirements will not be reviewed any further and will be eliminated from the competition. In accordance with Section III.F of the RFP, proposers may submit an appeal to be presented to the Programs and Evaluation Committee of the LAHSA Commission. Proposers who wish to appeal must file a written statement specifying the grounds for the appeal as outlined in the above referenced section of the RFP. All appeals must be received by LAHSA by 4:00 p.m. on Wednesday, August 17, 2016. A Programs and Evaluation Committee meeting will be held at 9:00 a.m. on Thursday, August 18, 2016 to hear appeals and approve staff threshold recommendations.

If you have any questions, please contact Anna Reich Bialik, Funding Unit Manager, at (213) 225-6544.

Sincerely,

Anna Reich Bialik
Acting Funding Manager

Cc: Ethel Jackson, Secretary
August 15, 2016

Linda Lowry, City Manager
City of Pomona
505 S. Garey Ave.
Pomona, CA 91769

Re: 2016 Continuum of Care (CoC) Program New Projects Request For Proposals Threshold Review Results

Dear Mrs. Lowry:

As of August 2, 2016, City of Pomona submitted a proposal in response to the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP) issued by LAHSA. After a thorough review it has been determined that the proposal failed to meet LAHSA’s threshold criteria as specified in the RFP. The proposal did not pass for the following reason(s):

- Completeness (RFP Application Submitted)
- Financial Stability
- Past Compliance
- Site Control (Offices for Administration/Supportive Services)

As stated in the RFP, proposals that do not meet the threshold requirements will not be reviewed any further and will be eliminated from the competition. In accordance with Section III.F of the RFP, proposers may submit an appeal to be presented to the Programs and Evaluation Committee of the LAHSA Commission. Proposers who wish to appeal must file a written statement specifying the grounds for the appeal as outlined in the above referenced section of the RFP. All appeals must be received by LAHSA by 4:00 p.m. on Wednesday, August 17, 2016. A Programs and Evaluation Committee meeting will be held at 9:00 a.m. on Thursday, August 18, 2016 to hear appeals and approve staff threshold recommendations.

If you have any questions, please contact Anna Reich Bialik, Funding Unit Manager, at (213) 225-6544.

Sincerely,

Anna Reich Bialik
Acting Funding Manager

Cc: Adelaide Hsu, Program Coordinator
August 15, 2016

Adefemi Adegbesan, Chief Executive Officer
Rehoboth Drug and Alcohol Prevention Center
716 W. Compton Blvd.
Compton, CA 90220

Re: 2016 Continuum of Care (CoC) Program New Projects Request For Proposals Threshold Review Results

Dear Mr. Adegbesan:

As of August 2, 2016, Rehoboth Drug and Alcohol Prevention Center submitted a proposal in response to the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP) issued by LAHSA. After a thorough review it has been determined that the proposal failed to meet LAHSA's threshold criteria as specified in the RFP. The proposal did not pass for the following reason(s):

- Organizational Capacity & Financial Stability
- Past Compliance
- Site Control (Offices for Administration/Supportive Services)
- Experience

As stated in the RFP, proposals that do not meet the threshold requirements will not be reviewed any further and will be eliminated from the competition. In accordance with Section III.F of the RFP, proposers may submit an appeal to be presented to the Programs and Evaluation Committee of the LAHSA Commission. Proposers who wish to appeal must file a written statement specifying the grounds for the appeal as outlined in the above referenced section of the RFP. All appeals must be received by LAHSA by 4:00 p.m. on Wednesday, August 17, 2016. A Programs and Evaluation Committee meeting will be held at 9:00 a.m. on Thursday, August 18, 2016 to hear appeals and approve staff threshold recommendations.

If you have any questions, please contact Anna Reich Bialik, Funding Unit Manager, at (213) 225-6544.

Sincerely,

[Signature]

Anna Reich Bialik
Acting Funding Manager
August 15, 2016

Cynthia Carter, Program Director
Testimonial Community Love Center
5721 S. Western Ave.
Los Angeles, CA 90062

Re: 2016 Continuum of Care (CoC) Program New Projects Request For Proposals Threshold Review Results

Dear Bishop Hackworth:

As of August 2, 2016, Testimonial Community Love Center submitted a proposal in response to the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP) issued by LAHSA. After a thorough review it has been determined that the proposal failed to meet LAHSA’s threshold criteria as specified in the RFP. The proposal did not pass for the following reason(s):

- Financial Stability
- Site Control (Offices for Administration/Supportive Services)

As stated in the RFP, proposals that do not meet the threshold requirements will not be reviewed any further and will be eliminated from the competition. In accordance with Section III.F of the RFP, proposers may submit an appeal to be presented to the Programs and Evaluation Committee of the LAHSA Commission. Proposers who wish to appeal must file a written statement specifying the grounds for the appeal as outlined in the above referenced section of the RFP. All appeals must be received by LAHSA by 4:00 p.m. on Wednesday, August 17, 2016. A Programs and Evaluation Committee meeting will be held at 8:00 a.m. on Thursday, August 18, 2016 to hear appeals and approve staff threshold recommendations.

If you have any questions, please contact Anna Reich Bialik, Funding Unit Manager, at (213) 225-6544.

Sincerely,

Anna Reich Bialik
Acting Funding Manager
August 15, 2016

Lauri Burns, Executive Director
The Teen Project, Inc.
22431 B160 Antonio Parkway Suite 527
Rancho Santa Margarita, CA 92688

Re: 2016 Continuum of Care (CoC) Program New Projects Request For Proposals Threshold Review Results

Dear Ms. Burns:

As of August 2, 2016, The Teen Project, Inc. submitted a proposal in response to the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP) issued by LAHSA. After a thorough review it has been determined that the proposal failed to meet LAHSA’s threshold criteria as specified in the RFP. The proposal did not pass for the following reason(s):

- Organizational capacity.

As stated in the RFP, proposals that do not meet the threshold requirements will not be reviewed any further and will be eliminated from the competition. In accordance with Section III.F of the RFP, proposers may submit an appeal to be presented to the Programs and Evaluation Committee of the LAHSA Commission. Proposers who wish to appeal must file a written statement specifying the grounds for the appeal as outlined in the above referenced section of the RFP. All appeals must be received by LAHSA by 4:00 p.m. on Wednesday, August 17, 2016. A Programs and Evaluation Committee meeting will be held at 9:00 a.m. on Thursday, August 18, 2016 to hear appeals and approve staff threshold recommendations.

If you have any questions, please contact Anna Reich Bialik, Funding Unit Manager, at (213) 225-6544.

Sincerely,

Anna Reich Bialik
Acting Funding Manager

Cc: Laura Lopez, Data Analyst
AGENDA AND NOTICE OF A PUBLIC MEETING OF THE PROGRAMS & EVALUATION COMMITTEE

COMMITTEE CHAIR: Booker Pearson
COMMISSION COMMITTEE MEMBERS: Owen Newcomer, Kelvin Sauls, Larry Adamson (Alt), Noah Farkas (Alt)

Thursday, August 18, 2016
9:00 a.m.

Location:
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 5th Floor
Los Angeles, CA 90017

<table>
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<th>AGENDA NO.</th>
<th>ITEM AND DESCRIPTION</th>
<th>PRESENTER</th>
<th>PAGE</th>
</tr>
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<tbody>
<tr>
<td>Call to Order/Roll Call/Establishment of Quorum Agenda Items - The public will have an opportunity to speak to any agenda item when the item is called and before action is taken. A Request to Speak Form must be submitted to the Secretary prior to the completion of the agenda item. The Chair will determine the order of speaking and unless the Chair grants more or less time, the speaker’s limit is two (2) minutes on each agenda item, subject to the total 20-minute period.</td>
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<tr>
<td>1.0</td>
<td>Review and approve minutes of the meeting held Thursday, July 21, 2016.</td>
<td></td>
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<tr>
<td>2.0</td>
<td>Acting Director Report.</td>
<td>Josh Decell</td>
<td></td>
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<tr>
<td>3.0</td>
<td>Review and approve the threshold evaluation results and hear potential appeals of the 2017 Greater Los Angeles Homeless Count Request for Proposals (RFP).</td>
<td>Anna Bialik</td>
<td></td>
</tr>
<tr>
<td>4.0</td>
<td>Review and approve the quality evaluation results and hear potential appeals of the 2017 Greater Los Angeles Homeless Count Request for Proposals (RFP) and authorize Executive Director to enter into contract with the recommended agency.</td>
<td>Anna Bialik</td>
<td></td>
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<tr>
<td>5.0</td>
<td>Review and approve the threshold evaluation results and hear potential appeals of the 2016 Coordinated Entry System (CES) for Individuals Request for Proposals (RFP).</td>
<td>Anna Bialik</td>
<td></td>
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<tr>
<td>6.0</td>
<td>Review and approve the threshold evaluation results and hear potential appeals of the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP).</td>
<td>Anna Bialik</td>
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<tr>
<td>7.0</td>
<td>Review and approve the quality evaluation results and hear potential appeals of the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP).</td>
<td>Anna Bialik</td>
<td></td>
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<tr>
<td>8.0</td>
<td>Public Participation Each Public Participant speaker is limited to three (3) minutes and may address any topic within the Commission’s jurisdiction. A Request to Speak Form must be filled out and submitted to the Secretary prior to the beginning of Public Participation. Subject to the total 20-minute period, each Public Participation speaker is limited to three (3) minutes.</td>
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Adjournment

Packets of materials on agenda items are available to the public during normal business hours at 811 Wilshire Boulevard, 6th Floor, Los Angeles, CA 90017. For further information, you may call 213-683-3333. Upon request, sign language interpreters, materials in alternative formats and other accommodations are available to the public for LAHSA meetings. All requests for reasonable accommodations must be made at least three working days (72 Hours) in advance of the scheduled meeting date. For additional information, contact LAHSA at (213) 683-3333 or TTY (213) 553-8488.
The Los Angeles Homeless Services Authority Commission Programs & Evaluation Committee meeting held at 811 Wilshire Boulevard, Los Angeles, California was called to order at 9:03 a.m. by Commissioner Pearson.

Attendance

LAHSA Commissioners Present:
  Booker Pearson (Chair)
  Owen Newcomer

LAHSA Commissioners Absent:
  Kelvin Sauls

LAHSA Staff:
  Chris Callandrillo, Director of Programs
  Eileen Bryson, Board Liaison
  Anna Bialik, Funding Unit Manager
  Josh Decell, Associate Director of Data Integration
  Dan Fisher, Associate Director of Operations, Programs Department
  Nancy Ma, Sr. Funding Analyst
  Clementina Verjan, Interim Director of Policy & Planning

Call to Order/Roll Call/Establishment of Quorum
Commissioner Pearson called the meeting to order. Roll was called and quorum was established at 9:03 a.m.

1.0 Review and approve minutes of the meeting held Thursday, May 19, 2016.

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Pearson to approve the minutes as presented.

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

Action: The motion passed unanimously.

2.0 Director Report.
Chris Callandrillo, Director of Programs, gave the report:

- Mr. Callandrillo introduced new staff and shared Programs information.

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

3.0 Update on Department of Housing and Urban Development (HUD) 2016 Notice of Funding Availability (NOFA).
Chris Callandrillo, Director of Programs, gave the report:

- Josh Decell, Associate Director of Data Integration, made the presentation.
- Staff provided information about the Department of Housing and Urban Development (HUD) 2016 Notice of Funding Availability (NOFA) as shown in the presentation, including Tier 1 and Tier 2 levels, scoring changes from the previous NOFA, and proposed ranking order.

Public Speaker(s): There were no public speakers.
4.0 Review and approve 2016 Continuum of Care Program Performance Evaluation Process and Methodology.
Ian Costello, Outcomes Unit Manager, gave the report:
- Staff provided information about the 2016 Continuum of Care Program Performance Evaluation Process and Methodology and changes in methodology.
- There was discussion about commitments to “Housing First” and HUD’s questions. Staff will send the specific questions to the Committee. There was additional discussion regarding DV survivors and transitional housing exits.

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Pearson to approve 2016 Continuum of Care Program Performance Evaluation Process and Methodology.

Public Speaker: Jessy Needham thanked staff for the work on the evaluation tool and consideration of the survivors of domestic violence. She mentioned that occupancy rate may be a challenge for some agencies with low total bed counts. She also mentioned that average length of stay might be misleading.

Public Speaker: Vivian Lee thanked staff and the commission for putting survivor safety first. She also questioned the length of stay scoring when HUD’s standard is 24 months. Her program only has six beds so the occupancy rate is challenging.

Action: The motion passed unanimously.

5.0 Review and approve threshold evaluation results and hear potential appeals of the 2016 Homeless Management Information System (HMIS) Request for Proposals (RFP).
Anna Bialik, Funding Unit Manager, gave the report:
- Staff provided information about the threshold evaluation results and potential appeals of the 2016 Homeless Management Information System (HMIS) Request for Proposals (RFP).
- Four proposals were received. All four passed threshold review and will move to quality review. The agencies are invited to do a demonstration for high users and our neighbor CoCs to observe the process.

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Pearson to approve the threshold evaluation results of the 2016 Homeless Management Information System (HMIS) Request for Proposals (RFP).

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

Action: The motion passed unanimously.

6.0 Bi-Monthly Funding Update Report.
Anna Bialik, Funding Unit Manager, gave the report:
- Staff provided information about current and upcoming funding opportunities.
- The mandatory proposers conference in the draft CoC New Project RFP will be on Monday, July 25 rather than Thursday, July 28. The proposal due date is August 1, not August 4.

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

7.0 Report and discussion on 2015/2016 Winter Shelter Program lessons learned regarding Agency Capacity and Assistance.
Paul Duncan, Associate Director, gave the report:
- Staff provided information on the 2015/2016 Winter Shelter Program lessons learned regarding Agency Capacity and Assistance.

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

8.0 Presentation of Dashboard for Coordinated Entry System (CES) for Families (also known as HFSS).
Martha Macias, Outcomes Analyst, gave the report:
- Staff presented the Dashboard for Coordinated Entry System (CES) for Families (also known as HFSS).
- The dashboard will be available through the LAHSA website, much like the Veteran dashboard.
- Commissioner Pearson asked if a gap analysis for family crisis housing could be done in order to advocate for additional resources.
Public Speaker(s): There were no public speakers.

9.0 Public Participation

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

Adjournment
The meeting was adjourned at 10:36 a.m.
To: LAHSA Programs and Evaluation Committee

From: Anna Bialik, Funding Unit Manager

Date: August 18, 2016

CC: Peter Lynn, Executive Director
    Joshua Decell, Acting Director of Programs
    Daniel Fisher, Associate Director of Operations

Re: Threshold Evaluation Results for the 2016 Continuum of Care (CoC) Program
New Projects Request for Proposals (RFP)

Commission Action Requested: Approve the threshold evaluation results and recommendations for the 2016 CoC New Projects Request for Proposals.

Background: HUD released the 2016 Notice of Funding Availability (NOFA) for the Continuum of Care Program on June 28, 2016 with up to an estimated Tier 2 funding amount of $7,980,210 for reallocated funds and up to $5.1 million for new Permanent Supportive Housing Bonus funds. The 2016 NOFA allows CoCs to make funding available through reallocation for new Permanent Supportive Housing (PSH) projects to serve chronically homeless individuals and families and/or new Rapid Re-Housing projects serving homeless individuals and families who are living on the street or in an emergency shelter.

LAHSA released the 2016 CoC New Projects Request for Proposals on July 22, 2016, and held a proposers conference on July 25, 2016. The deadline for the submission of new project proposals to LAHSA was Monday of August 1, 2016 at 2:00PM. This deadline was extended to Tuesday, August 2, 2016 at 11:59:59PM. There were two funding opportunities under this RFP:

- Proposers could apply to fund new PSH projects in the LA CoC; and/or
- Transitional Housing Providers with existing LA CoC Program grants could surrender their existing LA CoC grant and propose for new RRH or PSH grants up to their existing grant amount.

Threshold Evaluation Criteria: The 2016 CoC New Projects RFP established threshold criteria to ensure that submitted proposals met the basic requirements of the RFP, have the potential to be successful in the subsequent national competition and can successfully operate the program if awarded funding.

The Threshold Criteria outlined in the RFP include:

- Attendance at the Mandatory Proposers’ Conference
- Completeness
- Target Population
- Housing Type
- Coordinated Entry Participation
- Experience
- Past Compliance
- HMIS
- Organizational Capacity & Financial Stability
- Site Control (Offices for Administration/Supportive Services)
- ADA and ADAA Compliance

**Threshold Evaluation Results:** As detailed in the attached tables, LAHSA received a total of 17 proposals, two (2) were submitted for RRH and fifteen (15) were submitted for PSH projects. Of the proposals submitted for PSH, nine (9) were submitted under HACoLA, five (5) were submitted under HACoLA, two (2) were submitted under LAHSA and one (1) was submitted under the City of Pomona Housing Authority (PHA). Based upon an evaluation of the criteria detailed above, it was determined that eight (8) proposals passed the threshold review and nine (9) proposals failed the threshold review. Proposals that passed threshold review are recommended to move on to the Quality Review phase.

<table>
<thead>
<tr>
<th>Program Component – Project Sponsor</th>
<th># of Proposals</th>
<th>Amount Requested</th>
<th>SPA</th>
</tr>
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<tbody>
<tr>
<td>Rapid Rehousing - LAHSA</td>
<td>2</td>
<td>$1,139,493</td>
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<tr>
<td>Permanent Supportive Housing - HACoLA</td>
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<td>$4,622,013</td>
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<td>Permanent Supportive Housing - PHA</td>
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<td><strong>$10,064,355</strong></td>
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<tr>
<th>Organization Name</th>
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<th>Amount Requested</th>
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<td>Alcott Center For Mental Health Services</td>
<td>PSH</td>
<td>HACoLA</td>
<td>$317,513</td>
<td>5</td>
<td>Pass</td>
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<tr>
<td>Los Angeles County Department of Mental Health</td>
<td>PSH</td>
<td>HACoLA</td>
<td>$1,000,000</td>
<td>1, 3, 5, 6, 7, 8</td>
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<td>HACoLA</td>
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<td>Special Service For Groups, Inc.</td>
<td>PSH</td>
<td>HACoLA</td>
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<td>Lamp, Inc.</td>
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<td>Pass</td>
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<tr>
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<td>Fail</td>
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<td>Motorcycle Riders For Homeless Parolees</td>
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<td><strong>TOTAL</strong></td>
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</tbody>
</table>

**Staff Recommendations:**
Staff recommends the approval of the Threshold Review Results and Recommendations as detailed in this memorandum.
To: LAHSA Programs and Evaluation Committee

From: Anna Bialik, Funding Unit Manager

Date: August 18, 2016

CC: Peter Lynn, Executive Director
    Joshua Decell, Acting Director of Programs
    Daniel Fisher, Associate Director of Operations

Re: Quality Evaluation Results and Recommendations for the 2016 Continuum of Care (CoC) Program

New Projects Request for Proposals (RFP)


Background: HUD released the 2016 Notice of Funding Availability (NOFA) for the Continuum of Care Program on June 28, 2016 with up to an estimated Tier 2 funding amount of $7,980,210 for reallocated funds and up to $5.1 million in new Permanent Supportive Housing Bonus funds. The 2016 NOFA allows CoCs to make funding available through reallocation for new Permanent Supportive Housing (PSH) projects to serve chronically homeless individuals and families and/or new Rapid Re-Housing projects serving homeless individuals and families who are living on the street or in an emergency shelter.

LAHSA released the 2016 CoC New Projects Request for Proposals on July 22, 2016, and held a Proposers’ Conference on July 25, 2016. The deadline for the submission of new project proposals to LAHSA was Monday of August 1, 2016 at 2:00PM. This deadline was extended to Tuesday, August 2, 2016 at 11:59:59PM. There were two funding opportunities under this RFP:

- Proposers could apply to fund new PSH projects in the LA CoC; and/or
- Transitional Housing Providers with existing LA CoC Program grants could surrender their existing LA CoC grant and propose for new RRH or PSH grants up to their existing grant amount.

Quality Evaluation Criteria: The 2016 CoC New Projects RFP established quality review criteria to ensure that submitted proposals met the basic requirements of the RFP, have the potential to be successful in the subsequent national competition and can successfully operate the program if awarded funding.

In the Quality Review phase, proposals are evaluated based on program design, CoC integration, target population, past performance, budget, cost efficiency, regional capacity building, program readiness, and any other identified HUD COC Program NOFA priorities. Each proposal’s content, responsiveness, conciseness, clarity, relevance, and strict adherence to the instructions in this RFP are considered when scoring each category. Final scoring is based on the proposal as submitted.
Quality Evaluation Results: As detailed in the tables below, eight (8) proposals were reviewed for Quality. Of the proposals submitted for Quality Review, four (4) were submitted under HACLA, four (4) were submitted under HACoLA, there were zero (0) submitted under LAHSA and zero (0) submitted under the City of Pomona Housing Authority (PHA). Based upon an evaluation of the criteria detailed above, it was determined that all eight (8) proposals scored above 75 points and are recommended for submission with the 2016 CoC Program Competition Application in accordance with the approved 2016 CoC Program Competition Ranking.

### 2016 CoC Program New Projects RFP – Quality Review

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<tr>
<th>Scoring Area</th>
<th>Possible Points</th>
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<td>Program Design</td>
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<td>Past Performance</td>
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<td>Program Readiness</td>
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<td>Program Budget/Cost Efficiency</td>
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<td>CoC Integration</td>
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<td>Bonus Points</td>
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### 2016 CoC Program New Projects RFP – Proposal Summary Table

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<tr>
<th>Program Component – Project Sponsor</th>
<th># of Proposals</th>
<th>Amount Requested</th>
<th>SPA</th>
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<tbody>
<tr>
<td>Rapid Rehousing - LAHSA</td>
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<td>Permanent Supportive Housing - PHA</td>
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### 2016 CoC Program New Projects RFP - Quality Table

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<th>Organization Name</th>
<th>Project Component</th>
<th>Project Sponsor</th>
<th>Amount Requested</th>
<th>Service Planning Areas</th>
<th>Score</th>
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<td>Los Angeles County Department of Mental Health</td>
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<td><strong>$5,993,279</strong></td>
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Staff Recommendations:
Staff recommends the approval of the Quality Review Results and Recommendations as detailed in this memorandum.
Email Name: 2016 CoC Program NOFA - Priority Listing Published
Template: Press Announcements - Clean
Lists: Funding Team- LA CoC Coordinating Council- Updated 4/9/12
       Funding Team- Public Housing Authorities, 2015/12
       Funding Team- Quality Review Panel Invitee List
       Funding Team- Housing Authority Subrecipients
       FY2015 NOFA Agency Contacts
       2016 CoC Program LAHSA Sites
       FY2016 NOFA Contacts
       FY2016 CoC Program NOFA Contacts
       Domestic Violence Providers - 2016

Email Run History

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Social Stats

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<td>0</td>
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</tr>
</tbody>
</table>
Dear Renae,

Thank you for your letter regarding the Step Out Apartments project (CA0478). This is to confirm that as the grant has been surrendered, it will not be included in the FY 2016 CoC NOFA Priority Listing and will not be renewed for the 2017-2018 program year.

Guidance on grant close out will be forthcoming from LAHSA. If you have questions or concerns, please reach us at snofa@lahsa.org.

Kind regards,
Ian

Ian S. Costello
Outcomes Unit Manager
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017
icostello@lahsa.org
Tel: (213) 225-6561
Fax: (213) 892-0093

-A Joint Powers Authority Created by the City and County of Los Angeles-
August 10, 2016

Peter Lynn
Executive Director
Los Angeles Homeless Services Authority
811 Wilshire Blvd, 6th Floor
Los Angeles, CA 90017

Re: CA0478L9D001508, Step Out

Dear Mr. Lynn:

This letter is to notify LAHSA that A Community of Friends will not appeal the 2016 NOFA preliminary evaluation score for Step Out, CA0478L9D001508. We understand that by not appealing this score, Step Out funds will be reallocated as the preliminary evaluation score for Step Out is 49, which is under the 50-point threshold for transitional housing for transitional age youth.

We believe that Step Out served a unique population of transitional age youth with mental illness who are also connected to the criminal justice system. However, due to the unique characteristics of our target population, the outcomes achieved could not be accurately measured through the Continuum of Care scoring criteria. A Community of Friends is committed to ending homelessness and we intend to convert Step Out into a permanent supportive housing development. We hope that through reallocating Step Out funds, we will help fund additional permanent supportive housing programs through the 2016 reallocation process.

Sincerely,

Dora Leong Gallo
Chief Executive Officer
August 29, 2016

Mr. Daryl Parrish
City Chairman
City of Covina
125 E. College Street
Covina, CA 91723

Notice of Project Reallocation

Re:               Program Name                   Grant Prefix   Reallocation Basis
                  McGill Transitional House            CA0416         Housing First Response

Dear Mr. Parrish,

This letter is to inform you that the above referenced project has been reallocated according to the reallocation policy adopted by the LAHSA Commission on August 26, 2016.

Reallocated projects will therefore not be included in the FY 2016 CoC NOFA competition priority ranking and will not be renewed for the 2017–2018 program year.

Please note that projects being reallocated this year should continue operations through the current FY 2015 grant period, listed above. Projects being reallocated will not immediately close, and must continue serving clients, in accordance with their contracts.

Please review the attached reallocation policy for additional details regarding cost effectiveness and performance thresholds.

Future Funding Opportunities:

Reallocated providers serving Households with Children are encouraged to apply for the upcoming Coordinated Entry System (CES) for Families RFP, tentatively scheduled for release in early 2017. This funding opportunity will likely include Bridge Housing and Rapid Rehousing components as eligible activities.

This and all other future funding opportunities from LAHSA will be shared via the Funding Unit webpage, at www.lahsa.org/funding/home.
Grant Close Out Process:

- All effort should be made to place clients into permanent housing destinations prior to the end of the Grant period, using the Coordinated Entry System (CES) for each population served. Additional guidance on this matter may be obtained from LAHSA. Please contact Paul Duncan, Assistant Director of Systems Integration, at pduncan@lahsa.org.

- Additional guidance on procedures related to financial close out of the CoC grant, as well as options for No Cost Extensions of grants beyond the FY2015 period, will be available by autumn of 2016.

If you have questions, please contact us at snofa@lahsa.org.

Sincerely,

Joshua Decell
Acting Director of Programs

Endlosures:
- FY 2016 CoC Program Reallocation Policy, adopted 8/26/2016
Policy: FY 2016 Continuum of Care Program Reallocation Policy

Submitted by: Josh Decell

Continuum of Care Policies

Approved Commission Meeting: 8/26/2016

General:
As the Continuum of Care (CoC) lead agency, Los Angeles Homeless Services Authority annually submits the CoC Program application to the US Department of Housing and Urban Development (HUD) on the behalf of the Los Angeles Continuum of Care. In recent years, HUD has created an opportunity for CoCs to apply for new project funding by partially or fully reallocating funds that were previously allocated to renew existing grants within the CoC. Reallocation presents an opportunity for CoCs to move funding from projects that are underutilized, not cost effective, underperforming, or obsolete to create new permanent housing projects.

Procedure:
The Continuum of Care has established the following reallocation policies in the 2016 Continuum of Care Program Competition:

1) Recapture CoC Grant funds from former Supportive Housing Program grants, including Transitional Housing (TH) Programs and Permanent Supportive Housing (PSH) Programs from grants that demonstrate at least 3 years of underspending of at least 5% of the total annual grant amount, based on lowest amount of underspent funds incurred over the 3-year period and make such amounts available under reallocation for new PSH projects in the 2016 CoC Program Application.

2) Recapture CoC Grant funds from former Shelter Plus Care Program and CoC Rental Assistance Grants based on Public Housing Authorities identifying funds for reallocation and make such amounts available for new PSH projects in the 2016 CoC Program Application.

3) Establish Cost Effectiveness Thresholds for CoC Program TH by population:
   a. Single Adults: $20,000/permanent housing outcome
   b. Families: $30,000/permanent housing outcome
   c. Domestic Violence: $50,000/permanent housing outcomes (including safety transfers)
   d. Transition Age Youth: $50,000/permanent housing outcome

   For FY 2016, reallocate CoC Grant funds from TH Projects where the 3-year aggregate cost effectiveness exceeds the threshold.

4) Establish Performance Thresholds for CoC Program Renewal projects based upon approved 2016 Renewal Evaluation Methodology:
   a. 50% of points possible for PSH and TH for Transition Age Youth (TAY)
   b. 70% of points possible for TH projects for persons fleeing domestic violence
   c. 80% of points possible for TH projects serving other populations (single adults and/or families)

   For FY 2016, reallocate CoC Grant funds from TH Projects where the 2016 renewal evaluation score falls below the proposed thresholds with the exception of projects that exclusively serve households fleeing domestic violence with the understanding that LAHSA will provide technical assistance to improve project performance over the next twelve (12) months.

5) Commitment to Policy Priorities: Housing First and Low Barrier Programming
   a. Projects are ranked using approved CoC ranking structure
   b. Projects ranked into Tier 2 of the CoC Priority Listing will be evaluated on Housing First and Low Barrier Programming models
   c. Projects not meeting the minimum standard for these models will be reallocated

6) Apply up to $500,000 in reallocated funding to a new LA CoC HMIS project application based upon a projected increase in on-going cost.
Hello:

Please see the attached notice. If you have questions or concerns, you may reach us at snofa@lahsa.org

Kind regards,

Ian Costello
Outcomes Unit Manager
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017
icostello@lahsa.org
Tel: (213) 225-6561
Fax: (213) 892-0093

-A Joint Powers Authority Created by the City and County of Los Angeles-
August 29, 2016

Ms. Linda Lowry
City Manager
City of Pomona
505 S. Garey Ave.
Pasadena, CA 91766

Notice of Project Reallocation

<table>
<thead>
<tr>
<th>Re:</th>
<th>Program Name</th>
<th>Grant Prefix</th>
<th>Reallocation Basis</th>
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<tr>
<td></td>
<td>Pomona Transitional Living Center</td>
<td>CA0436</td>
<td>Performance</td>
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Dear Ms. Lowry,

This letter is to inform you that the above referenced project has been reallocated according to the reallocation policy adopted by the LAHSA Commission on August 26, 2016.

Reallocated projects will therefore not be included in the FY 2016 CoC NOFA competition priority ranking and will not be renewed for the 2017 – 2018 program year.

Please note that projects being reallocated this year should continue operations through the current FY 2015 grant period, listed above. **Projects being reallocated will not immediately close, and must continue serving clients, in accordance with their contracts.**

Please review the attached reallocation policy for additional details regarding cost effectiveness and performance thresholds. Also attached for your review is a copy of the Final Evaluation Report submitted by LAHSA to every renewing grant through LAHSA FileShare.

**Future Funding Opportunities:**

Reallocated providers serving Households with Children are encouraged to apply for the upcoming Coordinated Entry System (CES) for Families RFP, tentatively scheduled for release in early 2017. This funding opportunity will likely include Bridge Housing and Rapid Rehousing components as eligible activities.

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- Additional guidance on procedures related to financial close out of the CoC grant, as well as options for No Cost Extensions of grants beyond the FY2015 period, will be available by autumn of 2016.

If you have questions, please contact us at snofa@lahsa.org.

Sincerely,

Joshua Decell
Acting Director of Programs

Enclosures:
- FY 2016 CoC Program Reallocation Policy, adopted 8/26/2016
- Final Performance Evaluation Report
General:
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Procedure:
The Continuum of Care has established the following reallocation policies in the 2016 Continuum of Care Program Competition:

1) Recapture CoC Grant funds from former Supportive Housing Program grants, including Transitional Housing (TH) Programs and Permanent Supportive Housing (PSH) Programs from grants that demonstrate at least 3 years of underspending of at least 5% of the total annual grant amount, based on lowest amount of underspent funds incurred over the 3-year period and make such amounts available under reallocation for new PSH projects in the 2016 CoC Program Application.

2) Recapture CoC Grant funds from former Shelter Plus Care Program and CoC Rental Assistance Grants based on Public Housing Authorities identifying funds for reallocation and make such amounts available for new PSH projects in the 2016 CoC Program Application.

3) Establish Cost Effectiveness Thresholds for CoC Program TH by population:
   a. Single Adults: $20,000/permanent housing outcome
   b. Families: $30,000/permanent housing outcome
   c. Domestic Violence: $50,000/permanent housing outcomes (including safety transfers)
   d. Transition Age Youth: $50,000/permanent housing outcome
   For FY 2016, reallocate CoC Grant funds from TH Projects where the 3-year aggregate cost effectiveness exceeds the threshold.

4) Establish Performance Thresholds for CoC Program Renewal projects based upon approved 2016 Renewal Evaluation Methodology:
   a. 50% of points possible for PSH and TH for Transition Age Youth (TAY)
   b. 70% of points possible for TH projects for persons fleeing domestic violence
   c. 80% of points possible for TH projects serving other populations (single adults and/or families)
   For FY 2016, reallocate CoC Grant funds from TH Projects where the 2016 renewal evaluation score falls below the proposed thresholds with the exception of projects that exclusively serve households fleeing domestic violence with the understanding that LAHSA will provide technical assistance to improve project performance over the next twelve (12) months.

5) Commitment to Policy Priorities: Housing First and Low Barrier Programming
   a. Projects are ranked using approved CoC ranking structure
   b. Projects ranked into Tier 2 of the CoC Priority Listing will be evaluated on Housing First and Low Barrier Programming models
   c. Projects not meeting the minimum standard for these models will be reallocated

6) Apply up to $500,000 in reallocated funding to a new LA CoC HMIS project application based upon a projected increase in on-going cost.
**2016 Los Angeles CoC Evaluation Report**  
*FINAL*

### Project Information

- **Grant Number (APR Grant #):** CA0436 (CA0436L9D001306)
- **Grantee Name:** City of Pomona
- **Operating Agency:** City of Pomona
- **Project Name:** Pomona Transitional Living Center
- **Project Type:** TH
- **Target Population:** Singles/Adults Only
- **FileShare ID:** LA_COP

### Scoring Area

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<thead>
<tr>
<th>Source Data Value</th>
<th>Points Earned</th>
<th>Points Possible</th>
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<tbody>
<tr>
<td><strong>Performance</strong></td>
<td></td>
<td></td>
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<tr>
<td>Exits to Permanent Housing (APR Q29)</td>
<td>70%</td>
<td>26.3</td>
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<tr>
<td>Increase Employment Income (APR Q24b3)</td>
<td>0%</td>
<td>0.0</td>
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<tr>
<td>Increase Income Overall (APR Q24b3)</td>
<td>13%</td>
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<tr>
<td>Median Length of Stay (Days) (APR Q27)</td>
<td>66</td>
<td>5.0</td>
</tr>
</tbody>
</table>
| **Commitment to Policy Priorities: Housing First**  
(FY15 Project App. Section 3.8, Q4.d) | No | 0 | 10 |
| **Bed/Unit Utilization (APR Q8-11)** | 70% | 0.0 | 20 |
| **HMIS Participation/Missing Data Rate (APR Q7)** | 0 | 5.0 | 5 |
| **Spend Down (APR Q31a4)** | 90% | 10.0 | 10 |

### Score Results

<table>
<thead>
<tr>
<th>Total Points Earned</th>
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<tbody>
<tr>
<td>Project Final Score</td>
<td>49.4</td>
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<tr>
<td>Project Final Score %</td>
<td>49.38%</td>
</tr>
</tbody>
</table>
Hello:

Please see the attached notice. If you have questions or concerns, you may reach us at snofa@lahsa.org

Kind regards,

Ian S. Costello
Outcomes Unit Manager
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017
icostello@lahsa.org
Tel: (213) 225-6561
Fax: (213) 892-0093

-A Joint Powers Authority Created by the City and County of Los Angeles-

This transmission is intended only for the use of the addressee and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you received this email communication in error please immediately notify the sender by replying to this communication or by contacting the sender by telephone at (213) 683-3333 Thank you.
August 29, 2016

Elizabeth Berger, MSW
Development Director
Special Services for Groups
905 E 8th St
Los Angeles, CA 90021

Notice of Project Reallocation

Re: Program Name Grant Prefix Reallocation Basis
SPECIAL SERVICES FOR GROUPS - VARIOUS SITES (CA0472L9D001407) CA0472 Performance

Dear Ms. Berger,

This letter is to inform you that the above referenced project has been reallocated according to the reallocation policy adopted by the LAHSA Commission on August 26, 2016.

Reallocated projects will therefore not be included in the FY 2016 CoC NOFA competition priority ranking and will not be renewed for the 2017 – 2018 program year.

Please note that projects being reallocated this year should continue operations through the current FY 2015 grant period, listed above. Projects being reallocated will not immediately close, and must continue serving clients, in accordance with their contracts.

Please review the attached reallocation policy for additional details regarding cost effectiveness and performance thresholds. Also attached for your review is a copy of the Final Evaluation Report submitted by LAHSA to every renewing grant through LAHSA FileShare.

Future Funding Opportunities:
Reallocated providers serving Households with Children are encouraged to apply for the upcoming Coordinated Entry System (CES) for Families RFP, tentatively scheduled for release in early 2017. This funding opportunity will likely include Bridge Housing and Rapid Rehousing components as eligible activities.

This and all other future funding opportunities from LAHSA will be shared via the Funding Unit webpage, at www.lahsa.org/funding/home.
Grant Close Out Process:

- All effort should be made to place clients into permanent housing destinations prior to the end of the Grant period, using the Coordinated Entry System (CES) for each population served. Additional guidance on this matter may be obtained from LAHSA. Please contact Paul Duncan, Assistant Director of Systems Integration, at pduncan@lahsa.org.

- Additional guidance on procedures related to financial close out of the CoC grant, as well as options for No Cost Extensions of grants beyond the FY2015 period, will be available by autumn of 2016.

If you have questions, please contact us at snofa@lahsa.org.

Sincerely,

Joshua Decell
Acting Director of Programs

Endocures:
- FY 2016 CoC Program Reallocation Policy, adopted 8/26/2016
- Final Performance Evaluation Report
General:
As the Continuum of Care (CoC) lead agency, Los Angeles Homeless Services Authority annually submits the CoC Program application to the US Department of Housing and Urban Development (HUD) on the behalf of the Los Angeles Continuum of Care. In recent years, HUD has created an opportunity for CoCs to apply for new project funding by partially or fully reallocating funds that were previously allocated to renew existing grants within the CoC. Reallocation presents an opportunity for CoCs to move funding from projects that are underutilized, not cost effective, underperforming, or obsolete to create new permanent housing projects.

Procedure:
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1) Recapture CoC Grant funds from former Supportive Housing Program grants, including Transitional Housing (TH) Programs and Permanent Supportive Housing (PSH) Programs from grants that demonstrate at least 3 years of underspending of at least 5% of the total annual grant amount, based on lowest amount of underspent funds incurred over the 3-year period and make such amounts available under reallocation for new PSH projects in the 2016 CoC Program Application.

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   a. Single Adults: $20,000/permanent housing outcome
   b. Families: $30,000/permanent housing outcome
   c. Domestic Violence: $50,000/permanent housing outcomes (including safety transfers)
   d. Transition Age Youth: $50,000/permanent housing outcome
   For FY 2016, reallocate CoC Grant funds from TH Projects where the 3-year aggregate cost effectiveness exceeds the threshold.

4) Establish Performance Thresholds for CoC Program Renewal projects based upon approved 2016 Renewal Evaluation Methodology:
   a. 50% of points possible for PSH and TH for Transition Age Youth (TAY)
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   For FY 2016, reallocate CoC Grant funds from TH Projects where the 2016 renewal evaluation score falls below the proposed thresholds with the exception of projects that exclusively serve households fleeing domestic violence with the understanding that LAHSA will provide technical assistance to improve project performance over the next twelve (12) months.

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   a. Projects are ranked using approved CoC ranking structure
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6) Apply up to $500,000 in reallocated funding to a new LA CoC HMIS project application based upon a projected increase in on-going cost.
# 2016 Los Angeles CoC Evaluation Report

*FINAL*

## Project Information

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<tr>
<td>Grantee Name:</td>
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<td>Operating Agency:</td>
<td>Special Services for Groups</td>
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<tr>
<td>Project Name:</td>
<td>Special Services for Groups - Various Sites</td>
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<td>Project Type:</td>
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<td>Target Population:</td>
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## Scoring Area

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<thead>
<tr>
<th>Scoring Area</th>
<th>Source Data Value</th>
<th>Points Earned</th>
<th>Points Possible</th>
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<tbody>
<tr>
<td><strong>Performance</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Housing Stability (APR Q29)</td>
<td></td>
<td>10.4</td>
<td>30</td>
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<tr>
<td>Minimize Negative Turnover (Returns to Homelessness) (APR 29)</td>
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<td>0.0</td>
<td>10</td>
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<tr>
<td>Maintain or Increase Income (APR Q24b3)</td>
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<td>10.0</td>
<td>10</td>
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<tr>
<td>Commitment to Policy Priorities: Housing First (FY15 Project App. Section 3.8, Q4.d)</td>
<td>Yes</td>
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<td>Dedication of Turnover to Chronically Homeless Households (HMIS)</td>
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<td>Bed/Unit Utilization (APR Q8-11)</td>
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<td>10</td>
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<tr>
<td>HMIS Participation/Missing Data Rate (APR Q7)</td>
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<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Spend Down (APR Q31a4)</td>
<td></td>
<td>0</td>
<td>10</td>
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<table>
<thead>
<tr>
<th>Total Points Earned</th>
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<tr>
<td>Project Final Score</td>
<td>35.4</td>
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<tr>
<td>Project Final Score %</td>
<td>41.63%</td>
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</tbody>
</table>
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Kind regards,

Ian S. Costello
Outcomes Unit Manager
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017
icostello@lahsa.org
Tel: (213) 225-6561
Fax: (213) 892-0093
August 29, 2016

Ms. Cynthia Carter
Program Director
Testimonial Community Love Center
5721 South Western Avenue
Los Angeles, California 90062

Notice of Project Reallocation

Re: Program Name | Grant Prefix | Reallocation Basis
Testimonial Community Love Center | CA0487 | Performance
Transitional Housing Program

Dear Ms. Carter,

This letter is to inform you that the above referenced project has been reallocated according to the reallocation policy adopted by the LAHSA Commission on August 26, 2016.

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Joshua Decell
Acting Director of Programs

Enclosures:
- FY 2016 CoC Program Reallocation Policy, adopted 8/26/2016
- Final Performance Evaluation Report
Policy: FY 2016 Continuum of Care Program Reallocation Policy

Submitted by: Josh Decell

Continuum of Care Policies

Approved Commission Meeting: 8/26/2016

General:
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# 2016 Los Angeles CoC Evaluation Report

*FINAL*

## Project Information

<table>
<thead>
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<th>Grant Number (APR Grant #):</th>
<th>CA0487 (CA0487L9D001306)</th>
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<tbody>
<tr>
<td>Grantee Name:</td>
<td>Testimonial Community Love Center</td>
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<td>Operating Agency:</td>
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<tr>
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<td>Testimonial Community Love Center Transitional Housing Program</td>
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<td>Target Population</td>
<td>Households with Children</td>
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<td>FileShare ID:</td>
<td>LA_TCL</td>
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## Scoring Area

<table>
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<tr>
<th>Scoring Area</th>
<th>Source Data Value</th>
<th>Points Earned</th>
<th>Points Possible</th>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Exits to Permanent Housing (APR Q29)</td>
<td>68%</td>
<td>25.4</td>
<td>30</td>
</tr>
<tr>
<td>Increase Employment Income (APR Q24b3)</td>
<td>11%</td>
<td>10.0</td>
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<tr>
<td>Increase Income Overall (APR Q24b3)</td>
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<td>Median Length of Stay (Days) (APR Q27)</td>
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<td>Bed/Unit Utilization (APR Q8-11)</td>
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<tr>
<td>Spend Down (APR Q31a4)</td>
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## Score Results

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<tr>
<th>Score Results</th>
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<tr>
<td>Project Final Score</td>
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<tr>
<td>Project Final Score %</td>
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<td>68.05%</td>
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</tbody>
</table>
Hello:

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Kind regards,

Ian S. Costello
Outcomes Unit Manager
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017
icostello@lahsa.org
Tel: (213) 225-6561
Fax: (213) 892-0093

-A Joint Powers Authority Created by the City and County of Los Angeles-
July 20, 2016
Visit our "Ask LAHSA a NOFA Question" page to submit your NOFA-related questions. A MyOrg account is required for submitting questions.

- Request For Community Input - Los Angeles Continuum of Care Written Standards on Notice of Priority for Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing
- Request For Community Input - Los Angeles Continuum of Care Permanent Supportive Housing Policy

HUD form 2880
- HUD form 2880 Instructions
- HUD form 2880 – exp. 11.30.2016
- 2880 Disclosure Report Excel Template

Grant Inventory Worksheet
- FY2016 Grant Inventory Worksheet (GIW)

eSNAPS Project Application Resources
- Renewal Project Application Instructional Guide
- Renewal Project Application Detailed Instructions
- Budgets – Project Application Instructional Guide

CoC Renewal Performance Evaluation and Reallocation
- FY 2016 CoC Renewal Project Evaluation - Appeal Process and Form
- FY 2016 CoC Renewal Projects Performance Evaluation Methodology
- FY 2016 CoC Program Reallocation Policy

CoC Priority Ranking
- FY 2016 Priority List Ranking Strategy
- FY 2016 CoC NOFA Final Priority Listing
- FY 2016 CoC NOFA Reallocated Projects Rejected from Ranking
- FY 2016 CoC NOFA New Projects Rejected from Ranking

Please check back regularly for updates. You may also subscribe to our Funding Opportunities mailing list below.

Subscribe
2016 CoC Program NOFA

Priority Listing of Projects to be Included and Rejected Published

August 30, 2016

On August 26, 2016, the LAHSA Commission approved the FY 2016 Los Angeles Continuum of Care (CoC) Program Application Priority Listing and Reallocated Grants List. The LAHSA Commission also considered appeals and approved the recommendations for the 2016 CoC New Project RFP threshold and quality reviews.

The projects listed in the FY 2016 CoC NOFA Final Priority Listing will be ranked and included in FY2016 CoC Program Consolidated Application.

The projects listed in the FY 2016 CoC NOFA Reallocated Projects Rejected from Ranking will not be ranked for the FY2016 CoC Program Priority Listing and will not be included in FY2016 CoC Program Consolidated Application.

The projects listed in the FY 2016 CoC Program NOFA New Projects Applications Rejected from Ranking list will also not be ranked for the FY2016 CoC Program Priority Listing and will not be included in FY2016 CoC Program Consolidated Application.

Projects not being ranked will have already received individualized communication from LAHSA stating that the project would not be ranked and included in the priority list.

If you have any questions or concerns, please contact the NOFA Team at: snofa@lahsa.org

LAHSA, 811 Wilshire Boulevard, 6th Floor, Los Angeles, CA 90017
## Final FY 2016 Los Angeles Continuum of Care Program Consolidated Application Priority Listing

<table>
<thead>
<tr>
<th>Rank</th>
<th>Project Number</th>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Grant Number</th>
<th>Final Score</th>
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<th>Reason</th>
<th>Project Component</th>
<th>Available Renewal Amount/Amount Requested</th>
<th>Funding Tier</th>
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<td>Los Angeles Homeless Services Authority</td>
<td>HMIS New Project FY 2016</td>
<td>CA0225LD000D0000507</td>
<td>Priority 1</td>
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<td>CA0244</td>
<td>Los Angeles Homeless Services Authority</td>
<td>Los Angeles County HMIS Expansion</td>
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<td>3</td>
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<td>LA CoC Coordinated Assessment</td>
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<td>4</td>
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<td>Veterans in Progress Program</td>
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<td>Westside Residence Hall and Employment Center</td>
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<td>TH</td>
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<td>Santa Monica Dual Diagnosis Project</td>
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<td>PH</td>
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<td>CA0469</td>
<td>PATH (People Assisting the Homeless)</td>
<td>South Central Family Transition Program</td>
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<td>Department of Mental Health 10</td>
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<td>CA0993</td>
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<td>Downtown Women's Center - Women's Center Residence</td>
<td>CA0993L9D001503</td>
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<td>Brandon Apartments</td>
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<td>L.A. COUNTY DMH - TREA (CA0862L9D001509)</td>
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<td>A Community of Friends</td>
<td>Parker Hotel Apartments</td>
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<td>93%</td>
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<td>CHOISS Program - SPA 7(a)</td>
<td>CA3054L9D001508</td>
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<td>ACOF-VENODEE APARTMENTS (CA1220L9D001503)</td>
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<td>ACOF-GATEWAY HOTEL (CA0783L9D001406)</td>
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<td>Willow Apartments</td>
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<td>ACOF-WOODLAND TERRACE (CA0916L9D001504)</td>
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<td>PROJECT NEW HOPE - HOOVER &amp; NYUMBA APTS (CA0444L9D001407)</td>
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<td>HACLA-SAMARITAN BONUS (CA0324L9D001502)</td>
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<td>CA0326L9D001503</td>
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<td>Priority 3</td>
<td>PH</td>
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<td>CA0373</td>
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<td>Far East Building</td>
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<td>Figueroa Apartments - C</td>
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<td>CA0401</td>
<td>Step Up on Second Street, Inc.</td>
<td>Stepping Up Renewal FY2015</td>
<td>CA0401L9D001508</td>
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<td>PH</td>
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<td>CA0742L9D001508</td>
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<td>New Directions 2</td>
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<td>Asian Pacific Counseling and Treatment Center</td>
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<td>Priority 3</td>
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<td>Vanowen Apartments</td>
<td>CA1048L9D001505</td>
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<td>Homeless Health Care Los Angeles</td>
<td>CA1047L9D001505</td>
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<td>87%</td>
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<td>South Central Access Center</td>
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<td>PH</td>
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<td>CA0345</td>
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<td>Project Name</td>
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<td>Reason</td>
<td>Project Component</td>
<td>Available Renewal Amount/ Amount Requested</td>
<td>Funding Tier</td>
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<td>Fedora Apartments</td>
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<td>Los Angeles Homeless Services Authority</td>
<td>Project Independence/Gateways</td>
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<td>85%</td>
<td>Priority 3</td>
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<td>Southern California Health and Rehabilitation Program</td>
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<td>CA0368</td>
<td>Los Angeles Homeless Services Authority</td>
<td>Elm Street Homes</td>
<td>CA0368L9D001508</td>
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<td>Priority 3</td>
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<td>Penny Lane Permanent Housing Center Program</td>
<td>CA0433L9D001508</td>
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<td>CA1111</td>
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<td>CA1111L9D001100</td>
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<td>Osborne Place Apartments - C</td>
<td>CA0884L9D001501</td>
<td>84%</td>
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Final FY 2016 Los Angeles Continuum of Care Program Consolidated Application Priority Listing
### Final FY 2016 Los Angeles Continuum of Care Program Consolidated Application Priority Listing

<table>
<thead>
<tr>
<th>Rank Order</th>
<th>Project Number</th>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Grant Number</th>
<th>Final Score</th>
<th>Priority</th>
<th>Reason</th>
<th>Project Component</th>
<th>Available Renewal Amount/Amount Requested</th>
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Applicant: Los Angeles Homeless Services Authority CA-600-CoC

Project: FY 2016 CoC Application

02. 2016 CoC Consolidated Application: Public Posting Evidence

1. CoC Consolidated Application: Public Posting Evidence
   - Page 2: Screenshot of LAHSA Website of Public Posting of CoC Consolidated Application, LA CoC Planning Application, and Priority Ranking
   - Page 3: Email blast announcement of availability of CoC Consolidated Application, LA CoC Planning Application, and Priority Ranking on LAHSA Website
   - Page 4: Constant Contact Email Report
   - Page 5-29: List of email recipients
Continuum of Care (CoC) Program
Funding Opportunities

FY2016 CoC Program NOFA
FY2016 CoC Program New Projects RFP

FY2016 CoC Consolidated Application
September 12, 2016
- FY2016 LA CoC Application
- FY2016 LA CoC Planning Application
- Priority Ranking – Priority Listing

Ask LAHSA a NOFA Question
July 20, 2016
Visit our "Ask LAHSA a NOFA Question" page to submit your NOFA-related questions. A MyOrg account is required for submitting questions.

CoC Policies
- LA CoC Written Standard for Order of Priority - FINAL
- Policy on LA CoC Permanent Supportive Housing - FINAL
- Request For Community Input - Los Angeles Continuum of Care Written Standards on Notice of Priority for Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing - DRAFT
- Request For Community Input - Los Angeles Continuum of Care Permanent Supportive Housing Policy - DRAFT
- HUD Form 2880
FY2016 Los Angeles Continuum of Care Program Competition Update

Dear all Continuum of Care Members:

This is an update regarding the 2016 Los Angeles Continuum of Care Program Competition Notice of Funding Availability (NOFA). LAHSA has posted the 2016 LA CoC Application with all attachments, the 2016 LA CoC Planning Grant, and the Final Priority Ranking-Priority Listing with all project applications either approved and ranked or rejected on the LAHSA website.

To view please click the following hyperlink: https://www.lahsa.org/funding/coc-nofa

For any additional questions or feedback, please contact fundingopportunities@lahsa.org
**Email Name:** FY2016 CoC Program Competition Update  
**Template:** Press Announcements - Clean  
**Lists:** LA CoC Coordinating Council  
FY2016 CoC Program NOFA Contacts

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<td><a href="mailto:agarcia@apwcla.org">agarcia@apwcla.org</a></td>
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<tr>
<td>Roger</td>
<td>Haley</td>
<td></td>
<td><a href="mailto:rhaley@comptoncity.org">rhaley@comptoncity.org</a></td>
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</tr>
<tr>
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**Note:** The email addresses are placeholders and do not reflect the actual contact information for the individuals listed. The email lists are intended for FY2016 CoC Program NOFA Contacts unless otherwise specified.
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<td>Kylee</td>
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<td>St. Anne's</td>
<td><a href="mailto:klee@stannes.org">klee@stannes.org</a></td>
<td><a href="mailto:twalker@stannes.org">twalker@stannes.org</a></td>
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<td>April Wilson</td>
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<td><a href="mailto:awilson@prototypes.org">awilson@prototypes.org</a></td>
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<td>Anne O'Connor</td>
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<td>First place for Youth</td>
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<tr>
<td>Vicki</td>
<td>Doolittle</td>
<td>Su Casa Domestic Abuse Network</td>
<td><a href="mailto:vicki@sucasadv.org">vicki@sucasadv.org</a></td>
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<td>Adelaide</td>
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<td>Karen</td>
<td>Earl</td>
<td>Jenesse Center, Inc.</td>
<td><a href="mailto:keerl@jenesse.org">keerl@jenesse.org</a></td>
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Constant Contact Email Report for: 2016 CoC Program NOFA with ALL Attachments - Notification
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<td>Venus Sotir</td>
<td>Crabson</td>
<td>Asian Pacific Women's Center</td>
<td><a href="mailto:vennys@apwcla.org">vennys@apwcla.org</a></td>
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<td>Velette</td>
<td>Bailey</td>
<td>New Directions for Veterans</td>
<td><a href="mailto:velette@ndvets.org">velette@ndvets.org</a></td>
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<td>Luis</td>
<td>Montes</td>
<td>Mental Health of America</td>
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<td>Lynn Sherman</td>
<td>Sherman</td>
<td>California Hispanic Commission on Alcohol &amp; Drug A</td>
<td><a href="mailto:lsherman@chcada.org">lsherman@chcada.org</a></td>
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<td>Rick Dumbrescu</td>
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<td>The Salvation Army - Alegna/Bethesda House</td>
<td><a href="mailto:rick.dumbrescu@use.salvationarmy.org">rick.dumbrescu@use.salvationarmy.org</a></td>
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<td>Monica Guthrie-Davis</td>
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<td>Weinberg Center Association</td>
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<td>Darlen Acevedo</td>
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<td>Timothy Watkins</td>
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<td>Joe Wong</td>
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<td>Sandy Chouwak</td>
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<td>SRD Housing Corporation</td>
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<td>Judith Rojas</td>
<td>Rojas</td>
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<td><a href="mailto:rojasd.jrojas@gmail.com">rojasd.jrojas@gmail.com</a></td>
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<td>Robyn Kupferman</td>
<td>Kupferman</td>
<td>Ocean Park Community Center</td>
<td><a href="mailto:r.kupferman@opcc.net">r.kupferman@opcc.net</a></td>
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<td>Melissa Khemongsa</td>
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<td><a href="mailto:melissa.k@gmail.com">melissa.k@gmail.com</a></td>
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<td>Marcos Gonzalez</td>
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<td>Tony Weaver</td>
<td>Weaver</td>
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<td><a href="mailto:jennifer.disqus@skidrow.org">jennifer.disqus@skidrow.org</a></td>
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<td>Jen</td>
<td>Hoar</td>
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<td><a href="mailto:jenhauer@flahower-vanamore.org">jenhauer@flahower-vanamore.org</a></td>
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<td>Anita U.</td>
<td>Nelson</td>
<td>SRD Housing Corporation</td>
<td><a href="mailto:anitan@srhousing.org">anitan@srhousing.org</a></td>
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<td>Benita De</td>
<td>Frank</td>
<td>City of Pomona Housing Authority</td>
<td><a href="mailto:benita_defrank@ci.pomona.ca.us">benita_defrank@ci.pomona.ca.us</a></td>
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<td>William</td>
<td>Harris</td>
<td></td>
<td><a href="mailto:bharris@hollywoodhousing.org">bharris@hollywoodhousing.org</a></td>
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<td>Deborah</td>
<td>Gibson</td>
<td>Homes for Life Foundation</td>
<td><a href="mailto:dgibson@homesforlife.org">dgibson@homesforlife.org</a></td>
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<td>Baersch</td>
<td>Step Up On Second</td>
<td><a href="mailto:kimmel@stepuponsecond.org">kimmel@stepuponsecond.org</a></td>
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<td>Patricia Guerrero</td>
<td>Guerrero</td>
<td>House of Ruth, Inc. (Claremont)</td>
<td><a href="mailto:pguerrero@houseofruthinc.org">pguerrero@houseofruthinc.org</a></td>
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<td>Luz Herrera</td>
<td>Velasquez</td>
<td>LA House of Ruth</td>
<td><a href="mailto:ruth33288@aol.com">ruth33288@aol.com</a></td>
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<td>Sharon McGrath-Gold</td>
<td>McGrath-Gold</td>
<td>House of Ruth (Claremont)</td>
<td><a href="mailto:smcgrathgold@houseofruthinc.org">smcgrathgold@houseofruthinc.org</a></td>
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<td>Stuart</td>
<td>Robinson</td>
<td>Lamp Community</td>
<td><a href="mailto:ksuaret@lampcommunity.org">ksuaret@lampcommunity.org</a></td>
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<td>Amy</td>
<td>Johnson</td>
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<td><a href="mailto:amcj@weingart.org">amcj@weingart.org</a></td>
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<td>Dora</td>
<td>Leong Gallo</td>
<td>A Community of Friends</td>
<td><a href="mailto:dgallo@acof.org">dgallo@acof.org</a></td>
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<td>John</td>
<td>Maceri</td>
<td>Ocean Park Community Center</td>
<td><a href="mailto:jrennell@opcc.net">jrennell@opcc.net</a></td>
<td><a href="mailto:jmaceri@opcc.net">jmaceri@opcc.net</a></td>
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<td><a href="mailto:lporter@stjosephctr.org">lporter@stjosephctr.org</a></td>
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<td>Achee</td>
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<td>New Directions, Inc.</td>
<td><a href="mailto:astevenson@ndvets.org">astevenson@ndvets.org</a></td>
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<td>Richard Reed</td>
<td>Moor</td>
<td>First to Serve Inc.</td>
<td><a href="mailto:dmoore@firsttoserve.org">dmoore@firsttoserve.org</a></td>
<td><a href="mailto:rreed@firsttoserve.org">rreed@firsttoserve.org</a></td>
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<td>Kristina Dixon</td>
<td>LAHSA</td>
<td><a href="mailto:kdixon@lahsa.org">kdixon@lahsa.org</a></td>
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<td>Bonnie Ruth</td>
<td>Roth</td>
<td>San Fernando Valley Community Mental Health Center</td>
<td><a href="mailto:bruth@sfvmhc.org">bruth@sfvmhc.org</a></td>
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<td>Michelle Zajac</td>
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<td>First Place for Youth</td>
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<td>Carlos VanNatter</td>
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<td>HACLA</td>
<td><a href="mailto:carlos.vannatter@hacla.org">carlos.vannatter@hacla.org</a></td>
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<td>LORRAINE HINES</td>
<td>Hines</td>
<td>Antelope Valley Domestic Violence Council</td>
<td><a href="mailto:hines@avdvc.org">hines@avdvc.org</a></td>
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<td>Debra Suh</td>
<td>Suh</td>
<td>Center for the Pacific Asian Family, Inc.</td>
<td><a href="mailto:decebas@hpaaf.info">decebas@hpaaf.info</a></td>
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<td>Eva McCrawen</td>
<td>McCrawen</td>
<td>Hillview Mental Health Center, Inc.</td>
<td><a href="mailto:emccrawen@hillviewmhc.org">emccrawen@hillviewmhc.org</a></td>
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<td>Suzanne Aebischer</td>
<td>Aebischer</td>
<td>House of Ruth (Claremont)</td>
<td><a href="mailto:xaebischer@houseofruthinc.org">xaebischer@houseofruthinc.org</a></td>
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<td>Ingrid Hines</td>
<td>Hines</td>
<td>Penny Lane Centers</td>
<td><a href="mailto:hines@pennylane.org">hines@pennylane.org</a></td>
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<td>Nicole Ward</td>
<td>Ward</td>
<td>United States Veterans Initiative, Inc.</td>
<td><a href="mailto:nward@usvetsinc.org">nward@usvetsinc.org</a></td>
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<td>DARRYL KNISSE</td>
<td>Kniss</td>
<td>Valley Oasis (formerly Antelope Valley Domestic Vi</td>
<td><a href="mailto:dkniss@avdvc.org">dkniss@avdvc.org</a></td>
<td><a href="mailto:ccrabson@avdvc.org">ccrabson@avdvc.org</a></td>
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<td>John</td>
<td>Horn</td>
<td>LA Family Housing</td>
<td><a href="mailto:jhorn@lafh.org">jhorn@lafh.org</a></td>
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<td>Priscilla Moore</td>
<td>Moore</td>
<td>Department of Mental Health</td>
<td><a href="mailto:pmoore@dmh.lacounty.gov">pmoore@dmh.lacounty.gov</a></td>
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<td>Matthew Kunz</td>
<td>Kunz</td>
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<td><a href="mailto:mkunz@acof.org">mkunz@acof.org</a></td>
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<td>Edwin Ruste</td>
<td>Ruste</td>
<td>Volunteers of America of Los Angeles</td>
<td><a href="mailto:ervuste@voala.org">ervuste@voala.org</a></td>
<td><a href="mailto:losuje@voala.org">losuje@voala.org</a></td>
<td><a href="mailto:bypratt@voala.org">bypratt@voala.org</a></td>
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<tr>
<td>Carol Gillard</td>
<td>Gillard</td>
<td>United Friends of the Children</td>
<td><a href="mailto:carol@unitedfriends.org">carol@unitedfriends.org</a></td>
<td><a href="mailto:polly@unitedfriends.org">polly@unitedfriends.org</a></td>
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<td>Carol Gillard,Project New Hope,<a href="mailto:bridget@unitedfriends.org">bridget@unitedfriends.org</a>,FY2015 NOFA Agency Contacts,Announcements &amp; Agendas for Public Meetings,Funding Opportunities,Training for LAHSA Agency Providers,FY2015 NOFA Agency Contacts,FY2016 CoC Program NOFA Contacts,Contracts Ending June 30, 2015,2015 CoC Program LAHSA Subs,Funding Team - Housing Authority Subrecipients,FY2016 CoC Program NOFA Contacts,CoC Chief Executives,FY2015 NOFA Contacts,Contracts - Insurance Certificates Needed</td>
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<td>Cynthia Foster</td>
<td>Stremski</td>
<td>Union Station Homeless Services</td>
<td><a href="mailto:hstremski@unionstationhs.org">hstremski@unionstationhs.org</a></td>
<td><a href="mailto:cfoster@unionstationhs.org">cfoster@unionstationhs.org</a></td>
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<td>Cynthia Foster,unionstationhs.org,<a href="mailto:hstremski@unionstationhs.org">hstremski@unionstationhs.org</a>,<a href="mailto:cdfoster@unionstationhs.org">cdfoster@unionstationhs.org</a>,2015 CoC Program LAHSA Subs,Funding Team - Housing Authority Subrecipients,FY2016 CoC Program NOFA Contacts,CoC Chief Executives,FY2015 NOFA Contacts,Contracts Ending June 30, 2015,FY2016 CoC Program NOFA Contacts,Contracts Ending June 30, 2015,FY2015 NOFA Contacts,Contracts - Insurance Certificates Needed</td>
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<td>Carol M. Liess</td>
<td>Liess</td>
<td>Homes for Life Foundation</td>
<td><a href="mailto:clesss@homesforlife.org">clesss@homesforlife.org</a></td>
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<td>Carlos Toobar</td>
<td>Toobar</td>
<td>St. Anne's</td>
<td><a href="mailto:ctobar@stannes.org">ctobar@stannes.org</a></td>
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<td>Debra Donovan</td>
<td>Donovan</td>
<td>Valley Village</td>
<td><a href="mailto:debra@vvc.org">debra@vvc.org</a></td>
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<td>Donna Derden</td>
<td>Derden</td>
<td>Jenesse Center</td>
<td><a href="mailto:dderden@jenesse.org">dderden@jenesse.org</a></td>
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<td>Gracie Gonzalez</td>
<td>Gonzalez</td>
<td>House of Ruth (Claremont)</td>
<td><a href="mailto:ggonzalez@houseofruthinc.org">ggonzalez@houseofruthinc.org</a></td>
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<td>Hoa Cao</td>
<td>Cao</td>
<td>Weingart Center Association</td>
<td><a href="mailto:kmurray@weingart.org">kmurray@weingart.org</a></td>
<td><a href="mailto:hoa@weingart.org">hoa@weingart.org</a></td>
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<td>Mary Ferguson</td>
<td>Ferguson</td>
<td>Union Station HS</td>
<td><a href="mailto:mferguson@unionstationhs.org">mferguson@unionstationhs.org</a></td>
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<td>Veronica Lara</td>
<td>Lara</td>
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<td><a href="mailto:veronlara@aol.com">veronlara@aol.com</a></td>
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<td>Catherine Attack</td>
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<td><a href="mailto:catherine@unbedfiends.org">catherine@unbedfiends.org</a></td>
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<td>Aldra Robinson</td>
<td>Robinson</td>
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<td><a href="mailto:arobinson@indivets.org">arobinson@indivets.org</a></td>
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<td>Jack Barbour</td>
<td>Barbour</td>
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<td><a href="mailto:jmbarbour@earthlink.net">jmbarbour@earthlink.net</a></td>
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<tr>
<td>Kathy Paik</td>
<td>Paik</td>
<td>Project New Hope</td>
<td><a href="mailto:kpaik@projectnewhope.org">kpaik@projectnewhope.org</a></td>
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<td>Leigh Zweig</td>
<td>Zweig</td>
<td>Project New Hope</td>
<td><a href="mailto:lwzeig@projectnewhope.org">lwzeig@projectnewhope.org</a></td>
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<td>Mark Casanova</td>
<td>Casanova</td>
<td>Homeless Health Care Los Angeles</td>
<td><a href="mailto:mcasanova@hhcla.org">mcasanova@hhcla.org</a></td>
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<td>Mynna Dantes</td>
<td>Dantes</td>
<td>SRO Housing Corp</td>
<td><a href="mailto:mdantes@srohousing.org">mdantes@srohousing.org</a></td>
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<td>Martin Martinez</td>
<td>Martinez</td>
<td>2736 Family Crisis Center</td>
<td><a href="mailto:mmartinez@2736fcc.org">mmartinez@2736fcc.org</a></td>
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<td>Lucia Kung</td>
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<td>Mental Health America of Los Angeles</td>
<td><a href="mailto:lkung@mhala.org">lkung@mhala.org</a></td>
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<td>Kay Barber</td>
<td>Cho</td>
<td>Los Angeles Family Housing Corporation</td>
<td><a href="mailto:kcho@lafhc.org">kcho@lafhc.org</a></td>
<td><a href="mailto:stephanie@lafhc.org">stephanie@lafhc.org</a></td>
<td><a href="mailto:pcho@lafhc.org">pcho@lafhc.org</a></td>
<td><a href="mailto:rbarber@lafhc.org">rbarber@lafhc.org</a></td>
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<td>Philip</td>
<td>Motherspaw</td>
<td>Valley Village</td>
<td><a href="mailto:philip@vvc.org">philip@vvc.org</a></td>
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<td>Patricia</td>
<td>McGowan</td>
<td>Los Angeles House of Ruth</td>
<td><a href="mailto:progss@aol.com">progss@aol.com</a></td>
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<td>Paul S.</td>
<td>Castro</td>
<td>Jewish Family Services</td>
<td><a href="mailto:pccastro@jfsa.org">pccastro@jfsa.org</a></td>
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<td>Romae</td>
<td>DeMent</td>
<td>A Community of Friends</td>
<td><a href="mailto:rdement@acof.org">rdement@acof.org</a></td>
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<td>Elder</td>
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<td><a href="mailto:julie.elder@scharpa.org">julie.elder@scharpa.org</a></td>
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<td>Tzeng</td>
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<td>LTSC Community Development</td>
<td><a href="mailto:vlee@ltsc.org">vlee@ltsc.org</a></td>
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<td><a href="mailto:mkirchen@housingworksca.org">mkirchen@housingworksca.org</a></td>
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<td>Scarlet</td>
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<td>Lynn Kronzek</td>
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<td>Harbor Interfaith</td>
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<td>Aaron Criswell</td>
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<td><a href="mailto:aaron@stepuponsecond.org">aaron@stepuponsecond.org</a></td>
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<td>Wyneima</td>
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<td><a href="mailto:kinetteandjohn@bighoglobal.net">kinetteandjohn@bighoglobal.net</a></td>
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<td>Molly</td>
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<td><a href="mailto:mmoen@downtownwomenscenter.org">mmoen@downtownwomenscenter.org</a></td>
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Constant Contact Email Report for: 2016 CoC Program NOFA with All Attachments - Notification
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<td>Joshua</td>
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<td><a href="mailto:jdecell@lahsa.org">jdecell@lahsa.org</a></td>
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Applicant: Los Angeles Homeless Services Authority CA-600-CoC

Project: FY 2016 CoC Application

03. CoC Rating and Review Procedure

1. Page 2: Approved Recommendations for Continuum of Care (CoC) Program Priority List Ranking Strategy


3. Page 41-48: Approved 2016 Los Angeles Continuum of Care Program Performance Evaluation Process & Methodology For Continuum of Care (CoC) Program renewal projects in Los Angeles Continuum of Care

4. Page 49-58: Programs and Evaluation Committee Agenda and Supporting Documentation of Review and Approval of Rating and Review Procedure

5. Page 59: Screenshot of Public Posting of Rating and Review Procedure
To: LAHSA Commission

From: Josh Decell

Date: July 22, 2016

CC: Peter Lynn, Executive Director
    Chris Callandrillo, Director of Programs

Re: Review and Approve Coordinating Council Recommendations for Continuum of Care (CoC) Program Priority List Ranking Strategy

Recommendation

Approve the Coordinating Council recommendation to prioritize CoC Program Projects in the following order:

1. Continuum-Wide Activities (HMIS, Coordinated Assessment) and Projects Exempt from Evaluation (new projects, reclassified projects, projects that have changed operator or undergone a similar, substantial programmatic change)
2. Permanent Housing Renewal Projects (by evaluation score)
3. Transitional Housing Renewal Projects (by evaluation score)
4. New Permanent Housing Projects created through grant surrender (by proposal score)
5. Other New Permanent Housing Projects (by proposal score)

Background

Each year HUD updates its funding priorities and communicates the order in which eligible projects will be selected for funding, based upon ranking tier and project type. For the 2016 Continuum of Care (CoC) Program application, this information appeared in Notice of Funding Availability (NOFA) for FY 2016 Continuum of Care (CoC) Program Competition (II.B.17, VIII.2).

Changes from Last Year

HUD has continued the Tier 1/Tier 2 approach to project selection. For the LA CoC, over $7M in renewal funding will be at-risk, and the CoC is responding by recommending a reallocation approach that will make the CoC in a much more competitive position for funding. Projects that fall into Tier 2 will be individually reviewed and scored by HUD using a criteria described in the NOFA. The scoring factors are: CoC Application score, Rank Order, Project Type, and Commitment to Housing First Approaches.

Goal

Implement a ranking strategy that will have the highest likelihood of receiving the full award amount available to the Los Angeles CoC. The recommendation above both prioritizes the existing infrastructure of the LA CoC and reallocates at-risk funding to new projects, aligning with the HUD selection criteria.
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
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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
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)(l)(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

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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.

<table>
<thead>
<tr>
<th>Scoring Area</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Design</td>
<td>25</td>
</tr>
<tr>
<td>Past Performance</td>
<td>35</td>
</tr>
<tr>
<td>Program Readiness</td>
<td>15</td>
</tr>
<tr>
<td>Program Budget/Cost Efficiency</td>
<td>10</td>
</tr>
<tr>
<td>CoC Integration</td>
<td>15</td>
</tr>
<tr>
<td><strong>BONUS POINTS – Regional Capacity Building</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Points Possible, Including Bonus</strong></td>
<td><strong>105</strong></td>
</tr>
</tbody>
</table>

**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](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](mailto: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](mailto: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.

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 –

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.
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

<table>
<thead>
<tr>
<th><strong>ADA/ADAA Policy and Procedures:</strong></th>
<th>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)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Articles of Incorporation:</strong></td>
<td>Including By-laws and any amendments.</td>
</tr>
<tr>
<td><strong>Audited financial statements:</strong></td>
<td>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).</td>
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<tr>
<td></td>
<td>• If not provided, a written explanation as to why an audit was not conducted must be submitted.</td>
</tr>
<tr>
<td><strong>Board of Directors/Trustees List:</strong></td>
<td>- Indicate homeless or formerly homeless person sitting on board (HUD regulation SEC 416 <a href="d">42 USC 11375</a>)</td>
</tr>
<tr>
<td></td>
<td>- Applicable for organizations with HUD direct grants only</td>
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<tr>
<td></td>
<td>• If applicable under SB 1262, the Nonprofit Integrity Act of 2004, list of Audit Committee members and charter.</td>
</tr>
<tr>
<td><strong>Business License(s):</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>California Active Business Entity:</strong></td>
<td>Proposer must provide a screenshot printout of Proof of Active status from <a href="http://kepler.sos.ca.gov">kepler.sos.ca.gov</a></td>
</tr>
<tr>
<td></td>
<td>or submit a CA Certificate of Good Standing from the CA Secretary of State that is no more than 6 months old.</td>
</tr>
<tr>
<td><strong>Facilities Documentation:</strong></td>
<td>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. Provide sufficient site information that sites are compliant. For tenant-based voucher projects, only the site control for the administrative address is required.</td>
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<tr>
<td></td>
<td>• Also required are Floor Plans of facility and Evacuation Plans as detailed in the Facility Section of the RFP.</td>
</tr>
<tr>
<td><strong>Certification of Current Core Documents:</strong></td>
<td><a href="http://www.lahsa.org/fileshare_reports">http://www.lahsa.org/fileshare_reports</a> - 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.</td>
</tr>
<tr>
<td><strong>Conflict of Interest Policy</strong></td>
<td></td>
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<tr>
<td><strong>Cost Allocation Plan:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Executive Leadership/Senior Management Team:</strong></td>
<td>Resumes or short biographies that provide information to assess the organization’s capacity.</td>
</tr>
<tr>
<td><strong>Financial Policies and Procedures:</strong></td>
<td>Complete policies and procedures that include internal controls, funding, financial management, procurement, cash disbursements, cash management activities.</td>
</tr>
<tr>
<td><strong>Insurance:</strong></td>
<td>Evidence of current General Liability and Workers Compensation Insurance</td>
</tr>
<tr>
<td><strong>IRS tax exempt status (determination (501(c))3 letter:</strong></td>
<td>Include screenshot printout of current proof of active non-profit status from <a href="http://www.irs.gov/Charities-Non-Profits/Search-for-Charities">www.irs.gov/Charities-Non-Profits/Search-for-Charities</a></td>
</tr>
<tr>
<td><strong>IRS Form 990:</strong></td>
<td>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 <a href="http://www.oag.ca.gov/charities">www.oag.ca.gov/charities</a> or at <a href="http://Guidestar.org">Guidestar.org</a> (Please check and provide location of file)</td>
</tr>
<tr>
<td>✓ Organization Budget Current Board-Approved:</td>
<td>Include evidence of board approval.</td>
</tr>
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</tr>
<tr>
<td><strong>Organizational charts</strong> as follows. Provide sufficient details to assess organizational capacity:</td>
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<tr>
<td>1. Organization-wide including all administration, departments and programs, include proposed program.</td>
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<tr>
<td>2. Administration include all staffing</td>
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<td>3. Proposed Program</td>
<td></td>
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<td>4. Collaborative</td>
<td></td>
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<tr>
<td>✓ Other Documents:</td>
<td>Including other applicable business licenses or certifications (e.g. Childcare license, Annual Report, DBA Fictitious Business Name, if applicable)</td>
</tr>
</tbody>
</table>
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 contract 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](http://housing.lacounty.gov/pdfs/LAC_CDC_HOUSING_MAP.pdf)

<table>
<thead>
<tr>
<th>City</th>
<th>City</th>
<th>City</th>
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<tbody>
<tr>
<td>Agoura Hills</td>
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<td>La Cañada Flintridge</td>
<td>San Dimas</td>
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<td>La Habra Heights</td>
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<td>West Covina</td>
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<td>Downey</td>
<td>Maywood</td>
<td>West Hollywood</td>
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<tr>
<td>Duarte</td>
<td>Montebello</td>
<td>West Lake Village</td>
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<tr>
<td>El Monte</td>
<td>Monterey Park</td>
<td>Whittier</td>
</tr>
</tbody>
</table>
Exhibit II

Housing First in Permanent Supportive Housing Brief:

2016 Los Angeles Continuum of Care Program Performance Evaluation Process & Methodology

For Continuum of Care (CoC) Program renewal projects in Los Angeles Continuum of Care
Overview

The CoC Program Interim Rule requires local Continuums of Care to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers. (24 CFR 578.7a.6) As the collaborative applicant for the LA CoC, LAHSA has established an annual performance evaluation for CoC Program renewal projects to align with performance measurement and funding priorities that are scored as part of the annual CoC Program Consolidated Application (SuperNOFA). Results of the evaluation are then used to inform performance targets and promote continuous quality improvement. This annual cycle of performance appraisal is not only required by HUD, but it also enables the Los Angeles Continuum of Care to work towards locally defined housing stability and client self-determination goals for all CoC projects. The evaluation design and methodological approach considers the diversity of projects across the CoC and accommodates these differences by establishing measurements that provide as much equity and transparency as possible.

Evaluation Data Sources

The data used to conduct the performance evaluation is derived from project-level Annual Performance Reports (APRs) submitted to HUD for operating years ending July 1, 2014 - June 30, 2015. Supplemental data is gathered from past CoC applications, LAHSA fiscal records, and the LA CoC Homeless Management Information System (HMIS).

New projects that have not yet filed an APR during the review period are exempt from evaluation. Renewal projects that have recently changed project type (e.g. supportive services projects that reclassified as housing projects) and have not filed an APR under the updated project component are exempt from evaluation.

Dissemination of Results

Each individual CoC project will receive a report of the project’s score. Agencies will then have ten business days following the release of individual project scores to appeal the results. After the appeals process is completed the final results of this evaluation will be released in the following manner:

- Each CoC grantee will receive their final individual score report.
- A complete listing of detailed project scores will be presented to the LAHSA Commission and Coordinating Council

Overall project scores will be used to inform the 2016 CoC Program Priority Ranking.

Scoring Methodology by Project Type

The following pages detail the scoring methodology for each project type.
<table>
<thead>
<tr>
<th>Scoring Area</th>
<th>Description</th>
<th>Pts Possible</th>
<th>Scoring Rubric</th>
<th>Source</th>
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<tbody>
<tr>
<td>HMIS Participation</td>
<td>Measures whether the project participates in HMIS and the completeness of HUD-required data (DV Projects Exempt)</td>
<td>5</td>
<td>2.5 points for participation 2.5 points for missing data rate &lt;10%</td>
<td>APR Q7</td>
</tr>
<tr>
<td>Bed Utilization</td>
<td>Measures occupancy rates beds/units supported by the project</td>
<td>10</td>
<td>90% &gt;= 10 points 80%-89% = 5pts 80% &lt;= 0pts</td>
<td>APR Q8-10</td>
</tr>
<tr>
<td>Spend-Down</td>
<td>Measures percent of available funds that are utilized by the project</td>
<td>10</td>
<td>90% &gt;=10 points</td>
<td>APR Q31a4</td>
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<tr>
<td>Dedication of Turnover to Chronically Homeless Households</td>
<td>Measures the percentage of new program participants (or households) who are chronically homeless</td>
<td>15</td>
<td>Proportional (Sliding Scale): 50% &lt;= 0 pts 100% = 15 pts</td>
<td>HMIS</td>
</tr>
<tr>
<td>Commitment to Policy Priorities: Housing First and Low Barrier Programs</td>
<td>Evaluates project commitment to housing first and low barrier programming</td>
<td>10</td>
<td>10 points for “Yes” response in Section 3B, Question 4.d. of FY 2015 CoC Project Application</td>
<td>FY 2015 CoC Project App.</td>
</tr>
<tr>
<td>Performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Stability</td>
<td>Measures the percentage of project participants who remain housed or move on to other permanent housing</td>
<td>30</td>
<td>Proportional (Sliding Scale): 70% = 0 pts 90% &gt;= 30 pts</td>
<td>APR Q27-29</td>
</tr>
<tr>
<td>Minimize Negative Turnover (Returns to Homelessness)</td>
<td>Measures the percentage of persons who leave the program for reasons other than permanent housing (excludes deceased)</td>
<td>10</td>
<td>Proportional (Sliding Scale): 0% = 10 pts 10% &lt;= 0 pts</td>
<td>APR Q29</td>
</tr>
<tr>
<td>Maintain or Increase Income</td>
<td>Measures the percentage of adult participants who maintain or increase their income level over the program year</td>
<td>10</td>
<td>Proportional (Sliding Scale): 50% &gt;= 10 pts 20% &lt;= 0 pts</td>
<td>APR Q24b3</td>
</tr>
<tr>
<td>Scoring Area</td>
<td>Description</td>
<td>Pts Possible</td>
<td>Scale</td>
<td>Source</td>
</tr>
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<td>--------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
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<td>------------------------------</td>
</tr>
<tr>
<td>HMIS Participation</td>
<td>Measures whether the project participates in HMIS and the completeness of HUD-required data (DV Projects Exempt)</td>
<td>5</td>
<td>2.5 points for participation</td>
<td>APR Q7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2.5 points missing data rate &lt;10%</td>
<td></td>
</tr>
<tr>
<td>Spend-Down</td>
<td>Measures percent of available funds that are utilized by the project</td>
<td>10</td>
<td>90% &gt;=10 points</td>
<td>APR Q31a4</td>
</tr>
<tr>
<td>Housing First and Low Barrier Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance</td>
<td>Measures the percentage of project participants who remain housed or move on to other permanent housing</td>
<td>30</td>
<td>Proportional (Sliding Scale):</td>
<td>APR Q27-29</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>70% = 0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>90% &gt;= 30 pts</td>
<td></td>
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<tr>
<td>Minimize Negative Turnover (Returns to Homelessness)</td>
<td>Measures the percentage of persons who leave the program for reasons other than permanent housing (excludes deceased)</td>
<td>20</td>
<td>Proportional (Sliding Scale):</td>
<td>APR Q29</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0% = 20 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10% &lt;= 0 pts</td>
<td></td>
</tr>
<tr>
<td>Median Length of Stay</td>
<td>Measures median length of time participants remain in the project</td>
<td>5</td>
<td>Proportional (Sliding Scale):</td>
<td>APR Q27</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>270 days &lt;= 5 pts</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>450 days &gt;= 0 pts</td>
<td></td>
</tr>
<tr>
<td>Increase Income Overall</td>
<td>Measures the percentage of adult participants who increase their overall income level over the program year</td>
<td>20</td>
<td>Proportional (Sliding Scale):</td>
<td>APR Q24b3</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>40% &gt;= 20 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0% = 0 pts</td>
<td></td>
</tr>
</tbody>
</table>
## Transitional Housing

| Scoring Area                                      | Description                                                                                                                                  | Pts Possible | Scale                                  | Source                      |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------------|                            |
|HMIS Participation                                | Measures whether the project participates in HMIS and the completeness of HUD-required data (DV Projects Exempt)                                | 5            | 2.5 points for participation           | APR Q7                      |
|                                                  |                                                                                                                                               |              | 2.5 points missing data rate            |                            |
|                                                  |                                                                                                                                               |              | <10%                                   |                            |
|Bed Utilization                                   | Measures occupancy rates beds/units supported by the project                                                                                  | 20           | 90% >= 20 points                       | APR Q8-11                   |
|                                                  |                                                                                                                                               |              | 80%-89% = 10pts                        |                            |
|                                                  |                                                                                                                                               |              | 80% <= 0pts                            |                            |
|Spend-Down                                        | Measures percent of available funds that are utilized by the project                                                                         | 10           | 90% >=10 points                        | APR Q31a4                   |
|Commitment to Policy Priorities: Housing First and Low Barrier Programs | Evaluates project commitment to housing first and low barrier programming                                                                  | 10           | 10 points for “Yes” response in Section 3B, Question 4.d. of FY 2015 CoC Project Application | FY 2015 CoC Project App.   |

### Performance

| Performance                                       | Description                                                                                                                                  | Pts Possible | Scale                                  | Source                      |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------------|                            |
|Exits to Permanent Housing                        | Measures the percentage of project participants who exit to permanent housing                                                                | 30           | Proportional (Sliding Scale):          | APR Q29                     |
|                                                  |                                                                                                                                               |              | 80% >= 30pts                           |                            |
|                                                  |                                                                                                                                               |              | 0% = 0 pts                             |                            |
|Median Length of Stay                             | Measures median length of time participants remain in the project                                                                          | 5            | Proportional (Sliding Scale):          | APR Q27                     |
|                                                  |                                                                                                                                               |              | 270 days <= 5 pts                      |                            |
|                                                  |                                                                                                                                               |              | 450 days >= 0 pts                      |                            |
|Increase Employment Income                        | Measures the percentage of adult participants who increase their earned income level over the program year                                   | 10           | Proportional (Sliding Scale):          | APR Q24b3                   |
|                                                  |                                                                                                                                               |              | 10% >= 10 pts                          |                            |
|                                                  |                                                                                                                                               |              | 0% = 0 pts                             |                            |
|Increase Income Overall                          | Measures the percentage of adult participants who increase their overall income level over the program year                                 | 10           | Proportional (Sliding Scale):          | APR Q24b3                   |
|                                                  |                                                                                                                                               |              | 40% >= 10 pts                          |                            |
|                                                  |                                                                                                                                               |              | 0% = 0 pts                             |                            |
## Transitional Housing for Youth

<table>
<thead>
<tr>
<th>Scoring Area</th>
<th>Description</th>
<th>Pts Possible</th>
<th>Scale</th>
<th>Source</th>
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<tbody>
<tr>
<td><strong>HMIS Participation</strong></td>
<td>Measures whether the project participates in HMIS and the completeness of HUD-required data (DV Projects Exempt)</td>
<td>5</td>
<td>2.5 points for participation</td>
<td>APR Q7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2.5 points missing data rate &lt;10%</td>
<td></td>
</tr>
<tr>
<td><strong>Bed Utilization</strong></td>
<td>Measures occupancy rates beds/units supported by the project</td>
<td>10</td>
<td>90% &gt;= 10 points</td>
<td>APR Q8-11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>80%-89% = 5 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>80% &lt;= 0 pts</td>
<td></td>
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<tr>
<td><strong>Spend-Down</strong></td>
<td>Measures percent of available funds that are utilized by the project</td>
<td>10</td>
<td>90% &gt;=10 points</td>
<td>APR Q31a4</td>
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<tr>
<td><strong>Commitment to Policy Priorities: Housing First and Low Barrier Programs</strong></td>
<td>Evaluates project commitment to housing first and low barrier programming</td>
<td>10</td>
<td>10 points for “Yes” response in Section 3B, Question 4.d. of FY 2015 CoC Project Application</td>
<td>FY 2015 CoC Project App.</td>
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<tr>
<td><strong>Performance</strong></td>
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<td><strong>Exits to Permanent Housing</strong></td>
<td>Measures the percentage of project participants who exit to permanent housing</td>
<td>30</td>
<td>Proportional (Sliding Scale):</td>
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<td></td>
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<td>65% &gt;= 30 pts</td>
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<td><strong>Exits to Successful Destination</strong></td>
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<td>0% = 0 pts</td>
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</tr>
<tr>
<td><strong>Median Length of Stay</strong></td>
<td>Measures median length of time participants remain in the project</td>
<td>5</td>
<td>Proportional (Sliding Scale):</td>
<td>APR Q27</td>
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<td></td>
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<tr>
<td><strong>Increase Income Overall</strong></td>
<td>Measures the percentage of adult participants who increase their overall income level over the program year</td>
<td>10</td>
<td>Proportional (Sliding Scale):</td>
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<td>0% = 0 pts</td>
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</table>

*See chart on page 8.*
## Transitional Housing for Survivors of Domestic Violence

<table>
<thead>
<tr>
<th>Scoring Area</th>
<th>Description</th>
<th>Pts Possible</th>
<th>Scale</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bed Utilization</strong></td>
<td>Measures occupancy rates beds/units supported by the project</td>
<td>10</td>
<td>90% &gt;= 10 points</td>
<td>APR Q8-11</td>
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<tr>
<td></td>
<td>80%-89% = 5pts</td>
<td>80% &lt;=</td>
<td>0pts</td>
<td></td>
</tr>
<tr>
<td><strong>Spend-Down</strong></td>
<td>Measures percent of available funds that are utilized by the project</td>
<td>10</td>
<td>90% &gt;=</td>
<td>APR Q31a4</td>
</tr>
<tr>
<td></td>
<td>10 points</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Commitment to Policy Priorities: Housing First and Low Barrier Programs</strong></td>
<td>Evaluates project commitment to housing first and low barrier programming</td>
<td>10</td>
<td>10 points for “Yes” response in Section 3B, Question 4.d. of FY 2015 CoC Project Application</td>
<td>FY 2015 CoC Project App.</td>
</tr>
<tr>
<td><strong>Performance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exits to Permanent Housing</strong></td>
<td>Measures the percentage of project participants who exit to permanent housing</td>
<td>30</td>
<td>Proportional (Sliding Scale): 65% &gt;= 30pts</td>
<td>APR Q29</td>
</tr>
<tr>
<td></td>
<td>0% = 0 pts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exits to Successful Destination</strong></td>
<td>Measures the percentage of project participants who exit to successful housing</td>
<td>20</td>
<td>Proportional (Sliding Scale): 85% &gt;= 20pts</td>
<td>APR Q27</td>
</tr>
<tr>
<td></td>
<td>0% = 0 pts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Median Length of Stay</strong></td>
<td>Measures median length of time participants remain in the project</td>
<td>10</td>
<td>Proportional (Sliding Scale): 270 days &lt;= 10 pts</td>
<td>APR Q27</td>
</tr>
<tr>
<td></td>
<td>450 days =&gt; 0 pts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Increase Income Overall</strong></td>
<td>Measures the percentage of adult participants who increase their overall income level over the program year</td>
<td>10</td>
<td>Proportional (Sliding Scale): 40% &gt;= 10 pts</td>
<td>APR Q24b3</td>
</tr>
<tr>
<td></td>
<td>0% = 0 pts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*See chart on page 8.*
## Successful Destinations¹:

<table>
<thead>
<tr>
<th>Destination</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency shelter, including hotel or motel paid for with emergency shelter voucher</td>
<td><em>Domestic Violence Transitional Housing Only</em></td>
</tr>
<tr>
<td>Owned by client, no ongoing housing subsidy</td>
<td></td>
</tr>
<tr>
<td>Owned by client, with ongoing housing subsidy</td>
<td></td>
</tr>
<tr>
<td>Permanent housing for formerly homeless persons (such as: CoC project; or HUD legacy programs; or HOPWA PH)</td>
<td></td>
</tr>
<tr>
<td>Psychiatric hospital or other psychiatric facility</td>
<td></td>
</tr>
<tr>
<td>Rental by client, no ongoing housing subsidy</td>
<td></td>
</tr>
<tr>
<td>Rental by client, with VASH housing subsidy</td>
<td></td>
</tr>
<tr>
<td>Rental by client, with GPD TIP housing subsidy</td>
<td></td>
</tr>
<tr>
<td>Rental by client, with other ongoing housing subsidy</td>
<td></td>
</tr>
<tr>
<td>Staying or living with family, permanent tenure</td>
<td></td>
</tr>
<tr>
<td>Staying or living with friends, permanent tenure</td>
<td></td>
</tr>
<tr>
<td>Substance abuse treatment facility or detox center</td>
<td></td>
</tr>
<tr>
<td>Transitional housing for homeless persons (including homeless youth)</td>
<td></td>
</tr>
</tbody>
</table>

¹ Options based on *HUD 2014 HMIS Data Standards Data Manual, 3.12*
AGENDA AND NOTICE OF A PUBLIC MEETING OF THE
PROGRAMS & EVALUATION COMMITTEE

COMMITTEE CHAIR: Booker Pearson
COMMISSION COMMITTEE MEMBERS: Owen Newcomer, Kelvin Sauls, Larry Adamson (Alt), Noah Farkas (Alt)

Thursday, August 18, 2016
9:00 a.m.

Location:
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 5th Floor
Los Angeles, CA 90017

<table>
<thead>
<tr>
<th>AGENDA NO.</th>
<th>ITEM AND DESCRIPTION</th>
<th>PRESENTER</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Review and approve minutes of the meeting held Thursday, July 21, 2016.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>Acting Director Report.</td>
<td>Josh Decell</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Review and approve the threshold evaluation results and hear potential appeals of the 2017 Greater Los Angeles Homeless Count Request for Proposals (RFP).</td>
<td>Anna Bialik</td>
<td></td>
</tr>
<tr>
<td>4.0</td>
<td>Review and approve the quality evaluation results and hear potential appeals of the 2017 Greater Los Angeles Homeless Count Request for Proposals (RFP) and authorize Executive Director to enter into contract with the recommended agency.</td>
<td>Anna Bialik</td>
<td></td>
</tr>
<tr>
<td>5.0</td>
<td>Review and approve the threshold evaluation results and hear potential appeals of the 2016 Coordinated Entry System (CES) for Individuals Request for Proposals (RFP).</td>
<td>Anna Bialik</td>
<td></td>
</tr>
<tr>
<td>6.0</td>
<td>Review and approve the threshold evaluation results and hear potential appeals of the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP).</td>
<td>Anna Bialik</td>
<td></td>
</tr>
<tr>
<td>7.0</td>
<td>Review and approve the quality evaluation results and hear potential appeals of the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP).</td>
<td>Anna Bialik</td>
<td></td>
</tr>
<tr>
<td>8.0</td>
<td>Public Participation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each Public Participant speaker is limited to three (3) minutes and may address any topic within the Commission’s jurisdiction. A Request to Speak Form must be filled out and submitted to the Secretary prior to the beginning of Public Participation. Subject to the total 20-minute period, each Public Participation speaker is limited to three (3) minutes.
Adjournment

Packets of materials on agenda items are available to the public during normal business hours at 811 Wilshire Boulevard, 6th Floor, Los Angeles, CA 90017. For further information, you may call 213-683-3333. Upon request, sign language interpreters, materials in alternative formats and other accommodations are available to the public for LAHSA meetings. All requests for reasonable accommodations must be made at least three working days (72 Hours) in advance of the scheduled meeting date. For additional information, contact LAHSA at (213) 683-3333 or TTY (213) 553-8488.
MINUTES OF THE
LOS ANGELES HOMELESS SERVICES AUTHORITY
PROGRAMS & EVALUATION COMMITTEE MEETING
Held Thursday, July 21, 2016

The Los Angeles Homeless Services Authority Commission Programs & Evaluation Committee meeting held at 811 Wilshire Boulevard, Los Angeles, California was called to order at 9:03 a.m. by Commissioner Pearson.

Attendance

LAHSA Commissioners Present:
  Booker Pearson (Chair)
  Owen Newcomer

LAHSA Commissioners Absent:
  Kelvin Sauls

LAHSA Staff:
  Chris Callandrillo, Director of Programs
  Eileen Bryson, Board Liaison
  Anna Bialik, Funding Unit Manager
  Josh Decell, Associate Director of Data Integration
  Dan Fisher, Associate Director of Operations, Programs Department
  Nancy Ma, Sr. Funding Analyst
  Clementina Verjan, Interim Director of Policy & Planning

Call to Order/Roll Call/Establishment of Quorum
Commissioner Pearson called the meeting to order. Roll was called and quorum was established at 9:03 a.m.

1.0 Review and approve minutes of the meeting held Thursday, May 19, 2016.

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Pearson to approve the minutes as presented.

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

Action: The motion passed unanimously.

2.0 Director Report.
Chris Callandrillo, Director of Programs, gave the report:

- Mr. Callandrillo introduced new staff and shared Programs information.

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

3.0 Update on Department of Housing and Urban Development (HUD) 2016 Notice of Funding Availability (NOFA).
Chris Callandrillo, Director of Programs, gave the report:

- Josh Decell, Associate Director of Data Integration, made the presentation.
- Staff provided information about the Department of Housing and Urban Development (HUD) 2016 Notice of Funding Availability (NOFA) as shown in the presentation, including Tier 1 and Tier 2 levels, scoring changes from the previous NOFA, and proposed ranking order.

Public Speaker(s): There were no public speakers.
4.0 Review and approve 2016 Continuum of Care Program Performance Evaluation Process and Methodology.
Ian Costello, Outcomes Unit Manager, gave the report:

- Staff provided information about the 2016 Continuum of Care Program Performance Evaluation Process and Methodology and changes in methodology.
- There was discussion about commitments to “Housing First” and HUD’s questions. Staff will send the specific questions to the Committee. There was additional discussion regarding DV survivors and transitional housing exits.

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Pearson to approve 2016 Continuum of Care Program Performance Evaluation Process and Methodology.

Public Speaker: Jessy Needham thanked staff for the work on the evaluation tool and consideration of the survivors of domestic violence. She mentioned that occupancy rate may be a challenge for some agencies with low total bed counts. She also mentioned that average length of stay might be misleading.

Public Speaker: Vivian Lee thanked staff and the commission for putting survivor safety first. She also questioned the length of stay scoring when HUD’s standard is 24 months. Her program only has six beds so the occupancy rate is challenging.

Action: The motion passed unanimously.

5.0 Review and approve threshold evaluation results and hear potential appeals of the 2016 Homeless Management Information System (HMIS) Request for Proposals (RFP).
Anna Bialik, Funding Unit Manager, gave the report:

- Staff provided information about the threshold evaluation results and potential appeals of the 2016 Homeless Management Information System (HMIS) Request for Proposals (RFP).
- Four proposals were received. All four passed threshold review and will move to quality review. The agencies are invited to do a demonstration for high users and our neighbor CoCs to observe the process.

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Pearson to approve the threshold evaluation results of the 2016 Homeless Management Information System (HMIS) Request for Proposals (RFP).

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

Action: The motion passed unanimously.

6.0 Bi-Monthly Funding Update Report.
Anna Bialik, Funding Unit Manager, gave the report:

- Staff provided information about current and upcoming funding opportunities.
- The mandatory proposers conference in the draft CoC New Project RFP will be on Monday, July 25 rather than Thursday, July 28. The proposal due date is August 1, not August 4.

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

7.0 Report and discussion on 2015/2016 Winter Shelter Program lessons learned regarding Agency Capacity and Assistance.
Paul Duncan, Associate Director, gave the report:

- Staff provided information on the 2015/2016 Winter Shelter Program lessons learned regarding Agency Capacity and Assistance.

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

8.0 Presentation of Dashboard for Coordinated Entry System (CES) for Families (also known as HFSS).
Martha Macias, Outcomes Analyst, gave the report:

- Staff presented the Dashboard for Coordinated Entry System (CES) for Families (also known as HFSS).
- The dashboard will be available through the LAHSA website, much like the Veteran dashboard.
- Commissioner Pearson asked if a gap analysis for family crisis housing could be done in order to advocate for additional resources.
Public Speaker(s): There were no public speakers.

9.0 Public Participation

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

Adjournment
The meeting was adjourned at 10:36 a.m.
To: LAHSA Programs and Evaluation Committee

From: Anna Bialik, Funding Unit Manager

Date: August 18, 2016

CC: Peter Lynn, Executive Director
Joshua Decell, Acting Director of Programs
Daniel Fisher, Associate Director of Operations

Re: Threshold Evaluation Results for the 2016 Continuum of Care (CoC) Program
New Projects Request for Proposals (RFP)

Commission Action Requested: Approve the threshold evaluation results and recommendations for the 2016 CoC New Projects Request for Proposals.

Background: HUD released the 2016 Notice of Funding Availability (NOFA) for the Continuum of Care Program on June 28, 2016 with up to an estimated Tier 2 funding amount of $7,980,210 for reallocated funds and up to $5.1 million for new Permanent Supportive Housing Bonus funds. The 2016 NOFA allows CoCs to make funding available through reallocation for new Permanent Supportive Housing (PSH) projects to serve chronically homeless individuals and families and/or new Rapid Re-Housing projects serving homeless individuals and families who are living on the street or in an emergency shelter.

LAHSA released the 2016 CoC New Projects Request for Proposals on July 22, 2016, and held a proposers conference on July 25, 2016. The deadline for the submission of new project proposals to LAHSA was Monday of August 1, 2016 at 2:00PM. This deadline was extended to Tuesday, August 2, 2016 at 11:59:59PM. There were two funding opportunities under this RFP:

- Proposers could apply to fund new PSH projects in the LA CoC; and/or
- Transitional Housing Providers with existing LA CoC Program grants could surrender their existing LA CoC grant and propose for new RRH or PSH grants up to their existing grant amount.

Threshold Evaluation Criteria: The 2016 CoC New Projects RFP established threshold criteria to ensure that submitted proposals met the basic requirements of the RFP, have the potential to be successful in the subsequent national competition and can successfully operate the program if awarded funding.

The Threshold Criteria outlined in the RFP include:

- Attendance at the Mandatory Proposers’ Conference
- Completeness
- Target Population
- Housing Type
- Coordinated Entry Participation
- Experience
- Past Compliance
- HMIS
Organizational Capacity & Financial Stability
Site Control (Offices for Administration/Supportive Services)
ADA and ADAA Compliance

Threshold Evaluation Results: As detailed in the attached tables, LAHSA received a total of 17 proposals, two (2) were submitted for RRH and fifteen (15) were submitted for PSH projects. Of the proposals submitted for PSH, nine (9) were submitted under HACLA, five (5) were submitted under HACoLA, two (2) were submitted under LAHSA and one (1) was submitted under the City of Pomona Housing Authority (PHA). Based upon an evaluation of the criteria detailed above, it was determined that eight (8) proposals passed the threshold review and nine (9) proposals failed the threshold review. Proposals that passed threshold review are recommended to move on to the Quality Review phase.

<table>
<thead>
<tr>
<th>Program Component – Project Sponsor</th>
<th># of Proposals</th>
<th>Amount Requested</th>
<th>SPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rapid Rehousing - LAHSA</td>
<td>2</td>
<td>$1,139,493</td>
<td>6</td>
</tr>
<tr>
<td>Permanent Supportive Housing - HACLA</td>
<td>9</td>
<td>$4,622,013</td>
<td>1,2,4,5,6</td>
</tr>
<tr>
<td>Permanent Supportive Housing - HACoLA</td>
<td>5</td>
<td>$4,137,606</td>
<td>1,3,4,5,6,7,8</td>
</tr>
<tr>
<td>Permanent Supportive Housing - PHA</td>
<td>1</td>
<td>$165,243</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>17</strong></td>
<td><strong>$10,064,355</strong></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Component – Project Sponsor – Amount Requested – Service Planning Areas – Threshold (Pass/Fail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name</td>
</tr>
<tr>
<td>Union Station Homeless Services</td>
</tr>
<tr>
<td>City of Pomona</td>
</tr>
<tr>
<td>Alcott Center For Mental Health Services</td>
</tr>
<tr>
<td>Los Angeles County Department of Mental Health</td>
</tr>
<tr>
<td>Los Angeles Centers For Alcohol And Drug Abuse</td>
</tr>
<tr>
<td>Rehoboth Drug And Alcohol Prevention Center</td>
</tr>
<tr>
<td>Testimonial Community Love Center</td>
</tr>
<tr>
<td>United States Veterans Initiative, Inc.</td>
</tr>
<tr>
<td>Los Angeles House of Ruth</td>
</tr>
<tr>
<td>St. Joseph Center</td>
</tr>
<tr>
<td>Special Service For Groups, Inc.</td>
</tr>
<tr>
<td>Immanuel Housing Inc (Formerly Beacon Housing, Inc.)</td>
</tr>
<tr>
<td>The Teen Project Inc</td>
</tr>
<tr>
<td>Ocean Park Community Center</td>
</tr>
<tr>
<td>Organization</td>
</tr>
<tr>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Lamp, Inc.</td>
</tr>
<tr>
<td>Motorcycle Riders For Homeless Parolees</td>
</tr>
<tr>
<td>Motorcycle Riders For Homeless Parolees</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

**Staff Recommendations:**
Staff recommends the approval of the Threshold Review Results and Recommendations as detailed in this memorandum.
To: LAHSA Programs and Evaluation Committee

From: Anna Bialik, Funding Unit Manager

Date: August 18, 2016

CC: Peter Lynn, Executive Director
    Joshua Decell, Acting Director of Programs
    Daniel Fisher, Associate Director of Operations

Re: Quality Evaluation Results and Recommendations for the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP)

**Commission Action Requested:** Approve the quality evaluation results and recommendations for the 2016 CoC New Projects Request for Proposals.

**Background:** HUD released the 2016 Notice of Funding Availability (NOFA) for the Continuum of Care Program on June 28, 2016 with up to an estimated Tier 2 funding amount of $7,980,210 for reallocated funds and up to $5.1 million in new Permanent Supportive Housing Bonus funds. The 2016 NOFA allows CoCs to make funding available through reallocation for new Permanent Supportive Housing (PSH) projects to serve chronically homeless individuals and families and/or new Rapid Re-Housing projects serving homeless individuals and families who are living on the street or in an emergency shelter.

LAHSA released the 2016 CoC New Projects Request for Proposals on July 22, 2016, and held a Proposers’ Conference on July 25, 2016. The deadline for the submission of new project proposals to LAHSA was Monday of August 1, 2016 at 2:00PM. This deadline was extended to Tuesday, August 2, 2016 at 11:59:59PM. There were two funding opportunities under this RFP:

- Proposers could apply to fund new PSH projects in the LA CoC; and/or
- Transitional Housing Providers with existing LA CoC Program grants could surrender their existing LA CoC grant and propose for new RRH or PSH grants up to their existing grant amount.

**Quality Evaluation Criteria:** The 2016 CoC New Projects RFP established quality review criteria to ensure that submitted proposals met the basic requirements of the RFP, have the potential to be successful in the subsequent national competition and can successfully operate the program if awarded funding.

In the Quality Review phase, proposals are evaluated based on program design, CoC integration, target population, past performance, budget, cost efficiency, regional capacity building, program readiness, and any other identified HUD CoC Program NOFA priorities. Each proposal’s content, responsiveness, conciseness, clarity, relevance, and strict adherence to the instructions in this RFP are considered when scoring each category. Final scoring is based on the proposal as submitted.
Quality Evaluation Results: As detailed in the tables below, eight (8) proposals were reviewed for Quality. Of the proposals submitted for Quality Review, four (4) were submitted under HACLA, four (4) were submitted under HACoLA, there were zero (0) submitted under LAHSA and zero (0) submitted under the City of Pomona Housing Authority (PHA). Based upon an evaluation of the criteria detailed above, it was determined that all eight (8) proposals scored above 75 points and are recommended for submission with the 2016 CoC Program Competition Application in accordance with the approved 2016 CoC Program Competition Ranking.

### 2016 CoC Program New Projects RFP – Quality Review

<table>
<thead>
<tr>
<th>Scoring Area</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Design</td>
<td>25</td>
</tr>
<tr>
<td>Past Performance</td>
<td>35</td>
</tr>
<tr>
<td>Program Readiness</td>
<td>15</td>
</tr>
<tr>
<td>Program Budget/Cost Efficiency</td>
<td>10</td>
</tr>
<tr>
<td>CoC Integration</td>
<td>15</td>
</tr>
<tr>
<td>Bonus Points</td>
<td>5</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>105</strong></td>
</tr>
</tbody>
</table>

### 2016 CoC Program New Projects RFP – Proposal Summary Table

<table>
<thead>
<tr>
<th>Program Component – Project Sponsor</th>
<th># of Proposals</th>
<th>Amount Requested</th>
<th>SPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rapid Rehousing - LAHSA</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Permanent Supportive Housing - HACLA</td>
<td>4</td>
<td>$2,855,673</td>
<td>4,5,6</td>
</tr>
<tr>
<td>Permanent Supportive Housing - HACoLA</td>
<td>4</td>
<td>$3,137,606</td>
<td>1,3,4,5,6,7,8</td>
</tr>
<tr>
<td>Permanent Supportive Housing - PHA</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>8</strong></td>
<td><strong>5,993,279</strong></td>
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</tbody>
</table>

### 2016 CoC Program New Projects RFP - Quality Table

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Project Component</th>
<th>Project Sponsor</th>
<th>Amount Requested</th>
<th>Service Planning Areas</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Joseph Center</td>
<td>PSH</td>
<td>HACLA</td>
<td>$543,281</td>
<td>5, 6</td>
<td>94</td>
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<tr>
<td>Union Station Homeless Services</td>
<td>PSH</td>
<td>HACoLA</td>
<td>$807,650</td>
<td>3</td>
<td>94</td>
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<tr>
<td>Los Angeles County Department of Mental Health</td>
<td>PSH</td>
<td>HACoLA</td>
<td>$1,000,000</td>
<td>1, 3, 5, 6, 7, 8</td>
<td>93.5</td>
</tr>
<tr>
<td>Special Service For Groups, Inc.</td>
<td>PSH</td>
<td>HACLA</td>
<td>$1,000,000</td>
<td>6</td>
<td>93</td>
</tr>
<tr>
<td>Lamp, Inc.</td>
<td>PSH</td>
<td>HACLA</td>
<td>$994,879</td>
<td>4</td>
<td>88.5</td>
</tr>
<tr>
<td>Alcott Center For Mental Health Services</td>
<td>PSH</td>
<td>HACLA</td>
<td>$317,513</td>
<td>5</td>
<td>81</td>
</tr>
<tr>
<td>Ocean Park Community Center</td>
<td>PSH</td>
<td>HACoLA</td>
<td>$846,705</td>
<td>5</td>
<td>81</td>
</tr>
<tr>
<td>United States Veterans Initiative, Inc.</td>
<td>PSH</td>
<td>HACoLA</td>
<td>$483,251</td>
<td>8</td>
<td>75</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$5,993,279</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Staff Recommendations:
Staff recommends the approval of the Quality Review Results and Recommendations as detailed in this memorandum.
July 20, 2016
Visit our "Ask LAHSA a NOFA Question" page to submit your NOFA-related questions. A MyOrg account is required for submitting questions.

- Request For Community Input - Los Angeles Continuum of Care Written Standards on Notice of Priority for Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing
- Request For Community Input - Los Angeles Continuum of Care Permanent Supportive Housing Policy

HUD form 2880
- HUD form 2880 Instructions
- HUD form 2880 - exp. 11.30.2018
- 2880 Disclosure Report Excel Template

Grant Inventory Worksheet
- FY2016 Grant Inventory Worksheet (GIW)

eSNAPS Project Application Resources
- Renewal Project Application Instructional Guide
- Renewal Project Application Detailed Instructions
- Budgets – Project Application Instructional Guide

CoC Renewal Performance Evaluation and Reallocation
- FY 2016 CoC Renewal Project Evaluation - Appeal Process and Form
- FY 2016 CoC Renewal Projects Performance Evaluation Methodology
- FY 2016 CoC Program Reallocation Policy

CoC Priority Ranking
- FY 2016 Priority List Ranking Strategy
- FY 2016 CoC NOFA Final Priority Listing
- FY 2016 CoC NOFA Reallocated Projects Rejected from Ranking
- FY 2016 CoC NOFA New Projects Rejected from Ranking

Please check back regularly for updates. You may also subscribe to our Funding Opportunities mailing list below.

Subscribe
Applicant: Los Angeles Homeless Services Authority CA-600-CoC

Project: FY 2016 CoC Application

04. CoC’s Rating and Review Procedure: Public Posting Evidence

1. Page 2: LAHSA website, NOFA public posting and date evidence
2. Page 3-5: Public posting of the RFP process and public documents
Visit our "Ask LAHSA a NOFA Question" page to submit your NOFA-related questions. A MyOrg account is required for submitting questions.

- Request For Community Input - Los Angeles Continuum of Care Written Standards on Notice of Priority for Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing
- Request For Community Input - Los Angeles Continuum of Care Permanent Supportive Housing Policy

HUD form 2880
- HUD form 2880 Instructions
- HUD form 2880 – exp. 11.30.2018
- 2880 Disclosure Report Excel Template

Grant Inventory Worksheet
- FY2016 Grant Inventory Worksheet (GIW)

eSNAPS Project Application Resources
- Renewal Project Application Instructional Guide
- Renewal Project Application Detailed Instructions
- Budgets – Project Application Instructional Guide

CoC Renewal Performance Evaluation and Reallocation
- FY 2016 CoC Renewal Project Evaluation - Appeal Process and Form
- FY 2016 CoC Renewal Projects Performance Evaluation Methodology
- FY 2016 CoC Program Reallocation Policy

CoC Priority Ranking
- FY 2016 Priority List Ranking Strategy
- FY 2016 CoC NOFA Final Priority Listing
- FY 2015 CoC NOFA Reallocated Projects Rejected from Ranking
- FY 2016 CoC NOFA New Projects Rejected from Ranking

Please check back regularly for updates. You may also subscribe to our Funding Opportunities mailing list below.
LHASA is pleased to announce the release of the FY2016 CoC Program New Projects RFP

FY2016 CoC (Continuum of Care) Program New Projects RFP

FY2016 CoC (Continuum of Care) Program NOFA

FY2016 Continuum of Care (CoC) Program New Projects RFP

LAHSA is pleased to announce the release of the FY2016 CoC Program New Projects RFP

RFP Timeline

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Released</td>
<td>July 22, 2016</td>
</tr>
<tr>
<td>Mandatory Proposers Conference*</td>
<td>July 25, 2016, 1pm-3pm</td>
</tr>
<tr>
<td>Written Questions Due</td>
<td>July 27, 2016, 3pm</td>
</tr>
<tr>
<td>Submission Deadline</td>
<td>August 2, 2016, 11:59pm</td>
</tr>
</tbody>
</table>

*Mandatory Proposers’ Conference

Pre-registration is required. Please click on this link (https://www.eventbrite.com/e/fy2016-coc-program-new-projects-rfp-mandatory-proposers-conference-tickets-26692382635) to register for the Mandatory Proposers Conference. Parking is available in nearby lots. Parking validation will not be provided. The Mandatory Proposers Conference will also be available via webinar. Mandatory Proposers’ Conference webinar link: https://global.gotomeeting.com/join/406513269 (https://global.gotomeeting.com/join/406513269)

RFP Documents

RFP Application Documents


Sample PHA Contracts

- HACoLA – Sample Contract (https://documents.lahsa.org/programs/funding/2016/HACoLA-SAMPLE-CoC-Program-Agreement.pdf)

Threshold Review Results


Quality Review Results & Recommendations

July 20, 2016
Visit our "Ask LAHSA a NOFA Question" page to submit your NOFA-related questions. A MyOrg account is required for submitting questions.

- Request For Community Input - Los Angeles Continuum of Care Written Standards on Notice of Priority for Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing
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Subscribe
2016 CoC Program NOFA

Priority Listing of Projects to be Included and Rejected Published

August 30, 2016

On August 26, 2016, the LAHSA Commission approved the FY 2016 Los Angeles Continuum of Care (CoC) Program Application Priority Listing and Reallocated Grants List. The LAHSA Commission also considered appeals and approved the recommendations for the 2016 CoC New Project RFP threshold and quality reviews.

The projects listed in the _FY 2016 CoC NOFA Final Priority Listing, will be ranked_ and included in FY2016 CoC Program Consolidated Application.

The projects listed in the FY 2016 CoC NOFA Reallocated Projects Rejected from Ranking will not be ranked for the FY2016 CoC Program Priority Listing and will not be included in FY2016 CoC Program Consolidated Application.

The projects listed in the FY 2016 CoC Program NOFA New Projects Applications Rejected from Ranking list will also not be ranked for the FY2016 CoC Program Priority Listing and will not be included in FY2016 CoC Program Consolidated Application.

Projects not being ranked will have already received individualized communication from LAHSA stating that the project would not be ranked and included in the priority list.

If you have any questions or concerns, please contact the NOFA Team at: snofa@lahsa.org

LAHSA, 811 Wilshire Boulevard, 6th Floor, Los Angeles, CA 90017

SafeUnsubscribe™ {recipient's email}
Forward email | Update Profile | About our service provider
Sent by snofa@lahsa.org
05. CoCs Process for Reallocating

Page 2: FY 2016 Continuum of Care Program Reallocation Policy

Page 3-10: CoC Renewal Projects Performance Evaluation Methodology

Page 11-12: CoC Renewal Project Evaluation Appeal Process


Page 41-78: Evidence supporting the promotion of Reallocation to the Continuum (FY2016 CoC Program New Projects RFP)
  o Pages 44, 48 and 49: Promoting Reallocation for TH Providers surrendering their grants
General:

As the Continuum of Care (CoC) lead agency, Los Angeles Homeless Services Authority annually submits the CoC Program application to the US Department of Housing and Urban Development (HUD) on the behalf of the Los Angeles Continuum of Care. In recent years, HUD has created an opportunity for CoCs to apply for new project funding by partially or fully reallocating funds that were previously allocated to renew existing grants within the CoC. Reallocation presents an opportunity for CoCs to move funding from projects that are underutilized, not cost effective, underperforming, or obsolete to create new permanent housing projects.

Procedure:

The Continuum of Care has established the following reallocation policies in the 2016 Continuum of Care Program Competition:

1) Recapture CoC Grant funds from former Supportive Housing Program grants, including Transitional Housing (TH) Programs and Permanent Supportive Housing (PSH) Programs from grants that demonstrate at least 3 years of underspending of at least 5% of the total annual grant amount, based on lowest amount of underspent funds incurred over the 3-year period and make such amounts available under reallocation for new PSH projects in the 2016 CoC Program Application.

2) Recapture CoC Grant funds from former Shelter Plus Care Program and CoC Rental Assistance Grants based on Public Housing Authorities identifying funds for reallocation and make such amounts available for new PSH projects in the 2016 CoC Program Application.

3) Establish Cost Effectiveness Thresholds for CoC Program TH by population:
   a. Single Adults: $20,000/permanent housing outcome
   b. Families: $30,000/permanent housing outcome
   c. Domestic Violence: $50,000/permanent housing outcomes (including safety transfers)
   d. Transition Age Youth: $50,000/permanent housing outcome
   For FY 2016, reallocate CoC Grant funds from TH Projects where the 3-year aggregate cost effectiveness exceeds the threshold.

4) Establish Performance Thresholds for CoC Program Renewal projects based upon approved 2016 Renewal Evaluation Methodology:
   a. 50% of points possible for PSH and TH for Transition Age Youth (TAY)
   b. 70% of points possible for TH projects for persons fleeing domestic violence
   c. 80% of points possible for TH projects serving other populations (single adults and/or families)
   For FY 2016, reallocate CoC Grant funds from TH Projects where the 2016 renewal evaluation score falls below the proposed thresholds with the exception of projects that exclusively serve households fleeing domestic violence with the understanding that LAHSA will provide technical assistance to improve project performance over the next twelve (12) months.

5) Commitment to Policy Priorities: Housing First and Low Barrier Programming
   a. Projects are ranked using approved CoC ranking structure
   b. Projects ranked into Tier 2 of the CoC Priority Listing will be evaluated on Housing First and Low Barrier Programming models
   c. Projects not meeting the minimum standard for these models will be reallocated

6) Apply up to $500,000 in reallocated funding to a new LA CoC HMIS project application based upon a projected increase in on-going cost.
2016 Los Angeles Continuum of Care Program Performance Evaluation Process & Methodology

For Continuum of Care (CoC) Program renewal projects in Los Angeles Continuum of Care
Overview

The CoC Program Interim Rule requires local Continuums of Care to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers. (24 CFR 578.7a.6) As the collaborative applicant for the LA CoC, LAHSA has established an annual performance evaluation for CoC Program renewal projects to align with performance measurement and funding priorities that are scored as part of the annual CoC Program Consolidated Application (SuperNOFA). Results of the evaluation are then used to inform performance targets and promote continuous quality improvement. This annual cycle of performance appraisal is not only required by HUD, but it also enables the Los Angeles Continuum of Care to work towards locally defined housing stability and client self-determination goals for all CoC projects. The evaluation design and methodological approach considers the diversity of projects across the CoC and accommodates these differences by establishing measurements that provide as much equity and transparency as possible.

Evaluation Data Sources

The data used to conduct the performance evaluation is derived from project-level Annual Performance Reports (APRs) submitted to HUD for operating years ending July 1, 2014 - June 30, 2015. Supplemental data is gathered from past CoC applications, LAHSA fiscal records, and the LA CoC Homeless Management Information System (HMIS).

New projects that have not yet filed an APR during the review period are exempt from evaluation. Renewal projects that have recently changed project type (e.g. supportive services projects that reclassified as housing projects) and have not filed an APR under the updated project component are exempt from evaluation.

Dissemination of Results

Each individual CoC project will receive a report of the project’s score. Agencies will then have ten business days following the release of individual project scores to appeal the results. After the appeals process is completed the final results of this evaluation will be released in the following manner:

- Each CoC grantee will receive their final individual score report.
- A complete listing of detailed project scores will be presented to the LAHSA Commission and Coordinating Council

Overall project scores will be used to inform the 2016 CoC Program Priority Ranking.

Scoring Methodology by Project Type

The following pages detail the scoring methodology for each project type.
<table>
<thead>
<tr>
<th>Scoring Area</th>
<th>Description</th>
<th>Pts Possible</th>
<th>Scoring Rubric</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMIS Participation</td>
<td>Measures whether the project participates in HMIS and the completeness of HUD-required data (DV Projects Exempt)</td>
<td>5</td>
<td>2.5 points for participation 2.5 points for missing data rate &lt;10%</td>
<td>APR Q7</td>
</tr>
<tr>
<td>Bed Utilization</td>
<td>Measures occupancy rates beds/units supported by the project</td>
<td>10</td>
<td>90% &gt;= 10 points 80%-89% = 5pts 80% &lt;= 0pts</td>
<td>APR Q8-10</td>
</tr>
<tr>
<td>Spend-Down</td>
<td>Measures percent of available funds that are utilized by the project</td>
<td>10</td>
<td>90% &gt;=10 points</td>
<td>APR Q31a4</td>
</tr>
<tr>
<td>Dedication of Turnover to Chronically Homeless Households</td>
<td>Measures the percentage of new program participants (or households) who are chronically homeless</td>
<td>15</td>
<td>Proportional (Sliding Scale): 50% &lt;= 0 pts 100% = 15 pts</td>
<td>HMIS</td>
</tr>
<tr>
<td>Commitment to Policy Priorities: Housing First and Low Barrier Programs</td>
<td>Evaluates project commitment to housing first and low barrier programming</td>
<td>10</td>
<td>10 points for “Yes” response in Section 3B, Question 4.d. of FY 2015 CoC Project Application</td>
<td>FY 2015 CoC Project App.</td>
</tr>
<tr>
<td>Performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Stability</td>
<td>Measures the percentage of project participants who remain housed or move on to other permanent housing</td>
<td>30</td>
<td>Proportional (Sliding Scale): 70% = 0 pts 90% &gt;= 30 pts</td>
<td>APR Q27-29</td>
</tr>
<tr>
<td>Minimize Negative Turnover (Returns to Homelessness)</td>
<td>Measures the percentage of persons who leave the program for reasons other than permanent housing (excludes deceased)</td>
<td>10</td>
<td>Proportional (Sliding Scale): 0% = 10 pts 10% &lt;= 0 pts</td>
<td>APR Q29</td>
</tr>
<tr>
<td>Maintain or Increase Income</td>
<td>Measures the percentage of adult participants who maintain or increase their income level over the program year</td>
<td>10</td>
<td>Proportional (Sliding Scale): 50% &gt;= 10 pts 20% &lt;= 0 pts</td>
<td>APR Q24b3</td>
</tr>
<tr>
<td>Scoring Area</td>
<td>Description</td>
<td>Pts Possible</td>
<td>Scale</td>
<td>Source</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------</td>
<td>------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>HMIS Participation</td>
<td>Measures whether the project participates in HMIS and the completeness of</td>
<td>5</td>
<td>2.5 points for participation 2.5 points</td>
<td>APR Q7</td>
</tr>
<tr>
<td></td>
<td>participating in HMIS and the completeness of HUD-required data (DV Projects</td>
<td></td>
<td>missing data rate &lt;10%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exempt)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spend-Down</td>
<td>Measures percent of available funds that are utilized by the project</td>
<td>10</td>
<td>90% &gt;=10 points</td>
<td>APR Q31a4</td>
</tr>
<tr>
<td>Commitment to Policy Priorities: Housing First and</td>
<td>Evaluates project commitment to housing first and low barrier programming</td>
<td>10</td>
<td>10 points for “Yes” response in Section 3B,</td>
<td>FY 2015 CoC Project App.</td>
</tr>
<tr>
<td>Low Barrier Programs</td>
<td></td>
<td></td>
<td>Question 4.d. of FY 2015 CoC Project Application</td>
<td></td>
</tr>
<tr>
<td>Performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Stability</td>
<td>Measures the percentage of project participants who remain housed or move</td>
<td>30</td>
<td>Proportional (Sliding Scale): 70% = 0 pts</td>
<td>APR Q27-29</td>
</tr>
<tr>
<td></td>
<td>on to other permanent housing</td>
<td></td>
<td>90% &gt;= 30 pts</td>
<td></td>
</tr>
<tr>
<td>Minimize Negative Turnover (Returns to Homelessness)</td>
<td>Measures the percentage of persons who leave the program for reasons other</td>
<td>20</td>
<td>Proportional (Sliding Scale): 0% = 20 pts</td>
<td>APR Q29</td>
</tr>
<tr>
<td></td>
<td>than permanent housing (excludes deceased)</td>
<td></td>
<td>10% &lt;= 0 pts</td>
<td></td>
</tr>
<tr>
<td>Median Length of Stay</td>
<td>Measures median length of time participants remain in the project</td>
<td>5</td>
<td>Proportional (Sliding Scale): 270 days &lt;= 5</td>
<td>APR Q27</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>pts 450 days &gt;= 0 pts</td>
<td></td>
</tr>
<tr>
<td>Increase Income Overall</td>
<td>Measures the percentage of adult participants who increase their overall</td>
<td>20</td>
<td>Proportional (Sliding Scale): 40% &gt;= 20 pts</td>
<td>APR Q24b3</td>
</tr>
<tr>
<td></td>
<td>income level over the program year</td>
<td></td>
<td>0% = 0 pts</td>
<td></td>
</tr>
<tr>
<td>Scoring Area</td>
<td>Description</td>
<td>Pts Possible</td>
<td>Scale</td>
<td>Source</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
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<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>HMIS Participation</strong></td>
<td>Measures whether the project participates in HMIS and the completeness of HUD-required data (DV Projects Exempt)</td>
<td>5</td>
<td>2.5 points for participation 2.5 points missing data rate &lt;10%</td>
<td>APR Q7</td>
</tr>
<tr>
<td><strong>Bed Utilization</strong></td>
<td>Measures occupancy rates beds/units supported by the project</td>
<td>20</td>
<td>90% &gt;= 20 points 80%-89% = 10pts 80% &lt;= 0pts</td>
<td>APR Q8-11</td>
</tr>
<tr>
<td><strong>Spend-Down</strong></td>
<td>Measures percent of available funds that are utilized by the project</td>
<td>10</td>
<td>90% &gt;=10 points</td>
<td>APR Q31a4</td>
</tr>
<tr>
<td><strong>Commitment to Policy Priorities: Housing First and Low Barrier Programs</strong></td>
<td>Evaluates project commitment to housing first and low barrier programming</td>
<td>10</td>
<td>10 points for “Yes” response in Section 3B, Question 4.d. of FY 2015 CoC Project Application</td>
<td>FY 2015 CoC Project App.</td>
</tr>
<tr>
<td><strong>Performance</strong></td>
<td>Measures the percentage of project participants who exit to permanent housing</td>
<td>30</td>
<td>Proportional (Sliding Scale): 80% &gt;= 30pts 0% = 0 pts</td>
<td>APR Q29</td>
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<tr>
<td><strong>Performance</strong></td>
<td>Measures median length of time participants remain in the project</td>
<td>5</td>
<td>Proportional (Sliding Scale): 270 days &lt;= 5 pts 450 days &gt;= 0 pts</td>
<td>APR Q27</td>
</tr>
<tr>
<td><strong>Increase Employment Income</strong></td>
<td>Measures the percentage of adult participants who increase their earned income level over the program year</td>
<td>10</td>
<td>Proportional (Sliding Scale): 10% &gt;= 10 pts 0% = 0 pts</td>
<td>APR Q24b3</td>
</tr>
<tr>
<td><strong>Increase Income Overall</strong></td>
<td>Measures the percentage of adult participants who increase their overall income level over the program year</td>
<td>10</td>
<td>Proportional (Sliding Scale): 40% &gt;= 10 pts 0% = 0 pts</td>
<td>APR Q24b3</td>
</tr>
</tbody>
</table>
## Transitional Housing for Youth

<table>
<thead>
<tr>
<th>Scoring Area</th>
<th>Description</th>
<th>Pts Possible</th>
<th>Scale</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HMIS Participation</strong></td>
<td>Measures whether the project participates in HMIS and the completeness of HUD-required data (DV Projects Exempt)</td>
<td>5</td>
<td>2.5 points for participation 2.5 points missing data rate &lt;10%</td>
<td>APR Q7</td>
</tr>
<tr>
<td><strong>Bed Utilization</strong></td>
<td>Measures occupancy rates beds/units supported by the project</td>
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<td>90% &gt;= 10 points 80%-89% = 5pts 80% &lt;= 0pts</td>
<td>APR Q8-11</td>
</tr>
<tr>
<td><strong>Spend-Down</strong></td>
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<td>10</td>
<td>90% &gt;=10 points</td>
<td>APR Q31a4</td>
</tr>
<tr>
<td><strong>Commitment to Policy Priorities: Housing First and Low Barrier Programs</strong></td>
<td>Evaluates project commitment to housing first and low barrier programming</td>
<td>10</td>
<td>10 points for “Yes” response in Section 3B, Question 4.d. of FY 2015 CoC Project Application</td>
<td>FY 2015 CoC Project App.</td>
</tr>
</tbody>
</table>

### Performance

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Pts Possible</th>
<th>Scale</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exits to Permanent Housing</strong></td>
<td>Measures the percentage of project participants who exit to permanent housing</td>
<td>30</td>
<td>Proportional (Sliding Scale): 65% &gt;= 30pts 0% = 0 pts</td>
<td>APR Q29</td>
</tr>
<tr>
<td><strong>Exits to Successful Destination</strong></td>
<td>Measures the percentage of project participants who exit to permanent housing</td>
<td>20</td>
<td>Proportional (Sliding Scale): 85% &gt;= 20pts 0% = 0 pts</td>
<td>APR Q27</td>
</tr>
<tr>
<td><strong>Median Length of Stay</strong></td>
<td>Measures median length of time participants remain in the project</td>
<td>5</td>
<td>Proportional (Sliding Scale): 275 &gt;= 5 pts 540 days &gt;= 0 pts</td>
<td>APR Q27</td>
</tr>
<tr>
<td><strong>Increase Income Overall</strong></td>
<td>Measures the percentage of adult participants who increase their overall income level over the program year</td>
<td>10</td>
<td>Proportional (Sliding Scale): 40% &gt;= 10 pts 0% = 0 pts</td>
<td>APR Q24b3</td>
</tr>
</tbody>
</table>

*See chart on page 8.*
## Transitional Housing for Survivors of Domestic Violence

<table>
<thead>
<tr>
<th>Scoring Area</th>
<th>Description</th>
<th>Pts Possible</th>
<th>Scale</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bed Utilization</strong></td>
<td>Measures occupancy rates beds/units supported by the project</td>
<td>10</td>
<td>90% &gt;= 10 points 80%-89% = 5 pts 80% &lt;= 0 pts</td>
<td>APR Q8-11</td>
</tr>
<tr>
<td><strong>Spend-Down</strong></td>
<td>Measures percent of available funds that are utilized by the project</td>
<td>10</td>
<td>90% &gt;= 10 points</td>
<td>APR Q31a4</td>
</tr>
<tr>
<td><strong>Commitment to Policy Priorities: Housing First and Low Barrier Programs</strong></td>
<td>Evaluates project commitment to housing first and low barrier programming</td>
<td>10</td>
<td>10 points for “Yes” response in Section 3B, Question 4.d. of FY 2015 CoC Project Application</td>
<td>FY 2015 CoC Project App.</td>
</tr>
<tr>
<td><strong>Performance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exits to Permanent Housing</strong></td>
<td>Measures the percentage of project participants who exit to permanent housing</td>
<td>30</td>
<td>Proportional (Sliding Scale): 65% &gt;= 30 pts 0% = 0 pts</td>
<td>APR Q29</td>
</tr>
<tr>
<td><strong>Exits to Successful Destination</strong>*</td>
<td>Measures the percentage of project participants who exit to successful housing</td>
<td>20</td>
<td>Proportional (Sliding Scale): 85% &gt;= 20 pts 0% = 0 pts</td>
<td>APR Q27</td>
</tr>
<tr>
<td><strong>Median Length of Stay</strong></td>
<td>Measures median length of time participants remain in the project</td>
<td>10</td>
<td>Proportional (Sliding Scale): 270 days &lt;= 10 pts 450 days &gt;= 0 pts</td>
<td>APR Q27</td>
</tr>
<tr>
<td><strong>Increase Income Overall</strong></td>
<td>Measures the percentage of adult participants who increase their overall income level over the program year</td>
<td>10</td>
<td>Proportional (Sliding Scale): 40% &gt;= 10 pts 0% = 0 pts</td>
<td>APR Q24b3</td>
</tr>
</tbody>
</table>

*See chart on page 8.
## Successful Destinations

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency shelter, including hotel or motel paid for with emergency</td>
<td>Emergency shelter for individuals requiring immediate shelter, often in hotels or motels.</td>
</tr>
<tr>
<td>shelter voucher <em>Domestic Violence Transitional Housing Only</em></td>
<td></td>
</tr>
<tr>
<td>Owned by client, no ongoing housing subsidy</td>
<td>Housing provided to clients without an ongoing subsidy.</td>
</tr>
<tr>
<td>Owned by client, with ongoing housing subsidy</td>
<td>Housing provided to clients with an ongoing subsidy.</td>
</tr>
<tr>
<td>Permanent housing for formerly homeless persons (such as: CoC project;</td>
<td>Permanent housing for formerly homeless individuals. Examples include CoC projects, HUD legacy programs, and HOPWA programs.</td>
</tr>
<tr>
<td>or HUD legacy programs; or HOPWA PH)</td>
<td></td>
</tr>
<tr>
<td>Psychiatric hospital or other psychiatric facility</td>
<td>Psychiatric hospitals and other psychiatric facilities provide treatment and care.</td>
</tr>
<tr>
<td>Rental by client, no ongoing housing subsidy</td>
<td>Rental options for clients without an ongoing subsidy.</td>
</tr>
<tr>
<td>Rental by client, with VASH housing subsidy</td>
<td>Rental options for clients with VASH housing subsidy.</td>
</tr>
<tr>
<td>Rental by client, with GPD TIP housing subsidy</td>
<td>Rental options for clients with GPD TIP housing subsidy.</td>
</tr>
<tr>
<td>Rental by client, with other ongoing housing subsidy</td>
<td>Rental options for clients with other ongoing housing subsidies.</td>
</tr>
<tr>
<td>Staying or living with family, permanent tenure</td>
<td>Staying or living with family members, providing permanent tenure.</td>
</tr>
<tr>
<td>Staying or living with friends, permanent tenure</td>
<td>Staying or living with friends, providing permanent tenure.</td>
</tr>
<tr>
<td>Substance abuse treatment facility or detox center</td>
<td>SubSTANCE ABUSE TREATMENT FACILITIES and DETOX CENTERS provide treatment and care.</td>
</tr>
<tr>
<td>Transitional housing for homeless persons (including homeless youth)</td>
<td>Transitional housing for homeless individuals, including youth.</td>
</tr>
</tbody>
</table>

1 Options based on *HUD 2014 HMIS Data Standards Data Manual, 3.12*
LAHSA staff will review and respond to appeals of the 2016 CoC Evaluation Reports subject to the following:

(1) Persons who can appeal.
   The following persons may request an appeal after receiving the evaluation report: Authorized official of grantee agency (non-LAHSA projects) or authorized agency official (LAHSA projects) that submitted the Annual Performance Report (APR) to LAHSA.

(2) Deadline for Filing an Appeal.
   Request for an appeal may be made by filing a Notice of Appeal with LAHSA no later than 5pm PST on August 3, 2016. No waiver of the appeal period shall be permitted.

(3) Grounds for Appeal:
   Score appeals will only be heard on basis of a data or calculation error. Refer to 2016 Los Angeles Continuum of Care Program Performance Evaluation Process & Methodology in order to assess the accuracy of the report.
   Grantees may also appeal if the project was reclassified in the FY 2014 or FY 2015 registration process, or if the grant changed operating agencies during the evaluation period (7/1/2014-6/30/2015).

(4) To submit an appeal:
   Fully complete the Notice of Appeal (attached), including all necessary supporting documentation and original signature of Authorized Official. Submit appeal via email to appeal@lahsa.org no later than 5pm PST on August 3, 2016.
NOTICE OF APPEAL
2016 CoC Application Evaluation Report

Instructions

• This form is only for appealing the CoC Application Evaluation Report for one specific project. For multiple project appeals, a separate form and supporting documentation must be submitted for each.
• Fill out this form with required attachments and make a copy of the completed form for your records.
• Scan and Email the completed form and attachments to appeal@lahsa.org.
• If you have any questions in regard to completing the notice of appeal, email appeal@lahsa.org.

1. Appellant Information (Party filing appeal):
   i. Name of Authorized Official: _____________________________________________
   ii. Name of Agency: ______________________________________________________
   iii. Grant Award Number: _________________________________________________
   iv. Contact Information:
      1) Address of Administrative Office ______________________________________
      2) Mailing Address (if different) __________________________________________
      3) Contact Person (if different than signatory): _____________________________
      4) Phone: ( ) ________________ Contact email: ___________________________

2. Please indicate item(s) in the report that you are appealing on the basis of a data or calculation error.
   Score Appeals
   • ☐ Performance
   • ☐ Bed/Unit Utilization
   • ☐ HMIS Participation
   • ☐ Spend-Down
   Other Appeals
   • ☐ Reclassification
   • ☐ Change in Operating Agency

3. The following information must be attached to this Written Appeal (check off attached documentation):
   • ☐ A copy of the Evaluation Report in dispute
   • ☐ For Score Appeals: A copy of the relevant portion Annual Performance Report (APR) submitted to HUD, for operating year ending between July 1, 2014 and June 30, 2015. Please circle the specific data points in dispute AND attach a brief statement of the discrepancies between the attached APR and evaluation report
     o For the dedication of turnover measurement (PSH only), data was sourced directly from HMIS for the period of 1/1/2015-12/31/2015. No appeals will be accepted.
   • ☐ For Other Appeals (See Above): Documentation of project reclassification or change in operator.
   • ☐ I certify that I have verified the data or calculation error(s) subject to appeal of the above-referenced CoC Evaluation Report based upon the evidence attached.

____________________________________  __________________________
Signature of Authorized Official             Date
Call to Order/Roll Call/Establishment of Quorum

Agenda Items - The public will have an opportunity to speak to any agenda item when the item is called and before action is taken. A Request to Speak Form must be submitted to the Secretary prior to the completion of the agenda item. The Chair will determine the order of speaking and unless the Chair grants more or less time, the speaker's limit is two (2) minutes on each agenda item, subject to the total 20-minute period.

1.0 Review and approve the minutes from the Commission Meeting held on Friday, July 22, 2016.

2.0 Consent Calendar

(Unless a Commissioner removes an item listed in this section or a Request to Speak form on the item is received by the Chair from a member of the public, this section will be voted upon without debate or presentations.)

2.1 Approve the quality evaluation results of the 2017 Greater Los Angeles Homeless Count Request for Proposals (RFP) and authorize Executive Director to enter into contract with the recommended agency.

2.2 Approve the quality evaluation results of the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP).

2.3 Adopt Notice of Priority for Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.

2.4 Approve resolution in support of the City of Los Angeles’ Homelessness Reduction and Prevention, Housing and Facilities Bond Initiative, recommend signature by Commission Chair and Executive Director and instruct staff to develop an advocacy plan.

2.5 Authorize Executive Director to accept funding from the Community Development Commission of Los Angeles County (CDC) for the State of California Emergency Solutions Grant (ESG) Program. In the event that funding period or amount allocated by CDC to LAHSA is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into subrecipient agreements as deemed appropriate.
2.6 Review and approve revised policies:
   2.6 (1) Business Meals
   2.6 (2) Credit Card Usage

3.0 Authorize Executive Director to accept funding from the County of Los Angeles Supervisory District (SD) 2 to support the operation of Anti-Recidivism Coalition’s (ARC) Supportive Housing and Education Initiative program in FY 2016 - 2017. In the event that funding period or amount allocated by SD2 to LAHSA is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into the subrecipient agreement as deemed appropriate.

4.0 Authorize Executive Director to enter into an Agreement with Anti-Recidivism Coalition (ARC) funded by the County of Los Angeles Supervisory District (SD) 2 to support the operation of the Supportive Housing and Education Initiative program in FY 2016 - 2017. In the event that funding period or amount allocated by SD2 to LAHSA is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into the agreement as deemed appropriate.

5.0 Authorize Executive Director to accept funding from the County of Los Angeles (County) Chief Executive Office’s (CEO) for the implementation of Homeless Strategy B3. In the event that funding period or amount allocated from County is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into subrecipient agreements as deemed appropriate.

6.0 Authorize Executive Director to enter into subrecipient agreements with Agencies providing Family Solutions Systems (FSC), funded by the County of Los Angeles (County) with General Funds from the Chief Executing Office (CEO), for the purpose of implementing County Homeless Strategy B3. In the event that funding period or amount allocated from County to LAHSA is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into the agreement as deemed appropriate.

7.0 Authorize LAHSA’s Executive Director to enter into a Subrecipient Agreement with LA Family Housing with funding provided by the Housing and Community Investment Department of the City of Los Angeles (HCIDLA) to support the provision of Homeless Family Solution System services. In the event that funding period or amount allocated by HCIDLA to LAHSA is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into the agreement as deemed appropriate.

8.0 Review and approve the quality evaluation results and hear potential appeals of the 2016 Coordinated Entry System (CES) for Individuals Request for Proposals (RFP) and authorize Executive Director to enter into contracts with the recommended agencies.

9.0 Review and approve response to Department of Housing and Urban Development (HUD) Continuum of Care Funding Formula Request for Comments and recommend signature by Commission Chair and Executive Director.
10.0 Review and approve amendment to previously approved FY2016 Continuum of Care Program Reallocation Policy. Ian Costello 61

11.0 Review, hear potential appeals and approve CoC Program Budget Adjustments resulting from approved Reallocation Strategies. Josh Decell 64

12.0 Review and approve the Priority Listing for new and renewal projects for the 2016 Continuum of Care Competition application to the U.S. Department of Housing and Urban Development (HUD) on behalf of the Los Angeles Continuum of Care. Josh Decell 65

13.0 Authorize Executive Director to submit the 2016 Continuum of Care Competition application to the U.S. Department of Housing and Urban Development (HUD) on behalf of the Los Angeles Continuum of Care. Josh Decell

14.0 Executive Director Report. Peter Lynn

15.0 Report on the Programs & Evaluation Committee Meeting held on Thursday, August 18, 2016. Commissioner Pearson

16.0 Report on the Policy & Planning Committee Meeting held on Thursday, August 18, 2016. Commissioner Adamson

17.0 Report on the Finance, Contracts and Grants Management Committee Meeting held on Friday, August 19, 2016. Commissioner Dusseault

18.0 Notice of Closed Session – Public Employee Performance Evaluation (California Government Code 54957)
   • Closed Session – Executive Director Performance Evaluation

Reconvene from Closed Session

19.0 Report on Closed Session. Commissioner Newcomer

20.0 Discussion and action on Proposed Compensation for Executive Director. Commissioner Newcomer

21.0 Commissioner updates and agenda requests for future meetings. Commissioner Greuel

22.0 Public Participation
   Each Public Participant speaker is limited to three (3) minutes and may address any topic within the Commission’s jurisdiction. A Request to Speak Form must be filled out and submitted to the Secretary prior to the beginning of Public Participation. Subject to the total 20-minute period, each Public Participation speaker is limited to three (3) minutes.

Adjournment

Packets of materials on agenda items are available to the public during normal business hours at 811 Wilshire Boulevard, 6th Floor, Los Angeles, CA 90017. For further information, you may call 213-683-3333. Upon request, sign language interpreters, materials in alternative formats and other accommodations are available to the public for LAHSA meetings. All requests for reasonable accommodations must be made at least three working days (72 Hours) in advance of the scheduled meeting date. For additional information, contact LAHSA at (213) 683-3333 or TTY (213) 553-8488.
MINUTES OF THE
LOS ANGELES HOMELESS SERVICES AUTHORITY COMMISSION
Held July 22, 2016

The Los Angeles Homeless Services Authority Commission Meeting, held in the LAHSA office, located at 811 Wilshire Blvd, 5th Floor, Los Angeles, California, was called to order at 9:19 a.m. by Commissioner Neely.

Attendance:

LAHSA Commissioners Present:
Mike Neely, Chair
Larry Adamson
Sarah Dusseault
Wendy Greuel
Kerry Morrison
Owen Newcomer
Booker Pearson

LAHSA Commissioners Absent:
Shane Goldsmith, Vice Chair
Noah Farkas
Kelvin Sauls

Attorneys Present:
Teresa Lujan, City Counsel

LAHSA Staff:
Peter Lynn, Executive Director
Eileen Bryson, Board Liaison
Chris Callandrillo, Director of Programs
Josh Decell, Associate Director of Data Integration, Programs Department
Stuart Jackson, CFO
Anna Reich Bialik, Funding Unit Manager
Shannan VerGow, Project Coordinator

Call to Order/Roll Call/Establishment of Quorum
Roll was called and quorum was established at 9:19 a.m.

1.0 Review and approve the minutes from the Special Commission Meeting held on Thursday, June 23, 2016.

Motion: Commissioner Pearson moved and Commissioner Greuel seconded approval of the minutes as presented.

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

Action: The motion passed unanimously.

2.0 Consent Calendar
(Unless a Commissioner removes an item listed in this section or a Request to Speak form on the item is received by the Chair from a member of the public, this section will be voted upon without debate or presentations.) Commissioner Pearson requested that Item 2.2 be removed from the consent calendar.

2.1 Authorize Executive Director to accept funding from the County of Los Angeles Supervisors in Supervisorial Districts (SD) 1, 2, 3, 4 and 5 to support the provision of Homeless Services in FY
2016 - 2017. In the event that funding period or amount allocated is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into subrecipient agreements as deemed appropriate.

2.2 Authorize Executive Director to enter into agreements with Agencies funded by the County of Los Angeles Supervisors in Supervisorial Districts (SD) 1, 2, 3, 4 and 5 to support the provision of Homeless Services in FY 2016 - 2017. In the event that funding period or amount allocated is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into agreements as deemed appropriate.

2.3 Authorize Executive Director to enter into an agreement, funded by City General Funds as described in the table below, with Chrysalis for the purpose of implementing the City's Comprehensive Homeless strategies 6A and 6E. In the event that funding period or amount allocated is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into agreements as deemed appropriate.

2.4 Review and approve revised policy: Accounts Payable.

2.5 Review and approval of the final 2015-16 LAHSA Budget.

2.6 Review and approve 2016 Continuum of Care Program Performance Evaluation Process and Methodology.

2.7 Review and approve FY2016 Continuum of Care Program Reallocation Policy.

2.8 Review and Adopt Notice of Priority for Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.

2.9 Review and Approve Los Angeles Continuum of Care Permanent Supportive Housing Policy.

2.10 Review and approval of Fair Market Rent and Rent Reasonableness Policy.

Commissioner Neely pulled Items 2.1 and 2.2 and tabled Item 2.8.

Motion: Commissioner Neely moved and Commissioner Newcomer seconded approval of Items 2.3, 2.4, 2.5, 2.6, 2.7, 2.9 and 2.10 of the consent calendar.

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

Action: The motion passed unanimously.

Commissioner Neely asked Commissioner Greuel to recuse herself during consideration of Items 2.1 and 2.2 and she left the room.

2.1 Authorize Executive Director to accept funding from the County of Los Angeles Supervisors in Supervisorial Districts (SD) 1, 2, 3, 4 and 5 to support the provision of Homeless Services in FY 2016 - 2017. In the event that funding period or amount allocated is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into subrecipient agreements as deemed appropriate.

2.2 Authorize Executive Director to enter into agreements with Agencies funded by the County of Los Angeles Supervisors in Supervisorial Districts (SD) 1, 2, 3, 4 and 5 to support the provision of Homeless Services in FY 2016 - 2017. In the event that funding period or amount allocated is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into agreements as deemed appropriate.

Motion: Commissioner Newcomer moved and Commissioner Pearson seconded approval of Items 2.1 and 2.2.

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

Action: The motion passed unanimously.
Commissioner Greuel returned to the meeting.

3.0 **Executive Director Report.**

Peter Lynn, Executive Director, gave the report:

- Mr. Lynn updated the Commission on issues and events for LAHSA and the Los Angeles Continuum of Care, including the NOFA process and schedule, implementation of the City and County homeless initiative strategies, future funding for homelessness programs, the families displaced by the Maywood fire.
- He recognized Shannan VerGow, Program Coordinator, for her excellent work in managing the implementation of the City and County Homeless Initiative Strategies, and Donald Holt, Associate Director of Homeless Services, and his staff for work with the families from Maywood.
- Mr. Lynn recognized new hires, promotions, service anniversaries and the July employee of the month.

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

The agenda was heard out of order.

5.0 **Review and Approve Coordinating Council Recommendations for Continuum of Care (CoC) Program Priority List Ranking Strategy.**

Josh Decell, Associate Director of Data Integration, gave the report.

- Staff explained the priority list ranking strategy as approved by the Coordinating Council.
- Commissioner Greuel suggested composition of a “wish list” for HUD because the administration will be changing. Commissioner Neely requested a look at the fixed cost versus variable costs for smaller and larger programs and how those are considered.
- Commissioner Morrison commended Mr. Decell on the clarity of his presentation.

Motion: Commissioner Adamson moved and Commissioner Dusseault seconded to approve the Coordinating Council Recommendations for Continuum of Care (CoC) Program Priority List Ranking Strategy.

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

Action: The motion passed unanimously.

4.0 **Review and approve the release of the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP).**

Anna Reich Bialik, Funding Unit Manager, gave the report:

- Staff requested the release of the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP).
- There was discussion about the schedule, attendance at proposers’ conference, and notification to the agencies.

Motion: Commissioner Dusseault moved and Commissioner Pearson seconded to approve the release of the RFP.

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

Action: The motion passed unanimously.

6.0 **Update on City and County Homeless Initiative Strategies Implementation.**

Shannan VerGow, Project Coordinator, gave the report:

- Staff gave an overview of activities at LAHSA associated with the implementation of the City and County Homeless Initiative Strategies.

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

7.0 **Report on the Finance, Contracts and Grants Management Committee Meeting held on Friday, July 15, 2016.**
Commissioner Morrison gave the report:

- Two items were on consent or addressed earlier in the meeting.
- The committee received a contract status report and the department is making great progress.
- Commissioner Neely confirmed that the Chrysalis contracts included the living wage terms.

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

8.0 Report on the Policy & Planning Committee Meeting held on Thursday, July 21, 2016.
Commissioner Adamson gave the report:

- Most items were on consent or addressed earlier in the meeting. The approval of the Fair Market Rent and Rent Reasonableness policy is an advantageous change.
- There was discussion about the possibility doing business with North Carolina and the Homeless Count. Commissioner Adamson pointed out that three proposals were submitted, including University of North Carolina, University of Southern California and Economic Roundtable. A policy should be considered at the next available meeting.

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

9.0 Report on the Programs & Evaluation Committee Meeting held on Thursday, July 21, 2016.
Commissioner Pearson gave the report:

- Most items were on consent or addressed earlier in the meeting.
- The Committee viewed the new family dashboard and new metrics are being developed to determine where families are staying while waiting for placements through the Family system.

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

10.0 Election of 2016-17 Commission Chair and Vice Chair.
Commissioner Neely gave the report:

- Commissioner Neely commented on the challenges, changes, expansion and progress at the agency over the past year and thanked the whole Commission for the opportunity.
- The Commissioners thanked Commissioner Neely for his leadership. Commissioner Morrison thanked Commissioner Neely for his commitment to representing the Commission in the community.
- Commissioner Morrison nominated Commissioner Greuel as chair and Commissioner Farkas as vice chair for 2016-17.
- Commissioner Adamson noted that the tradition of the Chairmanship being offered to senior members has been changed. Commissioner Adamson nominated Commissioner Pearson as Chair. Commissioner Pearson declined the nomination and hoped that Commissioner Greuel would accept.

Motion: Commissioner Morrison moved and Commissioner Dusseault seconded the nomination of Commissioner Greuel as chair of the Commission.

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

Action: The motion passed unanimously.

Motion: Commissioner Adamson moved and Commissioner Morrison seconded the nomination of Commissioner Farkas as vice chair of the Commission.

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

Action: The motion passed unanimously.

Commissioner Greuel thanked the Commission for the appointment and looks forward to serving.

Mr. Lynn presented Commissioner Neely with a plaque thanking him for his service as Chair of the Commission for 2015-16.
11.0 Notice of Closed Session – Public Employee Performance Evaluation (California Government Code 54957)

- Closed Session – Executive Director Performance Evaluation

The Commission adjourned to closed session at 11:12 a.m.

Reconvene from Closed Session

The Commission returned from closed session at 12:25 p.m.

12.0 Report on Closed Session.
Commissioner Newcomer gave the report:

- The commissioners reviewed the performance of the executive director and discussed compensation.

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

13.0 Discussion and action on Proposed Compensation for Executive Director.
Commissioner Neely gave the report:

- Commissioner Neely shared that the executive director met or exceeded expectations.

Motion: Commissioner Adamson moved and Commissioner Morrison seconded an increase in the executive director salary of 3% as received by all employees.

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

Motion: Commissioner Dusseault moved and Commissioner Newcomer seconded an amendment to the motion including an evaluation by the Personnel Committee as to comparable salaries in the area. Commissioner Neely recommended an additional evaluation of potential bonus in light of the challenging year. Commissioners Dusseault and Newcomer accepted the friendly amendment.

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

Action: The motion passed unanimously.

14.0 Commissioner updates and agenda requests for future meetings.

- Commissioner Neely shared information on the Google tools and working with the new deputy mayor, Abigail Marquez.
- Commissioner Dusseault requested information on document retention, doing business with North Carolina, and executive director compensation.

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

15.0 Public Participation

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

Adjournment
The meeting was adjourned at 12:33 p.m.
To: LAHSA Programs and Evaluation Committee

From: Anna Bialik, Funding Unit Manager

Date: August 18, 2016

CC: Peter Lynn, Executive Director
Joshua Decell, Acting Director of Programs
Daniel Fisher, Associate Director of Operations

Re: Quality Evaluation Results and Recommendations for the 2016 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP)


Background: HUD released the 2016 Notice of Funding Availability (NOFA) for the Continuum of Care Program on June 28, 2016 with up to an estimated Tier 2 funding amount of $7,980,210 for reallocated funds and up to $5.1 million in new Permanent Supportive Housing Bonus funds. The 2016 NOFA allows CoCs to make funding available through reallocation for new Permanent Supportive Housing (PSH) projects to serve chronically homeless individuals and families and/or new Rapid Re-Housing projects serving homeless individuals and families who are living on the street or in an emergency shelter.

LAHSA released the 2016 CoC New Projects Request for Proposals on July 22, 2016, and held a Proposers’ Conference on July 25, 2016. The deadline for the submission of new project proposals to LAHSA was Monday of August 1, 2016 at 2:00PM. This deadline was extended to Tuesday, August 2, 2016 at 11:59:59PM. There were two funding opportunities under this RFP:

- Proposers could apply to fund new PSH projects in the LA CoC; and/or
- Transitional Housing Providers with existing LA CoC Program grants could surrender their existing LA CoC grant and propose for new RRH or PSH grants up to their existing grant amount.

Quality Evaluation Criteria: The 2016 CoC New Projects RFP established quality review criteria to ensure that submitted proposals met the basic requirements of the RFP, have the potential to be successful in the subsequent national competition and can successfully operate the program if awarded funding.

In the Quality Review phase, proposals are evaluated based on program design, CoC integration, target population, past performance, budget, cost efficiency, regional capacity building, program readiness, and any other identified HUD COC Program NOFA priorities. Each proposal’s content, responsiveness, conciseness, clarity, relevance, and strict adherence to the instructions in this RFP are considered when scoring each category. Final scoring is based on the proposal as submitted.
Quality Evaluation Results: As detailed in the tables below, eight (8) proposals were reviewed for Quality. Of the proposals submitted for Quality Review, four (4) were submitted under HACLA, four (4) were submitted under HACoLA, there were zero (0) submitted under LAHSA and zero (0) submitted under the City of Pomona Housing Authority (PHA). Based upon an evaluation of the criteria detailed above, it was determined that all eight (8) proposals scored above 75 points and are recommended for submission with the 2016 CoC Program Competition Application in accordance with the approved 2016 CoC Program Competition Ranking.

### 2016 CoC Program New Projects RFP – Proposal Summary Table

<table>
<thead>
<tr>
<th>Program Component – Project Sponsor</th>
<th># of Proposals</th>
<th>Amount Requested</th>
<th>SPA</th>
</tr>
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<tbody>
<tr>
<td>Rapid Rehousing - LAHSA</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Permanent Supportive Housing - HACLA</td>
<td>4</td>
<td>$ 2,855,673</td>
<td>4,5,6</td>
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<tr>
<td>Permanent Supportive Housing - HACoLA</td>
<td>4</td>
<td>$ 3,137,606</td>
<td>1,3,4,5,6,7,8</td>
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<tr>
<td>Permanent Supportive Housing - PHA</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>8</strong></td>
<td><strong>5,993,279</strong></td>
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### 2016 CoC Program New Projects RFP - Quality Table

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<th>Organization Name</th>
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<th>Project Sponsor</th>
<th>Amount Requested</th>
<th>Service Planning Areas</th>
<th>Score</th>
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<tr>
<td>St. Joseph Center</td>
<td>PSH</td>
<td>HACLA</td>
<td>$ 543,281</td>
<td>5, 6</td>
<td>94</td>
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<td>Union Station Homeless Services</td>
<td>PSH</td>
<td>HACoLA</td>
<td>$ 807,650</td>
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<td>94</td>
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<td>Los Angeles County Department of Mental Health</td>
<td>PSH</td>
<td>HACoLA</td>
<td>$ 1,000,000</td>
<td>1, 3, 5, 6, 7, 8</td>
<td>93.5</td>
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<td>Special Service For Groups, Inc.</td>
<td>PSH</td>
<td>HACLA</td>
<td>$ 1,000,000</td>
<td>6</td>
<td>93</td>
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<td>Lamp, Inc.</td>
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<td>Alcott Center For Mental Health Services</td>
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<td>Ocean Park Community Center</td>
<td>PSH</td>
<td>HACoLA</td>
<td>$ 846,705</td>
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<td>81</td>
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<td>United States Veterans Initiative, Inc.</td>
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<td>HACoLA</td>
<td>$ 483,251</td>
<td>8</td>
<td>75</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$5,993,279</strong></td>
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Staff Recommendations:

Staff recommends the approval of the Quality Review Results and Recommendations as detailed in this memorandum.
**Policy:** Los Angeles Continuum of Care Written Standards on Notice of Priority for Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing

**Submitted By:** Jeanette Robbins, Policy and Planning Analyst

<table>
<thead>
<tr>
<th>Policy and Planning Department</th>
<th>Approved By and Date:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Approved by Los Angeles Coordinating Council - ____________</td>
</tr>
<tr>
<td></td>
<td>Approved by ______ Committee - ___________________</td>
</tr>
<tr>
<td></td>
<td>Approved by LAHSA Commission - ___________________</td>
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**General:**
(Insert date once approved) the Los Angeles Homeless Services Authority (LAHSA) Commission, on behalf of the Los Angeles Continuum of Care, (LA CoC) formally approved and adopted Notice CPD-16-11 from the U.S. Department of Housing and Urban Development (HUD), “Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing” for all CoC funded projects, including those projects with beds that are required to serve persons experiencing chronic homelessness as defined in 24 CFR 578.3, in accordance with 24 CFR 578.103.

On July 25, 2016, HUD issued policy notice CPD-16-11 “Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing”. This notice supersedes Notice CPD-14-012 and provides guidance to Continuums of Care (CoC) and recipients of Continuum of Care (CoC) Program (24 CFR part 578) funding for permanent supportive housing (PSH) regarding the order in which eligible households should be served in all CoC Program-funded PSH. This Notice reflects the new definition of chronically homeless as defined in CoC Program interim rule as amended by the Final Rule on Defining “Chronically Homeless” (herein referred to as the Definition of Chronically Homeless final rule), updates the orders of priority that were established under the prior Notice, and amends record keeping requirements.

The following guidelines will be utilized for all CoC funded projects in these revised standards in a manner consistent with each project’s current grant agreement.

**Background**
In June 2010, the Obama Administration released *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (Opening Doors)*, in which HUD and its federal partners set goals to end Veteran and chronic homelessness by 2015, and end family and youth homelessness by 2020. In 2015, the United States Interagency Council on Homelessness extended the goal timeline for achieving the goal of ending chronic homelessness nationally from 2015 to 2017. To end chronic homelessness, it is critical that CoCs ensure that limited resources awarded through the CoC Program Competition are being used in the most effective manner and that households that are most in need of assistance are being prioritized. In accordance with HUD policy guidance and to ensure that CoC Program-funded PSH beds are used effectively, this Notice establishes an order of priority to help guide funding decisions. The adoption and implementation of these priorities will ensure that all PSH beds funded through the CoC Program are used as strategically and effectively as possible, to be targeted to serve persons with the highest needs and greatest barriers—persons experiencing chronic homelessness.
For the LA CoC, 85% of the CoC PSH beds must be dedicated to Persons Experiencing Chronic Homelessness, to the maximum extent possible. Additionally, 100% of the turnover in CoC PSH projects must be prioritized to Persons Experiencing Chronic Homelessness.

In communities that can’t find a chronically homeless individual or family, they can use the order of priority for non-chronically homeless under “Order of Priority in Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing”. Projects that target specific populations, like persons with serious mental illness, should follow this order of priority within that subset of the population.

This notice revises the orders of priority related to how persons should be selected for PSH as previously established in Notice CPD-14-012 (which were previously vetted by LAHSA Governance) to reflect the changes to the definition of chronically homeless as defined in the Definition of Chronically Homeless final rule. CoC’s are strongly encouraged to adopt and incorporate them into the CoC’s written standards and coordinated entry process.

**Policy on Order of Priority in CoC Program-funded Permanent Supportive Housing**

**Chronically Homeless Definition**

The definition of chronically homeless included in the final rule on “Defining Chronically Homeless”, which was published on December 4, 2015 and went into effect on January 15, 2016, requires an individual or head of household to have a disability and to have been living in a place not meant for human habitation, in an emergency shelter, or in a safe haven for at least 12 months either continuously or cumulatively over a period of at least 4 occasions in the last 3 years.

**I. Order of Priority in CoC Program-funded Permanent Supportive Housing**

For CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness, the following order of priority will be followed:

**A. Prioritizing Chronically Homeless Persons in CoC Program-funded Permanent Supportive Housing Beds Dedicated or Prioritized for Occupancy by Persons Experiencing Chronic Homelessness**

1. CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness that is based on the length of time in which an individual or family has resided in a place not meant for human habitation, a safe haven, or an emergency shelter and the severity of the individual’s or family’s service needs. Length of time homeless and severity of service needs will be determined based on the results of an assessment by LAHSA’s Coordinated Entry System (CES) for singles, CES for Families, Transitional Age Youth, or Veteran’s Assessment Programs utilizing the VI-SPDAT and HMIS, with priority weighting for those individuals and families with the highest acuity score, and longest length of time homeless. Recipients of CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness are required to follow this order of priority when selecting participants for housing, in a manner consistent with their current grant agreement.

2. Where there are no chronically homeless individuals and families within the CoC’s geographic area, CoCs and recipients of CoC Program-funded PSH will follow the order of priority in Section B. of this Notice.

3. Recipients of CoC Program-funded PSH should follow the order of priority above while also considering the goals and any identified target populations served by the project. For example, a
CoC Program-funded PSH project that is permitted to target homeless persons with a serious mental illness should follow the order of priority under Section A.1. of this Notice to the extent in which persons with serious mental illness meet the criteria. In this example, if there were no persons with a serious mental illness that also met the criteria of chronically homeless within the CoC’s geographic area, the recipient should follow the order of priority under Section B for persons with a serious mental illness.

4. Recipients must exercise due diligence when conducting outreach and assessment to ensure that chronically homeless individuals and families are prioritized for assistance based on their total length of time homeless and/or the severity of their needs. HUD recognizes that some persons—particularly those living on the streets or in places not meant for human habitation—might require significant engagement and contacts prior to their entering housing and recipients of CoC Program-funded PSH are not required to allow units to remain vacant indefinitely while waiting for an identified chronically homeless person to accept an offer of PSH. CoC Program-funded PSH providers are encouraged to follow a Housing First approach to the maximum extent practicable. Therefore, a person experiencing chronic homelessness should not be forced to refuse an offer of PSH if they do not want to participate in the project’s services, nor should a PSH project have eligibility criteria or preconditions to entry that systematically exclude those with severe service needs. Street outreach providers should continue to make attempts to engage those persons that have been resistant to accepting an offer of PSH and where the CoC has adopted these orders of priority into their written standards, these chronically homeless persons must continue to be prioritized for PSH until they are housed.

B. Prioritizing Chronically Homeless Persons in CoC Program-funded Permanent Supportive Housing Beds Not Dedicated or Not Prioritized for Occupancy by Persons Experiencing Chronic Homelessness

1. CoC Program-funded PSH that is not dedicated or prioritized for the chronically homeless would be required to follow this order of priority when selecting participants for housing, in a manner consistent with their current grant agreement.

(a) First Priority—Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs

An individual or family that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months and has been identified as having severe service needs.

(b) Second Priority—Homeless Individuals and Families with a Disability with Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

(c) Third Priority—Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs

1 Severity of Service Needs. This Notice refers to persons who have been identified as having the most severe service needs. For the purposes of this Policy, this means an individual for whom at least one of the following is true: 1) History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or 2) Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing.
Needs.

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the individual or family has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

(d) Fourth Priority—Homeless Individuals and Families with a Disability Coming from Transitional Housing.

An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

2. Recipients of CoC Program-funded PSH should follow the order of priority above, while also considering the goals and any identified target populations served by the project. For example, non-dedicated or non-prioritized CoC Program-funded PSH that is permitted to target youth experiencing homelessness should follow the order of priority under Section B.1. of this Notice, to the extent in which youth meet the stated criteria.

3. Recipients must exercise due diligence when conducting outreach and assessment to ensure that persons are prioritized for assistance based on their length of time homeless and the severity of their needs following the order of priority described in this Notice. LAHSA/HUD recognizes that some persons—particularly those living on the streets or in places not meant for human habitation—might require significant engagement and contacts prior to their entering housing and recipients are not required to keep units vacant indefinitely while waiting for an identified eligible individual or family to accept an offer of PSH (see FAQ 1895). Recipients of CoC Program-funded PSH are encouraged to follow a Housing First approach to the maximum extent practicable. Street outreach providers should continue to make attempts to engage those persons that have been resistant to accepting an offer of PSH these individuals and families must continue to be prioritized until they are housed.

C. Coordinated Entry Requirement

Provisions at 24 CFR 578.7(a)(8) requires that in consultation with recipients of Emergency Solutions Grants (ESG) program funds within the CoC’s geographic area, establish and operate either a centralized or coordinated assessment system (referred to in this Notice as coordinated entry or coordinated entry process) that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The LA CoC must use a coordinated process to ensure that there is a single prioritized list for all CoC Program-funded PSH within the CoC.

D. Written Standards for Creation of a Single Prioritized List for PSH

All CoC Program-funded PSH must accept referrals only through a single prioritized list that is created through the LAHSA coordinated entry process, which should also be informed by the CoCs street outreach. The single prioritized list should be updated frequently to reflect the most up-to-date and real-time data as possible.

E. Standardized Assessment Tool Requirement
CoC Program-funded PSH must utilize a standardized assessment tool, in accordance with 24 CFR 578.3, or process.

F. Nondiscrimination Requirements

CoCs and recipients of CoC Program-funded PSH must continue to comply with the nondiscrimination provisions of Federal civil rights laws, including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Titles II or III of the Americans with Disabilities Act, as applicable. See 24 C.F.R. § 5.105(a).

G. Recordkeeping Recommendations for CoCs that have Adopted the Orders of Priority in this Notice

24 CFR 578.103(a)(4) outlines documentation requirements for all recipients of dedicated and non-dedicated CoC Program-funded PSH associated with determining whether or not an individual or family is chronically homeless for the purposes of eligibility. In addition to those requirements, The CoC, as well as recipients of CoC Program-funded PSH, will maintain evidence of implementing these priorities. Evidence of following these orders of priority may be demonstrated by:

1. **Evidence of Severe Service Needs.** Evidence of severe service needs is that by which the recipient is able to determine the severity of needs as defined in Section I.D.3. of this Notice using data-driven methods such as an administrative data match or through the use of a standardized assessment. The documentation should include any information pertinent to how the determination was made, such as notes associated with case-conferencing decisions.

2. **Evidence that the Recipient is Following the CoC’s Written Standards for Prioritizing Assistance.** Recipients must follow the CoC’s written standards for prioritizing assistance. In accordance with the CoC’s written standards for prioritizing assistance, recipients must in turn document that the CoC’s revised written standards have been incorporated into the recipient’s intake procedures and that the recipient is following its intake procedures when accepting new program participants into the project.

3. **Evidence that there are no Households Meeting Higher Order of Priority within CoC’s Geographic Area.**
   
   (a) When dedicated and prioritized PSH is used to serve non-chronically homeless households, the recipient of CoC Program-funded PSH should document how it was determined that there were no chronically homeless households identified for assistance within the CoC’s geographic area. This documentation should include evidence of the outreach efforts that had been undertaken to locate eligible chronically homeless households within the defined geographic area and, where chronically homeless households have been identified but have not yet accepted assistance, the documentation should specify the number of persons that are chronically homeless that meet this condition and the attempts that have been made to engage the individual or family. Where a CoC is using a single prioritized list, the recipient of PSH may refer to that list as evidence.

   (b) When non-dedicated and non-prioritized PSH is used to serve an eligible individual or family that meets a lower order of priority, the recipient of CoC Program-funded PSH should document how the determination was made that there were no eligible individuals or families within the CoC’s geographic area that met a higher priority. Where a CoC is using a single prioritized list, the recipient of PSH may refer to that list as evidence that there were no households identified within the CoC’s geographic area that meet a higher order of priority.
Los Angeles Continuum of Care Written Standards on Notice of Priority for Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing

### I. Order of Priority for Dedicated or Prioritized PSH

<table>
<thead>
<tr>
<th>Priority</th>
<th>Meets HUD’s Chronic Homelessness Definition</th>
<th>Has Severe Service Needs?</th>
<th>Other Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on the following:</td>
<td>Yes *</td>
<td>Severity of Service Needs **</td>
<td>Length of time residing in a place not meant for human habitation, a safe haven, or an emergency shelter</td>
</tr>
</tbody>
</table>

Where there are no chronically homeless individuals and families within the CoC’s geographic area, for dedicated and prioritized chronic beds, CoCs and recipients of CoC Program-funded PSH are encouraged to follow the order of priority in the chart below.

### II. Order of Priority for Non-Dedicated and Non-Prioritized PSH

<table>
<thead>
<tr>
<th>Priority</th>
<th>Meets HUD’s Chronic Homelessness Definition</th>
<th>Has Severe Service Needs?</th>
<th>Other Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No</td>
<td>Yes</td>
<td>Has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months and has been identified as having severe service needs.</td>
</tr>
<tr>
<td>2</td>
<td>No</td>
<td>Yes</td>
<td>Coming from streets, safe haven, and emergency shelter</td>
</tr>
</tbody>
</table>
Key Terms

1) **Chronically Homeless.**
   The definition of “chronically homeless” currently in effect for the CoC Program is that which is defined in the CoC Program interim rule at 24 CFR 578.3, which states that a chronically homeless person is:
   
   *(a)* An individual who:
   
   i. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
   
   ii. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and
   
   iii. 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;

   *(b)* 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 [as described in Section I.D.2.(a) of this Notice], before entering that facility; or

   *(c)* 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 [as described in Section I.D.2.(a) of this Notice, including a family whose composition has fluctuated while the head of household has been homeless.

2) **Continuous or Episodic Homelessness.**
   This Notice refers to persons who have been identified as having the most severe service needs.

   *(a)* For the purposes of this Notice, this means an individual for whom at least one of the following is true:

   i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or
   
   ii. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing. Severe service needs as defined in paragraphs i. and ii. above should be identified and verified through data-driven
methods such as an administrative data match or through the use of a standardized assessment tool that can identify the severity of needs such as the Vulnerability Index (VI), the Service Prioritization Decision Assistance Tool (SPDAT), or the Frequent Users Service Enhancement (FUSE). The determination must not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual.

(b) In states where there is an alternate criteria used by state Medicaid departments to identify high-need, high cost beneficiaries, CoCs and recipients of CoC Program-funded PSH may use similar criteria to determine if a household has severe service needs instead of the criteria defined paragraphs i. and ii. above. However, such determination must not be based on a specific diagnosis or disability type.

3) **Severity of Service Needs.** This Notice refers to persons who have been identified as having the most severe service needs.

(a) For the purposes of this Notice, this means an individual for whom at least one of the following is true:

i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; and/or

ii. Significant health or behavioral health challenges, substance use disorders, or functional impairments which require a significant level of support in order to maintain permanent housing.

iii. For youth and victims of domestic violence, high risk of continued trauma or high risk of harm or exposure to very dangerous living situations.

iv. When applicable CoCs and recipients of CoC Program-funded PSH may use an alternate criteria used by Medicaid departments to identify high-need, high cost beneficiaries.

(b) Severe service needs as defined in paragraphs i.-iv. above should be identified and verified through data-driven methods such as an administrative data match or through the use of a standardized assessment tool and process and should be documented in a program participant’s case file. The determination must not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual. The determination cannot be made based on any factors that would result in a violation of any nondiscrimination and equal opportunity requirements, see 24 C.F.R. § 5.105(a).
Policy: FY 2016 Continuum of Care Program Reallocation Policy

Submitted by: Josh Decell

Continuum of Care Policies

Approved Commission Meeting:

General:
As the Continuum of Care (CoC) lead agency, Los Angeles Homeless Services Authority annually submits the CoC Program application to the US Department of Housing and Urban Development (HUD) on the behalf of the Los Angeles Continuum of Care. In recent years, HUD has created an opportunity for CoCs to apply for new project funding by partially or fully reallocating funds that were previously allocated to renew existing grants within the CoC. Reallocation presents an opportunity for CoCs to move funding from projects that are underutilized, not cost effective, underperforming, or obsolete to create new permanent housing projects.

Procedure:
The Continuum of Care has established the following reallocation policies in the 2016 Continuum of Care Program Competition:

1) Recapture CoC Grant funds from former Supportive Housing Program grants, including Transitional Housing (TH) Programs and Permanent Supportive Housing (PSH) Programs from grants that demonstrate at least 3 years of underspending of at least 5% of the total annual grant amount, based on lowest amount of underspent funds incurred over the 3-year period and make such amounts available under reallocation for new PSH projects in the 2016 CoC Program Application.

2) Recapture CoC Grant funds from former Shelter Plus Care Program and CoC Rental Assistance Grants based on Public Housing Authorities identifying funds for reallocation and make such amounts available for new PSH projects in the 2016 CoC Program Application.

3) Establish Cost Effectiveness Thresholds for CoC Program TH by population:
   a. Single Adults: $20,000/permanent housing outcome
   b. Families: $30,000/permanent housing outcome
   c. Domestic Violence: $50,000/permanent housing outcome
   d. Transition Age Youth: $50,000/permanent housing outcome

   For FY 2016, reallocate CoC Grant funds from TH Projects where the 3-year aggregate cost effectiveness exceeds the threshold.

4) Establish Performance Thresholds for CoC Program Renewal projects based upon approved 2016 Renewal Evaluation Methodology:
   a. 50% of points possible for PSH and TH for Transition Age Youth (TAY)
   b. 70% of points possible for TH projects for persons fleeing domestic violence
   c. 80% of points possible for TH projects serving other populations (single adults and/or families)

   For FY 2016, reallocate CoC Grant funds from TH Projects where the 2016 renewal evaluation score falls below the proposed thresholds.

5) Commitment to Policy Priorities: Housing First and Low Barrier Programming
   a. Projects are ranked using approved CoC ranking structure
   b. Projects ranked into Tier 2 of the CoC Priority Listing will be evaluated on Housing First and Low Barrier Programming models
   c. Projects not meeting the minimum standard for these models will be reallocated

6) Apply up to $500,000 in reallocated funding to a new LA CoC HMIS project application based upon a projected increase in on-going cost.
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6) Apply up to $500,000 in reallocated funding to a new LA CoC HMIS project application based upon a projected increase in on-going cost.
<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Project Component</th>
<th>Available Renewal Amount</th>
<th>Running Total</th>
<th>Tier 2</th>
<th>Final Score</th>
<th>Tier 2 Rank (35pts)</th>
<th>Housing First (10pts)</th>
<th>Project Type (5pts)</th>
<th>Total (50pts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUSING AUTHORITY OF THE CITY</td>
<td>OPCC SUPPORTIVE HOUSING-CA085</td>
<td>PH</td>
<td>$620,645.00</td>
<td>$620,645.00</td>
<td>Tier 2</td>
<td>53.7%</td>
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<td>5</td>
<td>49.10</td>
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<tr>
<td>HOUSING AUTHORITY OF THE CITY</td>
<td>San Fernando Valley Community Mtg</td>
<td>PH</td>
<td>$303,987.00</td>
<td>$924,632.00</td>
<td>Tier 2</td>
<td>52.0%</td>
<td>32.91</td>
<td>10</td>
<td>5</td>
<td>47.91</td>
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<tr>
<td>Los Angeles Homeless Services Auth</td>
<td>CPAF Transitional Housing Program</td>
<td>TH:DV</td>
<td>$124,195.00</td>
<td>$1,048,827.00</td>
<td>Tier 2</td>
<td>100.0%</td>
<td>32.33</td>
<td>10</td>
<td>3</td>
<td>45.33</td>
</tr>
<tr>
<td>Los Angeles Homeless Services Auth</td>
<td>Targeted Supportive Housing Program</td>
<td>TH:DV</td>
<td>$140,104.00</td>
<td>$1,188,931.00</td>
<td>Tier 2</td>
<td>100.0%</td>
<td>31.97</td>
<td>10</td>
<td>3</td>
<td>44.97</td>
</tr>
<tr>
<td>Los Angeles Homeless Services Auth</td>
<td>Penny Lane Transitional Housing Project</td>
<td>TH:Y</td>
<td>$160,710.00</td>
<td>$1,349,641.00</td>
<td>Tier 2</td>
<td>99.4%</td>
<td>31.56</td>
<td>10</td>
<td>5</td>
<td>46.56</td>
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<tr>
<td>PATH (People Assisting the Homeless)</td>
<td>San Gabriel Housing Group</td>
<td>TH:Y</td>
<td>$214,978.00</td>
<td>$1,564,619.00</td>
<td>Tier 2</td>
<td>98.6%</td>
<td>31.05</td>
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<td>5</td>
<td>46.05</td>
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<tr>
<td>Los Angeles Homeless Services Auth</td>
<td>Columbus Project</td>
<td>TH:Y</td>
<td>$172,059.00</td>
<td>$1,736,678.00</td>
<td>Tier 2</td>
<td>97.5%</td>
<td>30.53</td>
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<td>5</td>
<td>45.53</td>
</tr>
<tr>
<td>Upward Bound House</td>
<td>Family Place Transitional Housing 2107</td>
<td>TH</td>
<td>$286,785.00</td>
<td>$2,023,463.00</td>
<td>Tier 2</td>
<td>96.3%</td>
<td>29.91</td>
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<td>42.91</td>
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<tr>
<td>Covenant House California</td>
<td>CovHseCA Supportive Apartment Project</td>
<td>TH:Y</td>
<td>$132,208.00</td>
<td>$2,155,671.00</td>
<td>Tier 2</td>
<td>96.3%</td>
<td>29.34</td>
<td>10</td>
<td>5</td>
<td>44.34</td>
</tr>
<tr>
<td>Penny Lane Centers</td>
<td>Rayen Transitional Housing</td>
<td>TH:Y</td>
<td>$178,302.00</td>
<td>$2,333,973.00</td>
<td>Tier 2</td>
<td>94.4%</td>
<td>28.92</td>
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*Add LAHSA new project*
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<th>Units</th>
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<th>3-year Total HH Exiting to PH</th>
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<td>St. Joseph Center Rapid Rehousing for Families</td>
<td>CA1494L9D0001050</td>
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<td>Rapid Rehousing for Youth in Venice</td>
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<td>City of Burbank</td>
<td>Homes, Equity and Links to Programs</td>
<td>CA1499L9D0001050</td>
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<td>New Project</td>
<td>PH</td>
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**Final FY 2016 Los Angeles Continuum of Care Program Application Priority Listing**
Final FY 2016 Los Angeles Continuum of Care Program Application Priority Listing

Rank
Order

Project Number

Applicant Name

Project
Component

Available
Renewal Amount

Final Amount
Ranked

Reallocated
Amount

Funding Tier

Priority 3
Priority 3

PH
PH

$312,180
$50,980

$312,180
$50,980

$0
$0

Tier 1
Tier 1

90%

Priority 3

PH

$554,679

$554,679

$0

Tier 1

89%

Priority 3

PH

$345,486

$345,486

$0

Tier 1

CA0444L9D001508

88%

Priority 3

PH

$444,893

$444,893

$0

Tier 1

Denker House Consolidated Application - C
HACLA-SAMARITAN BONUS
CA0324L9D001402
HOLLYWOOD COMMUNITY-BOUNGALOW
CTS. CA0326L9D001402
Far East Building
Figueroa Apartments - C
Harvest House
Stepping Up Renewal FY2015
Mental Health America of Los Angeles
New Directions 2
ST. JOSEPH CENTER - TRA CA0885C9D000900
Asian Pacific Counseling and Treatment
Center
Vanowen Apartments
Homeless Health Care Los Angeles
SKID ROW HOUSING TRUST - SKID ROW
COLLABORATIVE (CA0797L9D001406)
South Central Access Center
ST. JOSEPH CENTER - SCATTERED SITES
(CA0474L9D001407)
Birch Grove Homes
ACOF-VISTA, 39 WEST, FIG. CT., PARKER
CA0336L9D001407
PROJECT NEW HOPE - NORLIN: LOCKWOOD
(CA0445L9D001407)
Fedora Apartments
Project Independence/Gateways
Southern California Health and
Rehabilitation Program
Elm Street Homes
Penny Lane Permanent Housing Center
Program
PORTALS/PACIFIC CLINICS-VARIOUS
LOCATIONS CA0438L9D001407

CA0364L9D001508

88%

Priority 3

PH

$154,289

$154,289

$0

Tier 1

CA0324L9D001503

88%

Priority 3

PH

$1,230,803

$1,230,803

$0

Tier 1

CA0326L9D001503
CA0373L9D001508
CA0375L9D001508
CA0387L9D001508
CA0401L9D001508
CA0742L9D001508
CA0791L9D001507

88%
88%
88%
88%
88%
88%
88%

Priority 3
Priority 3
Priority 3
Priority 3
Priority 3
Priority 3
Priority 3

PH
PH
PH
PH
PH
PH
PH

$188,099
$35,666
$180,028
$75,645
$131,368
$508,032
$500,932

$188,099
$35,666
$180,028
$75,645
$131,368
$485,352
$419,868

$0
$0
$0
$0
$0
$22,680
$81,064

Tier 1
Tier 1
Tier 1
Tier 1
Tier 1
Tier 1
Tier 1

CA0885L9D001501

88%

Priority 3

PH

$84,300

$84,300

$0

Tier 1

CA0914L9D001506
CA1048L9D001505
CA1047L9D001505

88%
88%
88%

Priority 3
Priority 3
Priority 3

PH
PH
PH

$303,748
$91,958
$148,054

$304,094
$91,958
$148,224

$0
$0
$0

Tier 1
Tier 1
Tier 1

CA0797L9D001507
CA0466L9D001508

87%
87%

Priority 3
Priority 3

PH
PH

$2,107,580
$264,648

$2,107,580
$264,648

$0
$0

Tier 1
Tier 1

CA0474L9D001508
CA0345L9D001508

87%
86%

Priority 3
Priority 3

PH
PH

$876,385
$181,397

$876,385
$181,397

$0
$0

Tier 1
Tier 1

CA0336L9D001508

86%

Priority 3

PH

$1,513,038

$1,513,038

$0

Tier 1

CA0445L9D001508
CA0374L9D001508
CA0443L9D001508

86%
85%
85%

Priority 3
Priority 3
Priority 3

PH
PH
PH

$310,677
$95,010
$157,741

$310,677
$95,010
$157,741

$0
$0
$0

Tier 1
Tier 1
Tier 1

CA0913L9D001506
CA0368L9D001508

85%
85%

Priority 3
Priority 3

PH
PH

$279,305
$61,584

$279,626
$61,584

$0
$0

Tier 1
Tier 1

CA0433L9D001508

85%

Priority 3

PH

$215,049

$215,049

$0

Tier 1

CA0438L9D001508

85%

Priority 3

PH

$286,400

$286,400

$0

Tier 1

L.A. Family Housing

CA1106C9D001100

85%

Priority 3

PH

$194,552

$194,552

$0

Tier 1

St. Joseph Center - TRA
Osborne Place Apartments - C
Vista Nueva Apartments

CA1111C9D001100
CA0884L9D001501
CA0523L9D001508

85%
84%
84%

Priority 3
Priority 3
Priority 3

PH
PH
PH

$385,251
$53,500
$150,537

$385,251
$53,500
$150,537

$0
$0
$0

Tier 1
Tier 1
Tier 1

CHOISS SPA 2
SRO HOUSING - EUGENE HOTEL
(CA0799L9D001406)
A Community of Friends 1 - Willow
Lincoln Hotel
Rainbow Apartments
L.A. COUNTY DMH-SCATTERED SITES
CA0405L9D001407

CA0356L9D001507

84%

Priority 3

PH

$320,346

$320,346

$0

Tier 1

CA0799L9D001507
CA0915L9D001506
CA0413L9D001508
CA0494L9D001508

84%
84%
84%
84%

Priority 3
Priority 3
Priority 3
Priority 3

PH
PH
PH
PH

$463,414
$356,968
$60,177
$143,106

$463,414
$357,380
$60,177
$143,106

$0
$0
$0
$0

Tier 1
Tier 1
Tier 1
Tier 1

CA0405L9D001508

84%

Priority 3

PH

$4,247,501

$4,247,501

$0

Tier 1

Grant Number

Final Score

Priority

ACOF-GATEWAY HOTEL CA0783L9D001406
Willow Apartments
ACOF-WOODLAND TERRACE
CA0916L9D001405

CA0783L9D001507
CA0801L9D001507

90%
90%

CA0916L9D001506

Alliance for Housing and Healing dba The Serra Project CHOISS SPA 8
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
PROJECT NEW HOPE - HOOVER & NYUMBA
(HACLA)
APTS (CA0444L9D001407)

CA0357L9D001508

Los Angeles Homeless Services Authority
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
(HACLA)
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
(HACLA)
Los Angeles Homeless Services Authority
Los Angeles Homeless Services Authority
Homes for Life Foundation
Step Up on Second Street, Inc.
County of Los Angeles, Housing Authority
County of Los Angeles, Housing Authority
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
(HACLA)

HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
(HACLA)
Los Angeles Homeless Services Authority
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
(HACLA)

83
84

CA0783
CA0801

85

CA0916

86

CA0357

87

CA0444

88

CA0364

89

CA0324

90
91
92
93
94
95
96

CA0326
CA0373
CA0375
CA0387
CA0401
CA0742
CA0791

97

CA0885

98
99
100

CA0914
CA1048
CA1047

101
102

CA0797
CA0466

103
104

CA0474
CA0345

105

CA0336

106
107
108

CA0445
CA0374
CA0443

County of Los Angeles, Housing Authority
Los Angeles Homeless Services Authority
County of Los Angeles, Housing Authority
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
(HACLA)
Los Angeles Homeless Services Authority
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
(HACLA)
Los Angeles Homeless Services Authority
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
(HACLA)
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
(HACLA)
Los Angeles Homeless Services Authority
Los Angeles Homeless Services Authority

109
110

CA0913
CA0368

County of Los Angeles, Housing Authority
Los Angeles Homeless Services Authority

111

CA0433

112

CA0438

113

CA1106

114
115
116

CA1111
CA0884
CA0523

Los Angeles Homeless Services Authority
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
(HACLA)
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
(HACLA)
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
(HACLA)
Los Angeles Homeless Services Authority
Los Angeles Homeless Services Authority

117

CA0356

118
119
120
121

CA0799
CA0915
CA0413
CA0494

122

CA0405

Alliance for Housing and Healing dba The Serra Project
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
(HACLA)
County of Los Angeles, Housing Authority
Los Angeles Homeless Services Authority
Los Angeles Homeless Services Authority
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
(HACLA)

Project Name

37

Reason


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<th>Project Number</th>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Grant Number</th>
<th>Final Score</th>
<th>Priority</th>
<th>Reason</th>
<th>Project Component</th>
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<th>Reallocated Amount</th>
<th>Funding Tier</th>
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<td>LAMP, Inc, New Project FY 2016</td>
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<td>NEW</td>
<td>County of Los Angeles, Housing Authority</td>
<td>Ocean Park Community Center, New Project FY 2016</td>
<td>NEW</td>
<td>81%</td>
<td>Priority 4</td>
<td>PH:PSH (Bonus)</td>
<td>$846,705</td>
<td>$846,705</td>
<td>$0</td>
<td>Tier 2</td>
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<td>NEW</td>
<td>County of Los Angeles, Housing Authority</td>
<td>United States Veterans Initiative, Inc.</td>
<td>NEW</td>
<td>75%</td>
<td>Priority 4</td>
<td>PH:PSH (Bonus)</td>
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<td>$483,251</td>
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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
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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 (24 CFR 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.

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

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<th>CORE DOCUMENTS</th>
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<tr>
<td><strong>ADA/ADAA Policy and Procedures:</strong></td>
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<td> • Indicate homeless or formerly homeless person sitting on board (HUD regulation SEC 416 [42 USC 11375]) - Applicable for organizations with HUD direct grants only</td>
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<td>✓ Organization Budget Current Board-Approved: Include evidence of board approval.</td>
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<tr>
<td>✓ Organizational charts as follows. Provide sufficient details to assess organizational capacity:</td>
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<tr>
<td>1. Organization-wide including all administration, departments and programs, include proposed program.</td>
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<td>2. Administration include all staffing</td>
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<td>3. Proposed Program</td>
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<tr>
<td>4. Collaborative</td>
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<tr>
<td>✓ Other Documents: Including other applicable business licenses or certifications (e.g. Childcare license, Annual Report, DBA Fictitious Business Name, if applicable)</td>
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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 contract 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

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<th>Agoura Hills</th>
<th>El Segundo</th>
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<td>El Monte</td>
<td>Monterey Park</td>
<td>Whittier</td>
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Exhibit II

Housing First in Permanent Supportive Housing Brief:

Applicant: Los Angeles Homeless Services Authority CA-600-CoC

Project: FY 2016 CoC Application

06. CoCs Governance Charter


2. Page 4-31: LAHSA Commission Governance
   - Page 5: LAHSA Standing Committees Roster
   - Page 6: Code of Ethics/Conflict of Interest Statement
   - Page 7-16: LAHSA Bylaws
   - Page 17-31: Joint Exercise of Powers Agreement


4. Page 36: Ad hoc COC Governance Committee

5. Page 37-41: HMIS Governance Charter
   - Page 39-40: Roles and Responsibilities

   - Page 43-48: Memorandum of Understanding
Applicant: Los Angeles Homeless Services Authority CA-600-CoC

Project: FY 2016 CoC Application

06. CoCs Governance
Los Angeles Continuum of Care Planning & Decision Structure

CoC Deciding Body

LAHSA Board of Commissioners

Advisory Board to the Commission

Coordinating Council

LAHSA Staff

Recommendations and Staff Support

SPA 1 Regional Planning Groups
- Antelope Valley Homeless Coalition
- San Fernando Valley Providers Collaborative
- SFV Homeless Coalition
- Pomona Continuum of Care Coalition

SPA 2 Regional Planning Groups
- San Gabriel Valley Council of Governments
- SGV Consortium on Homeless
- Hollywood 4WRD
- ELA/Boyle Heights Coordinating Council

SPA 3 Regional Planning Groups
- Los Angeles Central Providers Collaborative
- Westside Council of Governments

SPA 4 Regional Planning Groups
- Westside Shelter and Hunger Coalition

SPA 5 Regional Planning Groups
- United Homeless Healthcare Partners

SPA 6 Regional Planning Groups
- Gateway Cities Council of Governments

SPA 7 Regional Planning Groups
- South SPA 7 Homeless Coalition

SPA 8 Regional Planning Groups
- South Bay Homeless Coalition
- South Bay Cities Council of Governments
LAHSA Governance

LAHSA Board of Commissioners

Executive Committee

Policy & Planning Committee

Finance, Contracts & Grants Management Committee

Personnel Committee

Audit Committee

Peter Lynn, Secretary

Programs & Evaluation Committee
Los Angeles Homeless Services Authority 2016-17 Members & Committees

**CITY MEMBERS**
Nominated by the Mayor of Los Angeles
Confirmed by the City Council

- SHANE GOLDSMITH, VICE CHAIR
- WENDY GRUEL
- KERRY MORRISON
- BOOKER PEARSON
- REV. KELVIN SAULS

**COUNTY MEMBERS**
Nominated and Confirmed by the County Board of Supervisors

- SARAH DUSSEAULT (SD1)
- MICHAEL NEELY, CHAIR (SD2)
- RABBI NOAH FARKAS (SD3)
- OWEN NEWCOMER (SD4)
- LARRY ADAMSON (SD5)

**COMMITTEE ASSIGNMENTS**

**Executive Committee**
Michael Neely, Chair
Shane Goldsmith
Kerry Morrison

**Programs & Evaluation**
Booker Pearson, Chair
Owner Newcomer
Kelvin Sauls
Larry Adamson (Alt)
Noah Farkas (Alt)

**Policy & Planning**
Larry Adamson, Chair
Noah Farkas
Shane Goldsmith
Owen Newcomer (Alt)
Kerry Morrison (Alt)

**Finance, Contracts & Grants Management**
Kerry Morrison, Chair
Sarah Dusseault
Wendy Greuel
Kelvin Sauls (Alt)

**Audit**
Shane Goldsmith, Chair
Larry Adamson
Booker Pearson
Noah Farkas (Alt)

**Personnel**
Owen Newcomer, Chair
Kelvin Sauls, Vice Chair
Kerry Morrison
Michael Neely (Alt)
LAHSA Code of Ethics/Conflict of Interest Statement

1. As an officer and/or employee of the Los Angeles Homeless Services Authority, a Joint Powers Authority established between the City and County of Los Angeles, I agree to abide by the following Code of Ethics:

2. I shall exercise honesty, objectivity and diligence in the performance of my duties and responsibilities and shall maintain in the highest standards of conduct and integrity when conducting LAHSA business.

3. I shall exhibit loyalty in all matters pertaining to the affairs of LAHSA, and the City and the County of Los Angeles. However, I shall not knowingly be a party to any illegal or improper activity.

4. I shall refrain from entering into any activity which may be, or appear to be, in conflict with the interest of LAHSA or which would prejudice or appear to prejudice my ability to objectively carry out my duties and responsibilities. Examples may include:
   - Serving in either a paid or volunteer capacity as a director, partner, employee or representative in any organization that does business with, or receives funds from LAHSA.
   - Being immediately related to any vendor, contractor or consultant paid by LAHSA funds.
   - Have any direct financial interest in any organization that does business with or receives funds from LAHSA. (Ownership of less than .001% of the stock of a corporation is not a direct financial interest).

5. I will abide by applicable federal, state, county and municipal statues, regulations and ordinances concerning conflicts of interest.

6. I shall not accept anything of value from an employee, client, contractor, supplier or business associate of LAHSA which would impair or be presumed to impair my professional judgment.

7. I shall be prudent in the use of information acquired in the course of my duties. I shall not use confidential information for personal gain nor in any manner which would be contrary to law or detrimental to the welfare of LAHSA.

8. When reporting on the results of my work, I shall include all material facts known to me which, if not revealed, could either distort reports of operations under review or conceal unlawful acts.

9. I shall continually strive for improvement in the proficiency, effectiveness, and quality of my work, and shall ever be mindful of my obligation to maintain high standards of competence.

__________________________  ___________________________  _____________
Signature                  Title                        Date
LOS ANGELES SERVICES AUTHORITY
BYLAWS

I. NAME

The Los Angeles Services Authority shall be known as the Los Angeles Homeless Service Authority ("LAHSA"). As used in these Bylaws, the word "Authority" shall refer to and mean the Los Angeles Homeless Services Authority.

II. LEGAL AUTHORITY

The Authority was established by a Joint Exercise of Powers Agreement ("Agreement") approved by the governing bodies of the City of Los Angeles ("City") and County of Los Angeles ("County") and executed by the Mayor of City and the President of the Board of Supervisors of the County.

The Agreement was authorized by the Joints Powers Authority Act ("the Act") Government Code § 6500, et seq., as a Joint Powers Agreement.

The Authority has the powers common to the City and County to provide homeless programs and other related services. The Authority has the power to do all acts necessary for the exercise of its common powers, including those powers enumerated in the Act and included in the Agreement.

III. DUTIES, PURPOSES AND FUNCTIONS

The Authority was created for the purpose of exercising independent powers, separate and apart from the City and County. The duties of the Authority include coordinating the operation of existing services for the homeless which the City and County presently operate separately and designing, funding and operating (or overseeing the operation of) other homeless services to assist those in the community in need of and eligible for such services.

As established in the Agreement, the Authority may enter contracts; employ agents and employees; acquire, construct, manage, maintain, operate and lease real property; acquire, hold or dispose of property within the County; incur debts or liabilities but, in no event, shall a debt or liability of the Authority constitute a debt or liability of the City or County; receive services from any other person or public or private entity; sue and be sued in its own name but in no event shall the Authority have the power to sue the City or County.
The Authority may also solicit charitable contributions from private sources.

IV. PARTIES

The City and County are the Parties to the Agreement. Each Party has the power to appoint five Commissioners who constitute the ten member governing board of the Authority known as the Commission. The appointees will be referred to herein as "Commissioners." The Agreement allows for the addition of other jurisdictions.

V. COMMISSIONERS

A. Terms

The Authority shall operate on a fiscal year beginning July 1 and ending June 30. All terms shall begin on appointment and coincide with the fiscal year. Terms shall be for three years, except that for the initial term three Commissioners shall serve a one year term, and three Commissioners shall serve a two year term. Commissioners hold membership on the Commission during the term for which appointed and until their successors have been appointed. Any Commissioner may be removed by the appointing party. A vacancy during an unexpired term will continue for the period of the unexpired term.

B. OFFICERS

1. Election and Terms of Officers: The Commission shall elect a Chair and Vice Chair from among the Commissioners in July of each year for one year's service. If a vacancy occurs in the office of Chair or Vice Chair, the Commission shall elect a person from among the Commissioners to fill the unexpired term of the vacant office.

2. Duties of the Officers:

a. The Chair is empowered to sign, when necessary, documents necessary to transact the official business of the Commission.

b. In the absence of the Chair, the Vice Chair shall serve as Chair and exercise all powers of the Chair.
c. In the absence of both the Chair and Vice Chair, the Commission shall elect a Chair pro tempore to exercise the powers and assume the duties of the Chair during the absence.

d. The Chair calls the meeting to order and announces the time of convening.

e. The Chair determines and announces the business of the Commission and the order of matters to be taken up and acted upon.

f. The Chair recommends, for Commission approval, creation and appointment of Committees to assist the Commission in accomplishing its work.

g. The Chair recognizes members of the Commission and other speakers addressing the Commission.

h. The Chair preserves order and decorum and may decide all questions of order, subject to appeal. In cases, in which an appeal is made, the decision of the chair prevails unless overridden by a majority vote (six members) of the Commission.

i. The Chair should not take any action or impart any communication on behalf of or in the name of the Commission unless authorized to do so by a majority vote of the Commission.

VI. COMMITTEES

A. The Commission may create standing committees to address matters of ongoing interest and/or ad hoc committees to address specific matters for a specific time period to assist the Commission in its work.

B. Committees may consist of Commission members and/or non-members to assist the Commission in its work.
C. An executive committee is hereby created which shall consist of the commissioners currently serving as chair and vice-chair of the commission plus the chair or vice-chair of the committee having subject matter jurisdiction over the item to be acted on by the executive committee. The executive committee is authorized to act on behalf of the commission subject to sections vii and viii of these bylaws in the following circumstances: (1) time is of the essence for immediate action to be taken, (2) a quorum of the commission cannot be obtained on a matter of urgent importance to the commission to meet the deadline in a timely fashion, and (3) a diligent but unsuccessful effort has been made to contact all commissioners to call a regular or special meeting of the entire commission.”

VII. MEETINGS

A. Regular Meetings: Regular meetings of the Commission of the Authority shall take place no less than once per quarter. The time, place and frequency of regular meetings shall be established by a majority vote of the Commission.

B. Special Meetings: Special meetings of the Commission may be called upon 24 hours’ notice by the Chair of the Commission or by a majority of the Commissioners. The call for a special meeting shall specify the time and place within the County where the meeting will take place. No other business shall be considered at a special meeting except that for which the meeting was called and which appears on the agenda.

C. Public Meetings: All meetings of the Commission and its standing Committees are subject to the Brown Act, Government Code § 54950, et seq., and shall be open to the public. Written minutes of each meeting shall be taken and shall be public documents. Copies of minutes shall be sent to Commissioners and to the County of Los Angeles (Chief Deputy DCSCS) and to the City of Los Angeles’ (General Manager of CDD). Closed session shall be held only as allowed by the Brown Act.
D. **Meeting Materials:** All materials for Commission members shall be faxed, delivered or mailed first class to members, to be received at least 72 hours prior to the meeting.

The materials shall always include the agenda which was posted in conspicuous places available to the public at least 72 hours before the meeting. The agenda shall be posted at the CDD offices, at City Hall, at the County Hall of Administration, and the offices of the Authority.

E. **Notice of Meetings:** Any interested party who has requested notice in writing shall be notified by the Commission either by telephone, a posted announcement or a mailed agenda.

F. **Roberts’ Rules:** The general procedure of all commission meetings shall be governed by Roberts’ Rules of Order, Revised Edition.

G. **Quorum:** A majority of the Commissioners or six (6) members must be present to constitute a quorum for purposes of convening a meeting and transacting the business of the Authority.

If a quorum is not present when the meeting is scheduled to commence, a majority of the Commissioners present may cancel the meeting, delay its commencement or meet as a Committee of the Commission for the purpose solely of discussion of issues. No proxy or absentee voting is allowed.

H. **Voting:** Each member shall be entitled to one (1) vote upon any question before the Commission, provided that a quorum is then present. Voting upon any question shall be by voice vote or by show of hands of the Commissioners. If a Commissioner abstains on any vote, the abstention shall be reflected in the minutes of the meetings.

I. **Adjournment:** A meeting may be adjourned to a time and place specified in the order of adjournment. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the location where the meeting was held prior to adjournment.

J. **Interruption of Meetings:** If a meeting is interrupted by the willful and disruptive behavior of any individual or group of
persons so as to render orderly conduct of the meeting unfeasible, the chair may order removal of the disorderly persons or may order the meeting room cleared and may continue the meeting after order is restored.

K. **Changed Location of Meetings:** The Commission may meet at locations within the County other than its regular meeting place if doing so would assist the Commission in performing its duties and it is otherwise in the Authority’s best interest.

L. **Meeting Cancellation:** A notice of cancellation of a regular meeting shall be given to Commissioners by phone, fax or first class mail and posted in a location open and accessible to the public at least 24 hours before the meeting was scheduled to commence.

M. **Public Comment:** On any matter included in the agenda for action by the Commission, members of the public shall be allowed to address the Commission before action is taken. On any matter not listed on the agenda, but within the jurisdiction of the Commission, members of the public may address the Commission during public comment period.

The Chair may limit the time allowed for comment from members of the public before action is taken on an agenda item to a period of up to 10 (ten) minutes per agenda item and (2) two minutes per speaker. These limits may be waived by the Chair or by a vote of six Commissioners.

VIII. **AGENDAS**

A. **Legal Requirements:** The Brown Act requires that the agenda for each meeting must be posted in places accessible to the public at least 72 hours prior to the meeting and that action may be taken only on posted agenda items. Action may be taken on non-posted items as an exception only in the following instances:

1. Matters where the need to act arises after the deadline for posting the agenda and for which all Commissioners present or two-thirds (seven members) of the entire body have made such a determination; and/or
2. Emergency situations which arise when there is a threat of severe impairment to the Public Health and Safety.

Matters which are not on the posted agenda and which do not fall within one of the above exceptions may not be acted upon. Such matters may, however, be placed upon the posted agenda of a future meeting for possible action.

B. Agenda Format:

Each agenda shall include the type of meeting (regular or special), date, time and place of the meeting, items to be considered with a brief general description of the item of business to be considered.

1. Standing Reports:
   
a. Report of the Executive Director, on items of interest to the Commission.

b. Report of the Chair of the Commission on items of interest to the Commission.

c. Report of the Secretary on items of interest to the Commission.

d. Report of the City and County staff on items of interest to the Commission.

e. Committee Reports on items of interest to the Commission.

2. Old Business: If an agenda item is not covered sufficiently during the allotted time, it may be scheduled under Old Business at a designated future meeting.

3. New Business: If a new item of business requires the attention of the Commission and does not fall within any of the standing reports, it may be scheduled under new business.
4. **Public Comment:** Each agenda shall include an item for any member of the public to comment on any matter within the jurisdiction of the Commission.

IX. **ATTENDANCE**

Members may be subject to removal from the Commission after having four (4) absences (excused or unexcused) within any twelve (12) month period. After four such absences, the appointing authority (City Council or Board of Supervisors) shall be notified that an appointment needs to be made to fill a vacancy.

X. **CONFLICTS OF INTEREST**

Commissioners are subject to the conflict of interest laws of the State of California and have adopted a Conflict of Interest Code as required by state law, which code is incorporated herein by this reference. If any member of the Commission believes he or she may have a conflict of interest on a matter, he or she must seek advice of the City Attorney or County Counsel before voting on such matter. No Commissioner shall vote or participate in any deliberation or a matter for which he or she has a conflict of interest.

XI. **STAFF**

The Executive Director is appointed by and serves at the pleasure of the Commission. The Executive Director shall be responsible for all the administrative, personnel, clerical and such other duties as may be necessary to assist the Commission in its work.

XII. **MAINTENANCE OF RECORDS**

Files containing Commission minutes, correspondence, tapes and records shall be maintained by the Staff in the Commission office. All documents, correspondences, minutes and records are made available to Commissioners and members of the public. These documents are public records.

Tapes of the Commission meetings shall not be removed from the Commission Office except upon subpoena by a body with power to issue such subpoena. Printed minutes are the official record of any meeting of the Commission and are kept in the care of the Commission.
staff indefinitely. Tape recordings of Commission meetings are kept in the care of the Commission staff for a period of six months.

XIII. Amendments

These Bylaws may be amended by a two-thirds (2/3) vote of seven Commissioners present at any regular meeting of the Commission if notice of intention to amend the Bylaws, setting for the proposed amendment, has been sent to each member of the Commission not less than five (5) days in advance of the date set for consideration of amendments. Whenever an amendment is approved, it shall be added to these Bylaws in printed form.

Adopted: March 10, 1994

Amended: October 22, 1998
Joint Exercise of Powers Agreement
JOINT EXERCISE OF POWERS AGREEMENT
BETWEEN
COUNTY OF LOS ANGELES, CITY OF LOS ANGELES
CONTINUING THE LOS ANGELES HOMELESS SERVICES AUTHORITY

THIS AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT ("AGREEMENT"), is made this __ day of __, 2001, by and between the County of Los Angeles, a body corporate and politic and political subdivision of the State of California (the "County"), and the City of Los Angeles, a municipal corporation of the State of California (the "City").

WITNESSETH:

WHEREAS, the parties did, as of the seventeenth day of December, 1993, make an agreement known as the Joint Exercise Of Powers Agreement Between County Of Los Angeles, City of Los Angeles, Creating An Agency To Be Known As The Los Angeles Services Authority (the "Initial Agreement", and

WHEREAS, the parties amended the Initial Agreement as of the twenty-eighth day of April, 1994, to change the name of the Agency to The Los Angeles Homeless Services Authority; and

WHEREAS, the term of the Initial Agreement was for an initial five year period, which could be extended year to year until terminated by either party; and

WHEREAS, the parties desire to extend the Initial Agreement on an indefinite basis until terminated by either party, and also desire that the Initial Agreement, as amended, be updated and revised and (for purposes of convenience) restated in certain respects;

NOW, THEREFORE, IT IS AGREED that the Initial Agreement (as heretofore amended) is amended and restated to read in its entirety as follows:

Section 1. Purpose

This Amended and Restated Joint Exercise of Powers Agreement (hereinafter "Agreement") is made pursuant to the provisions of Article 1.
continuing the Los Angeles Homeless Services Authority (hereinafter “the Authority”), by extending the term of the Initial Agreement indefinitely until terminated by the Parties, to expand options for designation of the Treasurer and Controller of the Authority, and to update, revise, and (for purposes of convenience) restate the Initial Agreement as provided herein. The Authority shall be a public entity separate and apart from the entities of the parties to this Agreement, which is capable of exercising independent powers, separate and apart from the entities of the parties to this Agreement, to coordinate the operation of existing services for the homeless which the parties operated separately prior to forming the Initial Agreement, and to design, fund and operate other homeless and related social services to assist those in the community who are eligible for those services. County and City each possess the powers necessary to implement and accomplish this Agreement. The purpose of this Agreement shall be accomplished and common powers exercised in the manner set forth in the Agreement. Nothing contained in this Agreement shall preclude City or County from establishing, maintaining or providing social programs or services to its residents as it deems proper and necessary.

Section 2. Term

The initial five year term of this Agreement is extended on an indefinite basis until terminated by either or both Parties, as provided herein. At least every five years from the date this Agreement is executed, or at such earlier time or times as the Board of Commissioners of the Authority (herein “the Commissioners”) deem appropriate, the Commissioners may review the continued viability of the Authority to carry out its intended purposes.

Section 3. Termination and Amendments.

(a) No termination or amendment shall be made which is contrary to any contract and/or grant agreement entered into by the Authority with the United States of America, or with the State of California, or any department, administration or agency of either, if such contract or grant agreement was previously approved by the County or City.

(b) Subject to the provisions of subsection (a), the Parties may terminate or amend this Agreement as follows:

(1) This Agreement may be amended on 30 days’ written notice pursuant to Section 12 hereof, and approval by the Parties

(2) Either Party may terminate its participation in this Agreement by giving written notice, pursuant to Section 12 hereof, no later than 180 days prior to the effective date of termination. In the event the Agreement is
terminated, any property acquired by the Authority as a result of the Agreement, including but not limited to money, shall be divided and distributed to the Parties in proportion to the contributions made by or attributed to the Parties respecting the property to be distributed unless otherwise required by law or by a franchise, license, permit, contract or other prior action of the Authority.

(c) No addition to, or alteration of, the terms of this Agreement, whether by written or oral understanding of the parties, their officers, employees or agents, shall be valid or effective unless made in the form of a written amendment which is formally adopted and executed by the Parties in the same manner as this Agreement.

(d) Additional separate political entities may become associated parties to this Agreement (the "associated parties") on such terms and conditions as the Parties may require, provided that the County and City consent and formal action approving such association is taken by the associated party's governing body. Associated parties shall have all the rights of the Parties hereto, except the right to terminate or amend this Agreement.

Section 4. The Authority.

(a) Creation of Authority.

Pursuant to the Act, there is hereby created a new, public entity, separate and apart from the Parties, to be known as the "Los Angeles Homeless Services Authority." The debts, liabilities and obligations of the Authority do not constitute debts, liabilities, or obligations of the Parties, or either of them, or of any associated party.

(b) Powers and Duties of the Authority.

The Authority shall have the powers common to the Parties to this Agreement to provide homeless programs and services and other related social services to assist those persons in the community who are eligible to receive those services. The Authority shall undertake such acts in furtherance of the programs and goals of County and City under this Agreement. The Authority is hereby authorized to do all acts necessary for the exercise of said common powers, including, but not limited to, any or all of the following: to make and enter into contracts; to employ agents, servants and employees; to acquire, construct, manage, maintain, operate and lease buildings, works or improvements; to acquire, hold or dispose of property within the County; to incur debts, liabilities or obligations, which shall not constitute debts, liabilities or obligations of any Party to this Agreement; to receive services and other forms of assistance from persons, firms, corporations and any governmental entity; and to sue and be sued in its
own name, except that in no event shall the Authority have the power to sue the Parties to this Agreement. The Authority may also solicit charitable contributions from private sources. Said powers shall be exercised in the manner provided in said Act and, except as expressly set forth herein, subject only to such restrictions upon the manner of exercising such powers as are imposed upon the City and County in the exercise of similar powers. The powers herein delegated to the Authority shall be exercised in accordance with the mode, manner and procedures of the City.

(c). The Commission.

(1). Appointees

The Authority shall be governed by a Commission composed of ten (10) members. Five (5) Commissioners shall be appointed by the County Board of Supervisors ("Board"), and five (5) Commissioners shall be appointed by the Mayor and confirmed by the City Council ("Council"); provided however that if any of the City's appointees are members of the City Council, that appointment shall be concurred in only by the President of the Council. Of the five (5) City appointees, one member shall be appointed to represent the business interests in the downtown area. The Parties find and declare that the City downtown business appointee is intended to represent and further the interest of downtown businesses and that such representation and furtherance will ultimately serve the public interest and constitutes the public generally within the meaning of Government Code Section 87103. Commissioners shall serve at the pleasure of their respective appointing powers and may include at least one (1) elected official from each appointing power, which official may designate a representative to serve on his or her behalf.

(2). Terms

All terms shall begin on appointment and shall be for three years, unless extended by the appointing powers.

(3). Successors and Vacancies.

Each Commissioner shall hold membership on the Commission during the term for which the Commissioner was appointed and until the Commissioner’s successor is appointed, except that any Commissioner may be removed by the appointing party. In the case of a vacancy in membership on the Commission, the same shall be promptly filled by appointment thereto by the same party that made the original appointment. An appointment to fill a vacancy
occurring during an unexpired term shall be for the period of the unexpired term. The composition of the Commission may be amended from time to time by County and City to accommodate associated parties pursuant to Section 3(d) hereof.

(d) Regular Meetings

The Commission shall provide for its regular, adjourned regular, and special meetings; provided, however, that it shall hold at least one regular meeting in each month of the year unless there is an unforeseen emergency or a quorum cannot be present, and such further meetings as may be necessary to conduct the business of the Authority. The dates upon which and the hour and place at which any regular meeting shall be held shall be fixed by resolution and a copy of such resolution shall be filed with County and City. At least seventy two hours prior to each Commission meeting, notice of said meeting shall be sent to each of the Parties.

(1) Ralph M. Brown Act.

The Commission shall adopt rules for conducting its meetings and other business. All meetings of the Commission, including without limitation regular, adjourned regular and special meetings, shall be called, noticed, held and conducted in accordance with the provisions of applicable state law, including the Ralph M. Brown Act (commencing with Section 54950 of the California Government Code.)

(2) Minutes.

The Commission shall keep minutes of all regular, adjourned regular and special meetings, and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each Commissioner and to the Parties and associated parties, according to the provisions of Section 12 hereof.

(3) Quorum.

A majority vote of the total membership of the Commission, not counting unfilled seats, shall be necessary for the transaction of business or for the approval of any matter, except for adjournment of a meeting which shall only require a majority vote of those present. Each member shall have one vote. No proxy or absentee voting shall be permitted.

(e) Officers

The Commission shall elect a chairperson and a vice chairperson from among its members at the first meeting held in each fiscal year.
In the event that the chairperson or vice chairperson so elected ceases to be a Commissioner, the resulting vacancy shall be filled at the next regular meeting of the Commission held after such vacancy occurs or at a special meeting called for that purpose. In the absence or inability of the chairperson to act, the vice chairperson shall act as chairperson. The chairperson, or in the chairperson's absence, the vice chairperson, shall preside at and conduct all Commission meetings.

(f) **Attorney**

The County Counsel and the City Attorney shall be and act as Attorney for the Authority. In the event both are precluded from acting because of a conflict of interest or other legal impediment, the Commission may employ independent counsel with the consent of the County and City, and provided funds are available in the Authority's budget and are appropriated by the Authority for such purpose.

(g) **Advisory Board**

The Authority may establish an Advisory Board (hereinafter "the Advisory Board") whose membership shall be determined by the Commission. The Advisory Board may adopt by-laws which shall be subject to the Commission's approval. The role of the Advisory Board is to advise the Commission on matters related to policy and planning for any of the purposes for which the Authority was formed. As such, the Advisory Board is charged with the following responsibilities: to provide legislative updates and public policy reviews to the Commission, to advise the Commission regarding standards and programs, to facilitate collaboration and communication between agencies serving the homeless, and to make recommendations to the Commission regarding homeless policies, programs and services. In carrying out these responsibilities, any such recommendations are advisory.

(h) **Budget**

The Commission shall annually, on or before the first day of February of each year, submit a proposed budget to the Parties. The proposed budget shall show each of the purposes for which the Authority will need money and the estimated amount of money that will be needed for each such purpose for the ensuing fiscal year. Each Party shall review the proposed budget and may make recommendations to the Commission for its final adoption.
Section 5. **Personnel**

The Authority may employ an Executive Director, Chief Financial Officer, and such other officers or employees as the Authority may deem necessary to carry out any of its powers, upon such terms and conditions as the Authority may require, including the retaining of professional and technical assistance, provided that adequate funds are available in the Authority’s budget and are appropriated by the Authority therefor. The Authority may fix and pay the compensation of its officers and employees. The officers and employees of the Authority shall not be deemed to be officers or employees of the City or County.

Section 6. **Executive Director**

The Executive Director shall act as the general manager of the Authority to direct the day-to-day operations of the Authority. The Executive Director shall not concurrently be an employee of any of the parties or associated parties to this Agreement. The Executive Director shall serve at the will of the Commission and be subject to its policies, rules, regulations and instructions. The Executive Director shall have the powers delegated and assigned by the Commission.

Section 7. **Treasurer and Auditor/Controller**

Subject to the restrictions contained in Sections 6505.6 of the California Government Code, the Authority may appoint its Chief Financial Officer to be the Authority’s Treasurer and/or Auditor/Controller. If so appointed, the Chief Financial Officer shall comply with the duties and responsibilities of the office or offices as set forthwith in subdivisions (a) to (d) inclusive, of Section 6505.5.

Until such time as the Chief Financial Officer is appointed as the Authority’s Treasurer and/or Auditor/Controller, and the funds of the Authority in County accounts are transferred to the Authority, the Auditor-Controller and Treasurer of the County will continue in their capacities to assume these responsibilities.

Section 8. **Accounts and Reports**

The books and records of the Authority in the hands of the Chief Financial Officer shall be open to inspection at all reasonable times by representatives of County and City. The Chief Financial Officer shall make a complete written report of all the Authority’s Financial activities for each fiscal year within 180 days after the fiscal year closes, and shall provide such report to
County and City. City and/or County may conduct an independent financial and management report at its own expense.

Once the Authority appoints the Chief Financial Officer to be the Authority's Treasurer and/or Auditor-Controller and the funds of the Authority in County accounts are transferred to the Authority, the County Auditor-Controller shall conduct a quarterly financial review of the Authority's accounts and records during the succeeding twelve months and a semi-annual review during the second and third year. Such reports of these reviews shall be filed with the County and City.

The Chief Financial Officer shall cause an annual independent audit of the accounts and records of the Authority and records to be made by a certified public accountant or firm of certified public accountants in accordance with Government Code Section 6505. Such audits shall be filed with County and City and shall be made available to the public.

Section 9. Funds.

In the event the Authority designates its Chief Financial officer to fill the functions of Treasurer and/or Auditor/Controller, the Chief Financial Officer shall:

(a) Establish and maintain such funds and accounts as may be required by standard accounting practice or by any provisions of any resolution of the Authority, including a separate account for receipt and disbursement of contributions from any source.

(b) Receive and receipt for all money of the Authority and place it in the proper account with the treasury of the Authority.

(c) Be responsible, upon his or her official bond, for the safekeeping and disbursement of all Authority funds so held by him or her.

(d) Be responsible for the deposit of all money belonging to or in the custody of the Authority, as referred by California Government Code Section 53635.

(e) Be responsible for the investment of surplus funds of the Authority not required for the immediate needs of the Authority, in accordance with the investment policy adopted annually by the Commission of the Authority and then in effect and Government Code Section 53601 and 53635.
(f) Pay, when due, out of money of the Authority held by him or her, all sums payable on outstanding bonds of the Authority (if any).

(g) Pay any other sums due from the Authority, or any portion thereof, as determined by the Commission and then in effect.

Section 10. **Assistance To Authority.**

The Parties, except as prohibited by law and this Agreement, may at any time make contributions from their treasuries or other sources to the Authority for the purposes set forth herein, may make advances of public funds for such purposes, and may use their personnel, equipment or property in lieu of other contributions or advances. Such sums shall be paid to and disbursed by the Authority. The method and manner of such payment, disbursement and possible repayment shall be determined by the Commission.

Section 11. **Contributions By The Parties.**

(a). **Annual Contributions.**

Each Party agrees to cooperate with the Authority to determine which program services and program and administrative funds will be made available to the Authority in each fiscal year. In order to further the purposes set forth in this Agreement for each fiscal year that this Agreement is in effect, each Party shall contribute to the Authority as follows:

1) **Program Funds**

The full amount of the Emergency Shelter Grant (ESG) program funds as allocated to the City and County annually by the U.S. Department of Housing and Urban Development, or any successor grant program funds serving essentially the same purposes. Either Party may contribute additional program funds as deemed appropriate for the construction and/or operation of homeless facilities and programs.

2) **Administrative Funds**

Each Party shall contribute funds annually towards the Authority's administrative overhead to administer homeless programs in the City and County under the Supportive Housing Program, Emergency Services Grant Program, Los Angeles Homeless Initiative Program, and Emergency Food and Shelter Program grants. Annual Contributions by each Party shall initially be determined by establishing an administrative overhead base for Fiscal Year 2000-2001 as set forth in subsections (a) and (b) below. The Authority may request
adjustments to each Party’s administrative overhead base in subsequent budget years in accordance with subsection (c).

a) The County of Los Angeles shall contribute up to $912,000 for Fiscal Year 2000-2001. This contribution will include $556,000 from the General Fund with up to $40,000 allocated for the provision of legal counsel to the Authority, and the amount of ESG administrative funds allocated to the County by HUD. The balance and source of funds will be determined by the County.

b) The City of Los Angeles shall contribute up to $1,166,570 for Fiscal Year 2000-2001. The contribution will include the amount of ESG administrative funds allocated to the City by HUD.

c) At its discretion, either Party may contribute additional administrative funds to the Authority as deemed appropriate. The Authority may also request either Party to contribute additional administrative funds annually by submitting a proposed budget to each Party in accordance with Section 4 (h) of the Agreement. The proposed budget shall show each of the purposes for the additional administrative funds and estimated amount for each purpose. Each Party shall review the proposed budget and present final funding recommendations for adoption by the governing body of each Party. The annual approved budget by each Party shall constitute the combined approved budget of the Authority for the ensuing fiscal year.

(b). Unavailability of Grant Funds for Homeless Programs

In the event that grant funds for homeless programs or services are no longer available to either Party, this contribution obligation shall cease. In the event this obligation ceases, either Party may exercise its right to withdraw or terminate pursuant to Section 3 hereof.

(c). Use of Contributed Funds

The contribution of the City shall be used to fund services only within the City. The contribution of the County may be used to fund services within both the City and Countywide, consistent with grant restrictions. The Authority shall comply with all Federal statutory and legal requirements in respect to all Federal grant funds contributed by each party.

The intent of the Parties is that the homeless be served in any location in the County where service is available. The County agrees, insofar as programs administered by the Authority are concerned, not to unilaterally reduce its level of effort in the City relative to its efforts elsewhere in the County. In
addition, the Authority shall ensure that homeless needs identified in urban County areas are given due consideration for funding based upon the needs and priorities established in the Consolidated Planning process.

Section 12. Notices

Notices required or permitted hereunder shall be sufficiently given if made in writing and delivered either personally or by registered or certified mail, postage prepaid, to the persons and entities listed herein at the following addresses, or to such other address as may be designated to the Authority for formal notice:

(a) Los Angeles Homeless Services Authority:
   Executive Director,
   Los Angeles Homeless Services Authority
   548 South Spring Street, Suite 400
   Los Angeles, California 90013

(b) County of Los Angeles:
   Director,
   Los Angeles County Department of Community And Senior Services
   3175 West Sixth Street
   Los Angeles, California 90020

(c) City of Los Angeles:
   General Manager,
   City of Los Angeles Community Development Department
   215 West Sixth Street
   Los Angeles, California 90014

Section 13. Other Obligations.

The responsibilities and obligations of each Party to this Agreement shall be solely as provided in this Agreement, or as may be provided in supplemental agreements or amendments executed by the Parties.
Section 14. **Severability**

Should any part, term, portion or provision of this Agreement, or the application thereof to any person or circumstance, be held to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, it shall be deemed severable, and the remainder of this Agreement or the application thereof to other persons or circumstances shall continue to constitute the agreement the Parties intended to enter into in the first instance.

Section 15. **Miscellaneous.**

(a). **Section Headings.**

The section headings herein are for convenience only and are not to be construed as modifying or governing or in any manner affecting the scope, meaning or intent of the provisions or language of this Agreement.

(b). **Laws Of California.**

This Agreement is made in the State of California under the Constitution and laws of such State, and shall be construed and enforced in accordance with the laws of California.

(c). **Fiscal Year.**

For the purposes of this Agreement, the “fiscal year” shall mean the period from July 1 of each year to and including the following June 30.

(d). **Consent Not Unreasonably Withheld.**

Whenever in this Agreement any consent or approval is required the same shall not be unreasonably withheld.

Section 16. **Successors.**

This Agreement shall be binding upon and shall inure to the benefit of the successors of the Parties hereto.
(c) **Fiscal Year.**

For the purposes of this Agreement, the "fiscal year" shall mean the period from July 1 of each year to and including the following June 30.

(d) **Consent Not Unreasonably Withheld.**

Whenever in this Agreement any consent or approval is required the same shall not be unreasonably withheld.

Section 16 **Successors.**

This Agreement shall be binding upon and shall inure to the benefit of the successors of the Parties hereto.
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers hereunto duly authorized, their official seals to be hereto affixed as of the date first herein above written.

DATE: FEB 23 2001  COUNTY OF LOS ANGELES
ATTEST: VIOLET VARONA-LUKENS  BY: Mike Antonovich
EXECUTIVE OFFICER  Mayor of the Board
CLERK OF THE BOARD OF SUPERVISORS
By: Clerk of the Board
CITY OF LOS ANGELES
ADOPTED
BOARD OF SUPERVISORS
22  FEB 13 2001
COUNTY OF LOS ANGELES
VIOLET VARONA-LUKENS  VIOLET VARONA-LUKENS
EXECUTIVE OFFICER

******

DATE: 2-23-01  CITY OF LOS ANGELES
ATTEST:  By: Allison Kaurasalei
By: City clerk  General Manager, Community Development Department

APPROVED AS TO FORM:

JAMES K. HAHN,  JAMES K. HAHN,
City Attorney  City Attorney
By:  
Senior Assistant City Attorney
Coordinating Council Governance Charter & Structure

The Los Angeles Homeless Continuum of Care Coordinating Council Charter

Background

The Los Angeles Homeless Continuum of Care (LA CoC) Coordinating Council was established in 2009 by the Los Angeles Homeless Services Authority (LAHSA) to enhance and empower local community participation in the grant process for McKinney Vento Homeless Assistance Act funding throughout the Los Angeles CoC. Prior to the establishment of the Coordinating Council, the McKinney Vento award process was overseen by Housing Authorities and LAHSA with limited community participation and input.

Governance

The Council is comprised of fourteen members and fourteen alternates, including ten members elected by the Service Planning Areas (SPA) and sub-SPA regions and four members representing homeless subpopulations who are elected by the SPA and sub-SPA members.

<table>
<thead>
<tr>
<th>Table 1: Coordinating Council Membership</th>
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<tbody>
<tr>
<td>SPA 1</td>
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<td>SPA 2</td>
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<tr>
<td>SPA 3</td>
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<tr>
<td>SPA 4 – Hollywood</td>
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<tr>
<td>SPA 4 – East LA</td>
</tr>
<tr>
<td>SPA 4 – Skid Row</td>
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<tr>
<td>SPA 5</td>
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<tr>
<td>SPA 6</td>
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<tr>
<td>SPA 7</td>
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<td>SPA 8</td>
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<tr>
<td>Homeless – Families/youth</td>
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<td>Homeless – Domestic Violence</td>
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<tr>
<td>Homeless – Chronic</td>
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<tr>
<td>Homeless - Veterans</td>
</tr>
<tr>
<td>ESG Recipient</td>
</tr>
</tbody>
</table>

SPA representatives are first elected as alternates to Coordinating Council. Elections occur at the SPA meetings that take place during the first quarter of every year. Alternates should attend monthly and special Coordinating Council meetings and are encouraged to participate in discussion, but do not have voting authority. Once an alternate has served three quarters they automatically become the member for that region beginning the January 1st following their election. Members serve one year on the Coordinating Council and then are replaced by the alternate behind them, thus creating a consistent rotation of leadership.
<table>
<thead>
<tr>
<th>Year</th>
<th>Election Details</th>
<th>Voting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>Member A represents SPA on Coordinating Council</td>
<td>First quarter Alternate B elected and serves as alternate on the Coordinating Council</td>
</tr>
<tr>
<td>2016</td>
<td>Alternate B becomes SPA Member B representing SPA on Coordinating Council</td>
<td>First quarter Alternate C elected and serves as alternate on the Coordinating Council</td>
</tr>
<tr>
<td>2017</td>
<td>Alternate C becomes SPA Member C representing SPA on Coordinating Council</td>
<td>First quarter Alternate D elected and serves as alternate on the Coordinating Council</td>
</tr>
</tbody>
</table>

*Process continues in the same manner*

The Coordinating Council does not have term limits. A member must be replaced by the alternate behind them, but there is no prohibition on that member running for the incoming alternate position. Alternates may be asked by the member to assume voting authority for an agenda item if the member has a conflict of interest. Once the item related to the conflict of interest has been voted on the member thus resumes voting authority.

Special elections are held to fill vacancies as they occur.

Four of the fourteen members are individuals who are currently or have in the past experienced homelessness. These four seats are elected based on achieving representation of homeless sub-populations. These four seats are:

1. Homeless – Families and Youth;
2. Homeless – Domestic Violence;
3. Homeless – Chronic, and

Applicants for these seats submit applications explaining their qualifications to represent these sub-populations. Applications are vetted and finalists are interviewed by a subcommittee of the Coordinating Council who recommends the appointments to these seats. The recommendations are then voted on by the full Coordinating Council.

During the first meeting of the year the Coordinating Council elects one member to serve as chair of the Council. The Council is staffed by the LAHSA Policy & Planning and Programs Departments and the Coordinating Council chair works with staff to set meeting agendas and facilitate the Coordinating Council meetings.

**Job Description**

While Coordinating Council members and alternates are elected from various geographic areas and often represent experience with different program types it is their job to represent the Continuum as a whole. This includes voting based on what is best for all parts of Los Angeles County, what programs are going to have the greatest impact on reducing homelessness in Los Angeles County, and creating the most competitive NOFA application possible based on HUD’s stated priorities and guidance.
Originally, the Coordinating Council was responsible for the scoring of all new project proposals and developed project ranking directly. However, the time requirements and training needed to conduct the reviews was determined to be too onerous for Council members. To address this issue, LAHSA has convened a team of community stakeholders specializing in permanent supportive housing and rapid re-housing to score project applicants. The scores are then presented to the Coordinating Council for final review. Each new project submitted for consideration is discussed and vetted by the Coordinating Council. The Coordinating Council will either adopt or adjust the scoring team’s recommendations to reflect Continuum of Care goals and objectives. The Coordinating Council is also responsible for setting funding priorities for renewal projects. The final recommendations are presented to the LAHSA Commission for consideration and approval.

The Coordinating Council’s primary functions include the following:

- Attend SPA and sub-SPA level quarterly meetings to report on Coordinating Council priorities and actions, as well as understand SPA and sub-SPA level opportunities and challenges
- Review and advise the LAHSA Commission on the ranking and recommendations for new and renewal project awards submitted for funding consideration in the annual HUD Homeless Super NOFA competition in the LA Continuum of Care
- Represent the Continuum of Care in its entirety to ensure that the most effective, efficient and fundable projects are submitted with the annual Super NOFA Homeless Assistance application to HUD
- Advise LAHSA and its Commission on Continuum of Care priorities and needs
- Review funding principles annually
- Serve as a liaison between LAHSA and the local community
- Contribute to the development and implementation of community planning processes

Coordinating Council members and alternates must be available to attend monthly Coordinating Council meetings and should anticipate **5 to 10 hours per month of work** reviewing or drafting documents and/or participating in subcommittees or special Coordinating Council meetings outside of regular meetings. Coordinating Council members and alternates are highly encouraged to attend meetings in person versus over the phone. Coordinating Council meetings take place the second Wednesday of every month from 2:00pm to 4:00pm at LAHSA in downtown Los Angeles.

Per HEARTH Act regulations, LAHSA is in the process of further refining the roles and responsibilities of the Coordinating Council in relation to the LAHSA Commission. As such, the role of the Coordinating Council is expected to further evolve and change over the next year.

This Charter was approved in March of 2014 and will be reviewed in January 2017.

LAHSA maintains a separate HMIS Governance Charter which is reviewed and approved by the Coordinating Council and the LAHSA Commission on an annual basis.
## Coordinating Council Committee Members and Alternates

<table>
<thead>
<tr>
<th>Service Planning Area (SPA)/Region</th>
<th>Primary</th>
<th>Alternate</th>
</tr>
</thead>
</table>
| SPA 1  
Antelope Valley                  | Patti Rivetti  
Homeless Solutions Access Center | Diane Grooms  
Valley Oasis |
| SPA 2  
San Fernando Valley            | Kris Freed  
Los Angeles Family Housing | Bonnie Roth  
SFV Community Mental Health Center |
| SPA 3  
San Gabriel Valley             | Jan Cicco  
City of Pomona | Lisa Cooper  
Volunteers of America of Los Angeles |
| SPA 4  
Metro West (Hollywood)         | Antquan Washington  
Broken Hearts Ministry | Jesus Siordia  
Covenant House |
| SPA 4  
Metro East (Central/Skid Row)   | Herb Smith, Co-Chair  
Los Angeles Mission | Hazel Lopez  
LAMP Community |
| SPA 5  
West Los Angeles               | Va Lecia Adams  
St. Joseph Center | Christine Mirsay-Glasco  
Upward Bound House |
| SPA 6  
South Los Angeles              | Veronica Lewis, Chair  
Special Service for Groups-HOPICS | Kirk Tyler  
Weingart Center for the Homeless |
| SPA 7  
East Los Angeles               | Steve Lytle  
The Salvation Army | Vanessa Sedano  
The Whole Child |
| SPA 8  
South Bay/Harbor               | Tahia Hayslet  
Harbor Interfaith Services | Elizabeth Eastlund  
Rainbow Services |
Ad Hoc Committee on Governance

<table>
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<tr>
<th>Ad Hoc Committee on Governance Membership</th>
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<tr>
<td>Larry Adamson</td>
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<tr>
<td>Noah Farkas</td>
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<tr>
<td>Kerry Morrison</td>
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<tr>
<td>Herb Smith</td>
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<tr>
<td>Va LeCia Adams</td>
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<tr>
<td>Veronica Lewis</td>
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<tr>
<td>Alisa Orduna</td>
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<tr>
<td>Phil Ansel</td>
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<tr>
<td>Christine Margiotta</td>
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<td>Carlos Van Natter</td>
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<td>Peter Lynn (Ex-Officio)</td>
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</tbody>
</table>

In the Spring of 2015, the LAHSA Commission established an Ad Hoc Committee on CoC Governance to review federal CoC governance requirements and recommend potential changes to the Los Angeles CoC governance required by the CoC Program interim rule per the McKinney-Vento Homeless Assistance Act as amended by the HEARTH Act of 2009.

The Ad Hoc Committee members considered the existing CoC governance entities such as the LAHSA Commission, the Coordinating Council, existing strategic planning initiatives such as United Way of Greater Los Angeles/Chamber of Commerce Business Leaders Taskforce Home for Good and the strategic initiatives adopted by the City of Los Angeles and County of Los Angeles calling for the formation of a Regional Homeless Advisory Council (RHAC).

On May 27, 2016, the LAHSA Commission adopted the recommendations of the Ad Hoc Committee on Governance and directed LAHSA staff to convene the RHAC to serve as the CoC membership. The Commission further directed staff to work with the RHAC to establish a CoC governance board compliant with HUD’s CoC governance requirements.

The RHAC is scheduled to hold its first meeting in December 2016. The RHAC will then guide the process of creating a HEARTH Compliant CoC governance board for CoC decisions that will be in place by Spring of 2017.
HMIS Governance Charter Roles and Responsibility
Los Angeles/Orange County
Homeless Management Information System (LA/OC HMIS)

As of 10/30/2015
Introduction

Purpose
The purpose of this governance charter is to outline the primary responsibilities and delegated authority of the HMIS Lead for the management of the LA/OC Homeless Management Information System (LA/OC HMIS).

1.2 Background
The Los Angeles Continuum of Care (CoC) operates the LA/OC HMIS, a HUD-mandated information technology system, designed to capture client-level information over time, on the characteristics and service needs of homeless persons. Client data is maintained on a central server, which will contain all client information in an encrypted state. HMIS integrates data from all homeless service providers and organizations in the community and captures basic descriptive information on every person served. Participation in the LA/OC HMIS allows organizations to share information with other Contributing HMIS Organizations (CHO) to create a more coordinated and effective delivery system.

The LA/OC HMIS is the secured electronic database for the Los Angeles and Orange Counties and is a valuable resource for local communities. The LA/OC HMIS Collaborative consists of four separate continuums of care (CoC): Los Angeles City and County; Santa Ana/Anaheim/Orange County; Glendale; and Pasadena.

The goal of the LA/OC HMIS Collaborative is to provide a comprehensive case management system to advance the provision of quality services for homeless persons, improve data collection, and promote more responsive policies to end homelessness in Los Angeles and Orange Counties.

Responsibilities of the Los Angeles Continuum of Care

The Los Angeles CoC shall:

- Designate a single HMIS for its geographic area.
- Designate the HMIS Lead to manage the Continuum’s HMIS.
- Review and update annually the HMIS Governance Charter.
- Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
- Ensure consistent participation of recipients and sub recipients in the HMIS.
- Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

General Understanding

1.1 HMIS System
The LA/OC HMIS Collaborative designates Adystech Enguinity System as the official HMIS for its geographic area.

1.2 HMIS Lead
The Los Angeles CoC functions as the HMIS Lead to operate the Los Angeles CoC’s HMIS.
Responsibilities of the HMIS Lead

The HMIS Lead shall:

- Oversee the operation and management of the HMIS.
- Ensure the vendor’s software system maintains timely compliance with all Data and Technical Standards.
- Ensure system integrity and availability.
- Develop and maintain HMIS Policies and Procedures in accordance with HUD requirements and notices.
- Develop and maintain a privacy plan, security plan, and data quality plan for the HMIS in accordance with HUD requirements.
- Monitor CHO compliance with security, privacy, and confidentiality policies.
- Provide technical support to each CHO.
- Ensure required basic training is available and accessible on a regular basis to CHO.
- Ensure HMIS, within reasonable development timeframes, is capable of producing all HUD required reports, including data quality and completeness monitoring reports.

HMIS Technical Privacy, Security, and Data Quality Standards

1.3 Compliance with HUD HMIS Standards

Technical Requirements
HMIS is operated in compliance with the 2010 HUD HMIS Data and Technical Standards and other standards set by Federal and State programs that require HMIS participation. The HMIS Lead and Adsystech are jointly responsible for ensuring compliance with these technical standards.

Privacy and Security Requirements
At a minimum, the HMIS Lead and each CHO will comply with the Security Policies and Procedures, HMIS Client Consent to provide and Disclose Information, HMIS User Agreement, and HMIS Organization Agreement included in the LA/OC HMIS Policies and Procedures.

In addition, each CHO will comply with any Federal, State, and local laws requiring additional confidentiality protections, including but not limited to:

- Health Insurance Portability and Accountability Act (HIPAA)
- Confidentiality of Alcohol and Drug Abuse Patient Records Rule
- Violence against Women and Department of Justice Reauthorization Act. Victim service providers are exempted from entering data directly into a CoC’s HMIS because of privacy and confidentiality considerations. While they may be exempt from direct client-level data entry into HMIS, victim service providers still must keep required data in a comparable database.

Data Quality Requirements
The HMIS Lead and each CHO will comply with the Data Policies and Procedures included in the LA/OC HMIS Policies and Procedures to ensure completeness, accuracy, and consistency of the data in HMIS. The HMIS is capable of producing reports required by HUD to assist the Los Angeles CoC in monitoring data quality.
1.4 LA/OC HMIS Policies and Procedures

HMIS operates within the framework of agreements, policies, and procedures that have been developed and approved by the LA/OC HMIS Collaborative. The agreements, policies and procedures include but are not limited to the LA/OC HMIS Policies and Procedures, HMIS Client Consent to Provide and Disclose Information, HMIS User Agreement, HMIS Organization Agreement, and Privacy Notice. The LA/OC HMIS Collaborative will review and approve the policies and procedures on an annual basis to comply with HUD HMIS Standards.
HMIS Memorandum of Understanding and Roles and Responsibility
Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING (MOU) is made this FIRST day of April 2015, by and between the City of Glendale and the City of Pasadena, each a municipal corporation of the State of California, the Los Angeles Homeless Services Authority, a Joint Powers Authority of the City and County of Los Angeles, and 2-1-1 Orange County, a non-profit organization.

WITNESSETH:

WHEREAS, the Congress of the United States of America, in enacting H.R. 5482, the Departments of Veterans Affairs and Housing and Urban Development (HUD), and Independent Agencies Appropriations Act, 2001, amended subsection (a) of SEC. 226. Section 423 of the Stewart B. McKinney Homeless Assistance Act to include (7) Management Information System funding; and

WHEREAS, the United States Congress, in accepting Conference Report 106-988, indicated that "local jurisdictions should be collecting an array of data on homelessness in order to prevent duplicate counting of homeless persons and to analyze their patterns of use of assistance, including how they enter and exit the homeless assistance system and the effectiveness of the systems. HUD is directed to take the lead in working with communities toward this end and to analyze jurisdictional data within three years"; and

WHEREAS, HUD has since directed the programs it funds to develop a local Homeless Management Information System (HMIS) to collect and report data on the usage of homeless services; and

WHEREAS, HUD further encouraged local communities to determine their own best way to implement such a system; and

WHEREAS, the entities responsible for Continuum of Care planning for homeless programs in the Cities of Pasadena, Glendale, and Los Angeles, the balance of the County of Los Angeles, and Orange County have together planned for this system since December, 2001;

NOW, THEREFORE, IT IS AGREED that the participants in this collaborative wish to affirm their commitment to continue to work together in this Memorandum of Understanding as follows:

1. Background
The Southern California Regional Homeless Management Information System (HMIS) Collaborative (the "SCR Collaborative") is comprised of four HUD Continuum of Care grantees: the Cities of Glendale, and Pasadena, the Los Angeles Homeless Services Authority (LAHSA), and 2-1-1 Orange County. The SCR Collaborative itself is not a legal entity, but refers to the commitments and expectations of its individual members, each of whom will be responsible for enforcing the terms and conditions herein. The SCR Collaborative has implemented a web-based Homeless Management Information System that will permit the sharing of client level
data across jurisdictions and the aggregating of data on a regional and sub regional basis. Glendale, Pasadena, LAHSA, and 2-1-1 Orange County share a single database.

II. Terms and Definitions

Project Description: The Southern California Regional Homeless Management Information System (HMIS) Collaborative, formally referred to as the Los Angeles/Orange County Collaborative (LA/OC Collaborative), hereafter referred to as the SCR Collaborative.

Collaborative Participants (“Participants”): These are the Homeless Continuum of Care coordinating bodies that desire to implement an HMIS as mandated by the HUD: City of Glendale, City of Pasadena, Los Angeles Homeless Services Authority, and 2-1-1 Orange County.

Southern California Regional HMIS Steering Committee: Includes Collaborative Participants 2-1-1 Los Angeles and the OC Community Resources.

III. Purpose
The Participants individually agree to enter into contracts with Adsystech to provide a Homeless Management Information System (HMIS) software spanning four Continuum of Care systems. The Participants individually agree to maintain a regional HMIS that allows client-level data sharing, reporting coordination, and collaboration with system management processes. This agreement will articulate certain Participant responsibilities to ensure the timely execution of contracts, implementation of the software and management of each CoC’s HMIS.

IV. Guiding Principles
The Collaborative exists to improve the coordination and planning for homeless services in the counties of Los Angeles, and Orange, facilitate the delivery of housing and services to homeless persons, and evaluate the effectiveness of the homeless delivery system in moving people from homelessness to stability in permanent housing.

Vision
The Southern California Regional Homeless Management Information System (SCR HMIS) Collaborative is dedicated to providing the best possible, highest quality regional Homeless Management Information System (HMIS) to enhance the delivery of services for persons experiencing homelessness. Specifically, the HMIS will
• Facilitate the coordination of service delivery for homeless persons,
• Enable agencies to track referrals and services provided, report outcomes, and manage client data using accessible, user-friendly and secured technology; and
• Enhance the ability of policy makers and advocates to gauge the extent of homelessness and plan services appropriately throughout Los Angeles County and Orange County.

Mission Statement
The SCR HMIS Collaborative will use HMIS to advance the provision of quality services for homeless persons, improve data collection, and promote more responsive policies to end homelessness throughout Southern California.
V. Vendor Contracts

A. Vendor Selection
Having followed a community-based planning process to gather recommendations, the Participants released a joint Request for Proposals to select an HMIS vendor. A review committee comprised of HMIS Steering Committee members reviewed and rated proposals, leading to a recommended vendor, Adsystech, Inc. Participant representatives are responsible for obtaining the appropriate approvals from their respective decision-making bodies in order to maintain contracts with Adsystech, Inc.

B. Vendor Contracts
The Participants will maintain individual contracts with Adsystech.

VI. Project Management and Oversight

A. All Participants agree to meet the following project management requirements:
1. Designate a HMIS Collaborative Working Group Lead to contact regarding project management issues;
2. Designate a HMIS Collaborative Working Group Lead to serve on the SCR HMIS Steering Committee for the term of this MOU;
3. Meet their financial obligations to Adsystech in accordance with their respective contracts;
4. Ensure their participating agencies and users meet Collaborative-approved training standards prior to obtaining system access;
5. Jointly create and manage HMIS policies and procedures;
6. Maintain a process to hear and address issues from users under its domain;
7. In situations where users operate programs in multiple Continuum of Care systems, the Participants responsible for those systems agree to work jointly to address problems and concerns.
8. Requests for data for any regional or system wide-reporting will be submitted via email to the HMIS Collaborative Working Group Lead. Requests must be approved or denied within (10) business days of receipt. Data used for such purpose will only be at the aggregate level and at no time will any confidential client information be disclosed.

B. Project Oversight
The SCR HMIS Steering Committee will be responsible for overseeing the coordinated implementation of HMIS in Los Angeles and Orange Counties. The SCR HMIS Steering Committee will meet at least quarterly to review the progress of implementation, identify and resolve problems, to update policies and procedures, and to review reports from Participants, as needed.

The SCR HMIS Steering Committee will utilize Working Groups to advise the Committee on specific matters related to the implementation and operation of HMIS.

The Steering Committee may also establish ad hoc and other committees as needed.

Likely ad hoc steering committees may include a Program and Policy Committee to manage processes for regional reporting, compliance with revised HMIS Data and
Technical Standards, and HMIS functionality changes and updates. Regional reporting goals will include a regional AHAR (Annual Homeless Assessment Report) regional client served summary reports, and regional analysis on program effectiveness.

VII. Term of Agreement
This agreement will be in force one year from the date of execution, and may be renewed for two additional one-year terms at the discretion of the Participants.

VIII. Amendments and Modifications
Any amendments or modifications to the Agreement must be in writing, and shall be effective only if executed by all parties.

IX. Termination
Any participant to this agreement may terminate their participation following 30 days written notice to the remaining Collaborative Participants.

X. Severability
Notwithstanding the termination of any Participant, the terms of the agreement shall remain in effect for all other signers.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested to by their proper officers hereunto duly authorized, as of the date first herein above written.
Technical Standards, and HMIS functionality changes and updates. Regional reporting goals will include a regional AHAR (Annual Homeless Assessment Report) regional client served summary reports, and regional analysis on program effectiveness.

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested to by their proper officers hereunto duly authorized, as of the date first herein above written.
City of Glendale
Date: 11/5/2015
By: Justine Macfarlane
Title: Community Services Manager
Print Name: Justine Macfarlane

City of Pasadena
Date: 11/6/15
By: [Signature]
Title: Project Planner
Print Name: [Signature]

2-1-1 Orange County
Date: 11/5/2015
By: Amber Killinger
Title: Director, Database Technology
Print Name: Amber Killinger

Los Angeles Homeless Services Authority
Date: 11/6/15
By: [Signature]
Title: Executive Director (signing authority for Peter Lyon)
Print Name: [Signature]
07. HMIS Policy and Procedures Manual

1. Page 2-8: HMIS Policies and Procedures Contacts and Background
2. Page 9-11: LA/OC HMIS Collaborative Lead Roles and Responsibilities
4. Page 53-57: Southern California Regional HMIS Collaborative MOU
Homeless Management Information System (HMIS)
Policies and Procedures

Los Angeles/Orange County HMIS Collaborative

Continuum Of Care Lead Entities:
City Of Glendale
City Of Pasadena
Los Angeles Homeless Services Authority
Orange County

Approved on 10/30/2015
HMIS LEAD AGENCIES CONTACT INFORMATION

City of Glendale

City of Glendale has its own Continuum of Care

141 North Glendale Avenue, Glendale, CA 91206

Tel:  (818) 548-3720
Fax:  (818) 548-3724

<table>
<thead>
<tr>
<th>Team</th>
<th>Contact Email</th>
<th>Reason</th>
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<tbody>
<tr>
<td>HMIS Program Assistant</td>
<td><a href="mailto:isamvelyan@ci.glendale.ca.us">isamvelyan@ci.glendale.ca.us</a></td>
<td>Requests for support related to data quality and management.</td>
</tr>
<tr>
<td>HMIS Administrator</td>
<td><a href="mailto:isamvelyan@ci.glendale.ca.us">isamvelyan@ci.glendale.ca.us</a></td>
<td>- General technical support for HMIS issues related to user access, troubleshooting, information requests, system functionality errors, etc.</td>
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<td>- Training</td>
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<td>- Requests for issues related to data quality, management and/or mandated reports, report failure, etc.</td>
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<td>- Requests for issues related mandated reports, report failure, etc.</td>
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City of Pasadena

City of Pasadena has its own Continuum of Care

649 North Fair Oaks Avenue, Pasadena, CA 91103

Tel:  (626) 744 - 6701
Fax:  (626) 744 - 8340

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<tr>
<td>HMIS Program Assistant</td>
<td><a href="mailto:alansing@CityofPasadena.net">alansing@CityofPasadena.net</a></td>
<td>Requests for support related to data quality and management.</td>
</tr>
<tr>
<td>HMIS Administrator</td>
<td><a href="mailto:onazarian@CityofPasadena.net">onazarian@CityofPasadena.net</a></td>
<td>▪ General technical support for HMIS issues related to user access,</td>
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<td>▪ Requests for issues related mandated reports, report failure, etc.</td>
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Los Angeles Homeless Services Authority (LAHSA)

LAHSA is the lead entity responsible for the Los Angeles Continuum of Care comprised of the County of Los Angeles except for the cities of Pasadena, Glendale, and Long Beach which have their own Continuum.

811 Wilshire Boulevard, Los Angeles, CA 90017

Tel:   (213) 683-3333  
Fax:   (213) 892-0093  
TTY:  (213) 553-8434

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<td>HMIS Support</td>
<td><a href="mailto:HMISSupport@lahsa.org">HMISSupport@lahsa.org</a></td>
<td>General technical support for HMIS matters related to user access, troubleshooting, information requests, system functionality errors, etc.</td>
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<tr>
<td>HMIS Training</td>
<td><a href="mailto:HMISTraining@lahsa.org">HMISTraining@lahsa.org</a></td>
<td>Training</td>
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<tr>
<td>IT Hardware Support</td>
<td><a href="mailto:ITSupport@lahsa.org">ITSupport@lahsa.org</a></td>
<td>General technical support for hardware failures, connectivity issues, etc.</td>
</tr>
<tr>
<td>Data Analysts</td>
<td><a href="mailto:DataAnalysts@lahsa.org">DataAnalysts@lahsa.org</a></td>
<td>Requests for support related to data quality, management and/or mandated reports, report failure, etc.</td>
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LAHSA HMIS Website  
http://hmis.lahsa.org/

LAHSA HMIS Training Website  
http://training.lahsa.org/

LAHSA HMIS Version 5.5  
http://lahsahmis.esserver.com/

Approved on 10/30/2015
Orange County

Orange County has its own Continuum of Care.

1505 East 17th Street, Suite 108, Santa Ana, CA 92705

Tel:  (714) 589-2360  
Fax:  (714) 258-7852

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<td>HMIS Assistance and Training</td>
<td><a href="mailto:HMIS-helpdesk@211oc.org">HMIS-helpdesk@211oc.org</a></td>
<td>- General technical support for HMIS issues related to user access,</td>
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OC HMIS Website  
http://ochmis.org/

OC HMIS Training Website  
http://ochmis.org/hmis-help/

OC HMIS Version 5.5  
http://ochmis.esserver.com/

Approved on 10/30/2015
PROJECT SUMMARY

Background
To end homelessness, a community must know the scope of the problem, the characteristics of those who find themselves homeless, and understand what is working in their community and what is not. Solid data enables a community to work confidently towards their goals as they measure outputs, outcomes, and impacts.

A Homeless Management Information System (HMIS) is the information system designated by a local Continuum of Care (CoC) to comply with the requirements of CoC Program rule 24 CFR 578. It is a locally-administered data system used to record and analyze client, service and housing data for individuals and families who are homeless or at risk of homelessness. HMIS is a valuable resource because of its capacity to integrate and unduplicated data across projects in a community. Aggregate HMIS data can be used to understand the size, characteristics, and needs of the homeless population at multiple levels: project, system, local, state, and national.

The Annual Homeless Assessment Report (AHAR) is HUD’s annual report that provides Congress with detailed data on individuals and households experiencing homelessness across the country each year. This report could not be written if communities were not able to provide HUD with reliable, aggregate data on the clients they serve.

In 2010 the U.S. Interagency Council on Homelessness (USICH) affirmed HMIS as the official method of measuring outcomes in its Opening Doors: Federal Strategic Plan to Prevent and End Homelessness. Since then many of the federal agencies that provide McKinney-Vento Act and other sources of funding for services to specific homeless populations have joined together and are working with HUD to coordinate the effort.

HMIS is now used by the federal partners and their respective programs in the effort to end Homelessness, which includes:

- U.S. Department of Health and Human Services (HHS)
- U.S. Department of Housing and Urban Development (HUD)
- U.S. Department of Veterans Affairs (VA)

Programs that receive other sources of funding are not required to participate in the HMIS, but are strongly encouraged to do so to contribute to a better understanding of homelessness.

Approved on 10/30/2015
The HMIS Data Standards (published in the 2014 HMIS Data Dictionary and HMIS Data Manual) provide communities with baseline data collection requirements developed by each of these federal partners.

LA/OC HMIS is a response to the HUD mandated implementation of a Homeless Management Information System (HMIS) database. The LA/OC HMIS is an online database used by homeless and at-risk service providers that records demographic and service usage data and produces an unduplicated count of the people using those services.

The LA/OC HMIS implementation is led by the LA/OC HMIS Collaborative.

**LA/OC HMIS Collaborative**

Under the guidance of the LA/OC HMIS Collaborative, service providers are expected to participate in the LA/OC HMIS to support local data collection, service, and planning functions within its jurisdiction. The LA/OC Collaborative is comprised of four Continua of Care (CoC):

- In Los Angeles County, there are three CoCs: (1) City of Glendale, (2) City of Pasadena, and the (3) Los Angeles Homeless Services Authority (LAHSA) responsible for the City of Los Angeles and the balance of Los Angeles County.
- People for Irvine Community Health dba 211 Orange County and its partner Orange County Community Services coordinate the Orange County CoC.

The LA/OC Collaborative brings the following advantages:

- Comprehensive, consistent and coordinated provision of services to homeless persons between CoCs to meet the specific needs of the homeless persons.
- Enhanced understanding of homeless needs, service usage, effectiveness and gap through the use of regional data and reports to make informed decisions.

**Mission Statement**

The LA/OC HMIS Collaborative will use the LA/OC HMIS to advance the provision of quality services for homeless and at risk homeless persons, improve data collection and promote more responsive policies to prevent and end homelessness in the Los Angeles County and Orange Counties.

**Vision**

The LA/OC HMIS Collaborative is dedicated to providing the best possible, highest quality regional HMIS to enhance the delivery of services for persons who are homeless or at risk of homelessness. Specifically, the LA/OC HMIS will:

- Facilitate the coordination of service delivery for homeless and at risk homeless persons.

Approved on 10/30/2015
- Enable agencies to track referrals and services provided, report outcomes, and manage client data using an accessible, user-friendly and secured technology.
- Enhance the ability of policy makers and advocates to gauge the extent of homelessness and plan services appropriately throughout Los Angeles and Orange Counties.

**LA/OC HMIS Software**

LA/OC HMIS is a comprehensive case management system that allows the LA/OC Collaborative and Users to use the collected information to make informed program decisions. It also includes a focus on outcomes management intended to provide value by allowing the user to set and measure client and program milestones and target achievements.

LA/OC HMIS includes the following components:

- Advanced security features
- Bed maintenance, tracking, and assignment module
- Biometrics
- Client demographic data collection
- Comprehensive client case management
- Coordinated entry
- Customized assessment capability
- Customized reporting capability
- Employment, education, and housing history tracking
- Group case notes/services management
- Information and referral capabilities
- Outcome management
- Outreach
- Real-time data collection and reporting
- Savings tracking
- Swipe card
1. ROLES AND RESPONSIBILITIES

1.1 LA/OC HMIS Collaborative Responsibilities

Policy:
The Collaborative will be responsible for the organization and management of the LA/OC HMIS.

Responsibilities:
The Collaborative is responsible for all system-wide policies, procedures, communication, and coordination. It is also the primary contact with Adsystech, and with its help, will implement all necessary system-wide changes and updates.

Procedure:
- HMIS Administrators are the primary positions at the LA/OC Collaborative for HMIS management.

1.2 HMIS Administrator Responsibilities

Policy:
HMIS Administrators will provide training and technical support to Participating Organization.

Responsibilities:
The HMIS Administrator is responsible for:

- Providing training support to Participating Organization by determining training needs of Users, developing training materials, and training Users in equipment and software;
- Providing technical support by troubleshooting data with Participating Organization;
- Managing user accounts and access control;
- Identifying and developing system enhancements and communicating to Participating Organization of these changes;
- Communicating system-related information to Participating Organization.
- Developing and modifying reports for Users based on requests.

Procedure:
- Each CoC will have a designated HMIS Administrator(s).

Approved on 10/30/2015
1.3 Organization Administrator Responsibilities

Policy:
Each Participating Organization must designate an Organization Administrator and a backup Organization Administrator responsible for the oversight of all personnel that generate or have access to client data in the LA/OC HMIS to ensure adherence to the Policies & Procedures described in this document.

Responsibilities:
The Organization Administrator is responsible for:

- Serving as the primary contact between Users and HMIS Administrator;
- Providing technical support by troubleshooting data and escalating unresolved issues to the HMIS Administrator;
- Notifying all members of their organization of any system-wide changes and other relevant information;
- Conduct training to User if applicable to the local organization’s region;
- Notifying the HMIS Administrator of personnel changes;
- Monitoring compliance with standards of confidentiality and data collection, entry, and retrieval;
- Ensuring that all authorized Users complete training before being granted access to the system and adherence and understanding of the HMIS User Agreement;
- Ensuring organizational adherence to the Policies and Procedures;
- Detecting and responding to violations of the Policies and Procedures.

Procedure:
- Participating Organization must provide their local HMIS Lead Agency the name and contact information of the Organization Administrator and backup Organization Administrator.
- Any changes to that information must be reported to the HMIS Administrator.

1.4 HMIS Lead Agency Communication with Participating Organization

Policy:
The HMIS Administrator is responsible to communicate any system-related information to participating organizations in a timely manner.

Procedure:
- HMIS Administrators will send email communication to the Organization Administrator.
- Organization Administrators are responsible for distributing information and ensuring that all members of their organization are informed of appropriate HMIS related communication.
- Specific communications will be addressed to the person or parties involved.
Each HMIS Lead Agency will also distribute HMIS information on their designated website.

1.5 Participating Organization Communication with HMIS Lead Agency

Policy:
The Participating Organization is responsible for communicating needs and questions regarding the LA/OC HMIS to the HMIS Administrator a timely manner.

Procedure:
- Participating Organization will send email communication to the HMIS Administrator.
- Specific communications will be addressed to the person or parties involved.
2. IMPLEMENTATION POLICIES AND PROCEDURES

2.1 HMIS Organization Agreement Requirement

Policy:
The Executive Director of any Participating Organization shall follow, comply, and enforce the HMIS Organization Agreement (Appendix A). The Executive Director must sign the HMIS Participating Organization Agreement before granted access to the LA/OC HMIS.

Procedure:
- An original signed HMIS Participating Organization Agreement must be presented to the HMIS Administrator before any program is implemented in the LA/OC HMIS.
- After HMIS Participating Organization Agreement is signed, the HMIS Administrator will train Users to use the LA/OC HMIS.
- A username and password will be granted to Users after required training is completed.
- Signing of the HMIS Participating Organization Agreement is a precursor to training and user access.

2.2 HMIS User Agreement Requirement

Policy:
Users of any Participating Organization shall follow, comply, and enforce the HMIS User Agreement (Appendix B). The User must sign an HMIS User Agreement before being granted access to the LA/OC HMIS.

Procedure:
- The HMIS Administrator will provide the User a HMIS User Agreement for signature after required training is completed.
- The HMIS Administrator will collect and maintain HMIS User Agreements of all Users.
2.3 Data Collection Requirements

Policy:
Participating Organization will collect and verify the minimum set of data elements for all clients served by their programs.

Procedure:
- Participating Organization must enter data into the system within 3 days of collecting the information.
- Users must collect all the universal data elements set forth in the HMIS Data Standards Manual released May 2014.

The universal data elements include:

- Name
- Social Security Number
- Date of Birth
- Race
- Ethnicity
- Gender
- Veteran Status
- Disabling Condition
- Residence Prior to Project Entry
- Project Entry Date
- Project Exit Date
- Destination
- Personal ID
- Household ID
- Relationship to Head of Household
- Client Location
- Length of Time on Street, in and ES or Safe Haven

- Users must also collect all the program-specific data elements at project entry and exit set forth in the HMIS Data Standards released May 2014. The program-specific data elements include:

- Housing Status
- Income and Sources
- Non-Cash Benefits
- Health Insurance
- Physical Disability
- Chronic Health Condition
- HIV/AIDS
- Mental Health Problem
- Substance Abuse
- Domestic Violence
- Contact
- Date of Engagement
- Services Provided
- Financial Assistance Provided
- Residential Move-in Date
- Housing Assessment Disposition
- Housing Assessment At Exit

- These standards are already required fields in the LA/OC HMIS. For other funder specific program data elements refer to the 2014 Data Standards Manual.

Approved on 10/30/2015
2.4 Technical and Security Standards

Policy:
Participating Organization must meet the technical standards outlined below to participate in the LA/OC HMIS.

<table>
<thead>
<tr>
<th>Minimal Hardware Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Components</strong></td>
</tr>
<tr>
<td>Windows</td>
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<tr>
<td></td>
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<td></td>
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<tr>
<td>Macintosh (Intel-based)</td>
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<td></td>
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<table>
<thead>
<tr>
<th>Minimal Bandwidth Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>128 kbps Upload Speed</td>
</tr>
<tr>
<td>768 kbps Download Speed</td>
</tr>
<tr>
<td>75% Quality of Service</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compatible Operating Systems and Browsers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Systems</strong></td>
</tr>
<tr>
<td>Windows 8</td>
</tr>
<tr>
<td>Windows 7</td>
</tr>
<tr>
<td>Windows Vista</td>
</tr>
<tr>
<td>Macintosh OS 10.4.11+ (Intel based)</td>
</tr>
</tbody>
</table>

Approved on 10/30/2015
### Minimal Microsoft Requirements

<table>
<thead>
<tr>
<th>Windows</th>
<th>Mac</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Silverlight 4.0</td>
<td>Silverlight must be installed on the computer before using HMIS, please visit Silverlight Installation website: <a href="http://www.microsoft.com/getsilverlight">http://www.microsoft.com/getsilverlight</a></td>
</tr>
</tbody>
</table>

- Connection to the internet is the sole responsibility of the Participating Organization and is a requirement to participate in the LA/OC HMIS.
- All Operating systems should have the latest Service Pack applied. Network design should allow for uninterrupted communication between Application, Database, Report, and Batch servers. Communication should be capable using the following standard protocols TCP/IP, WIN, DNS, Named Pipes, and NetBIOS. All communication between servers should be designed to be performed on Local Area Network.

For security purposes, all computers must have the following:

- An updated and adequate firewall protection.
- Virus protection software in which virus definition must be updated regularly.

### 2.5 Maintenance of Onsite Computer Equipment

**Policy:**
Participating Organization will commit to a reasonable program of equipment maintenance to sustain an efficient level of system operation.

**Procedure:**
- The Executive Director (or other empowered officer) will be responsible for the maintenance and disposal of onsite computer equipment. This includes:
  - Purchase of and upgrades to all existing and new computer equipment for utilization in the system.
  - Workstations accessing the system must have a username/password to log onto Microsoft Windows Operating System.
  - Workstation accessing system must have locking, password-protected screen saver.
  - All workstations and computer hardware (including organization network equipment must be stored in a secure location (locked office area).
2.6 HMIS Technical Support Protocol

Policy:
Each HMIS Lead Agency will provide technical support to all Participating Organization as needed.

Procedure:
1. Users should first seek technical support from the Organization Administrator.
2. If more expertise is required to further troubleshoot the issue, Organization Administrator will contact the HMIS Administrator (See Technical Assistance Flow Chart).
3. Technical support Hours are Monday through Friday (excluding holidays) from 9:00 am to 5:00 pm.
4. The Organization Administrator will provide issue details if possible (or help recreate the problem by providing all information, screenshots, reports, etc.) in order for the HMIS Administrator to recreate the problem.
5. The HMIS Administrator will try to respond to all email inquiries and issues within 3 business days, but support load, holidays, and other events may affect response time.
6. The HMIS Administrator will submit a ticket to vendor if progress is stalled.

- For LAHSA HMIS/IT Technical Support, see the Supplemental Policies for LAHSA Only.

Technical Assistance Flow Chart

Policy:
Approved on 10/30/2015
The LA/OC HMIS will be available to Users at a minimum of 97.5% of the year. The vendor and the HMIS Lead Agency will inform Users in advance of any unplanned interruption in service.

Procedure:
- The vendor will communicate to the Collaborative Lead Member and backup of any necessary downtime for system upgrades and patches. These will be performed in the late hours when possible.
- In the event that it is determined that the LA/OC HMIS accessibility is disabled system-wide, the HMIS Administrators will analyze and determine the problem.
- The HMIS Administrator will work with the software vendor to repair the problem.
- The HMIS Administrators will send email communication to the Organization Administrator within 2 hours of problem awareness and informed them of estimated system availability.

2.7 Participation Fees

Policy:
Each Continuum of Care reserves the right to charge a participation fee to use the system.

Procedure:
- Consult local HMIS Lead Agency regarding fees.
3. SECURITY POLICIES AND PROCEDURES

3.1 User Authentication

Policy: LA/OC HMIS can only be accessed with a valid username and password combination. The HMIS Administrator will provide unique username and initial password for eligible individuals after completion of required training and signing of the HMIS User Agreement and receipt of these Policies and Procedures.

Procedure:
- The Participating Organization will determine which of their employees will have access to the LA/OC HMIS. User access will be granted only to those individuals whose job functions require legitimate access to the system.
- Proposed User must complete the required training and demonstrate proficiency in use of system.
- Proposed User must sign the HMIS User Agreement stating that he or she has received training, will abide by the Policies and Procedures, will appropriately maintain the confidentiality of client data, and will only collect, enter and retrieve data in the system relevant to the delivery of services to people.
- HMIS Administrators will be responsible for the distribution, collection, and storage of the signed HMIS User Agreements and receipts of these Policies and Procedures.
- The HMIS Administrator will assign new user with a username and an initial password.
- Sharing of usernames and passwords will be considered a breach of the HMIS User Agreement since it compromises the security to clients.
- Organization Administrator is required to notify the HMIS Administrator when User leaves employment with the organization or no longer needs access.
- HMIS Administrator will terminate access upon notification of the Organization Administrator within 1 week of receiving the Revocation Form.

3.2 Passwords

Policy: User will have access to the LA/OC HMIS via a username and password. Passwords will be reset every 180 days. User will maintain passwords confidential.

Procedure:
- The HMIS Administrator will provide new User a unique username and temporary password after required training is completed.
- User will be required to create a permanent password that is between eight and sixteen characters in length. It must also contain characters from the following four categories: (1) uppercase characters (A through Z), (2) lower case characters (a through z), (3) numbers (0 through 9), and (4) non-alphabetic characters (for example, $, #, %).

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For security purposes, the Forced Password Change (FPC) will occur every 180 consecutive days and the User will be prompted to enter a new password. Users may not use the same password consecutively, but may use the same password more than once.

After 10 minutes of inactivity, User will get a session timeout warning popup that will allow users to continue their session or will automatically log the user off after 10 minutes of inactivity.

User ability to reset own password from log-in screen.

Access permission will be revoked after the User unsuccessfully attempts to log on three times. The User will be unable to gain access until password is reset by the HMIS Administrator. The Organization Administrators will need to contact the HMIS Administrator to regain access.

3.3 Extracted Data

Policy:
Users will maintain the security of any client data extracted from the LA/OC HMIS and stored locally, including all data contained in custom reports. Users may not electronically transmit unencrypted client data across a public network.

Procedure:
- Data extracted from the LA/OC HMIS and stored locally will be stored in a secure location and will not be transmitted outside of the private local area network unless it is properly protected.
- Personal identifiable client data will not be distributed through email.
- Any security questions can be addressed to the HMIS Administrator.

3.4 Encryption Management

Policy:
Client data stored on the central server will always be encrypted except during specific procedures.

Procedure:
- Client data will only be decrypted when the LA/OC HMIS server becomes obsolete and necessitates an upgrade in technology. Should the necessity arise, the HMIS Administrator, on behalf of the vendor, will obtain the written permission of the Executive Management of each Participating Organization to perform the decryption and subsequent database conversion to a new technology.

Approved on 10/30/2015
3.5 Hardware Security Measures

Policy:
All computers and networks used to access LA/OC HMIS must have virus protection software and firewall installed. Virus definitions and firewall must be regularly updated.

Procedure:
- HMIS Lead Agency must confirm that Participating Organization has virus protection software and firewall installed prior to granting LA/OC HMIS access.
- Virus definition must be updated regularly.
- Firewall must be placed between any computer and internet connection for the entire network, be protected with at minimum Wired Equivalent Privacy (WEP), use Network Address Translation (NAT), and maintain the most recent virus security updates.
- The Organization Administrator will ensure that computers maintain security specifications.

3.6 Backup and Recovery Procedures

Policy:
The vendor will perform regular schedule backups of the system to prevent the loss of data. Multiple levels of backup and storage will be used for key data and files within the LA/OC HMIS.

Procedure:
- The vendor’s designated hosting company will perform data backup procedures in the following manner:
  1. Daily – resulting in a seven (7) day backup;
  2. Weekly – resulting in a four (4) or five (5) week backup; and
  3. Monthly – during the term of contract with the vendor.

- The vendor shall maintain an off-site storage of tapes in fire proof containers.

- The vendor recovery procedures will be undertaken on a best efforts basis to achieve the following response times:
  1. Data Loss – confirmation response and recovery implementation within 4 hours of reported data loss by the local HMIS Administrator
  2. LA/OC HMIS source code corruption and/or user functionality loss – confirmation response within 4 hours and full initiation of recovery procedures within 24 hours of reported disruption by the local HMIS Administrator.
  3. Disaster – notification within 4 hours and recovery implementation to fully re-establish operations within 5 business days.

Approved on 10/30/2015
3.7 Security Review

Policy:
Each HMIS Lead Agency will complete an annual security review to ensure the implementation of the security requirements for itself and Participating Organization.

Procedure:
The HMIS Lead Agency will conduct a security review that includes the completion of a security checklist ensuring that each security standard is implemented.

3.8 Security Violations and Sanctions

Policy:
Any User found to be in violation of security protocols of the organization procedures or Policies and Procedures will be sanctioned accordingly. All Users must report potential violations of any security protocols described in the Policies and Procedures.

Procedure:
- Users are obligated to report suspected instances of noncompliance and/or security violations to the Organization Administrator or HMIS Administrator as soon as possible.
- The Organization Administrator or HMIS Administrator will investigate potential violations.
- Any User found to be in violation of security protocols will be sanctioned accordingly. Sanction may include but are not limited to suspension of system privileges and revocation of system privileges.
4. OPERATIONAL POLICIES AND PROCEDURES

4.1 User Access Levels

Policy:
User will be designated a user access level that controls the level and type of access the user has within the LA/OC HMIS.

Procedure:
- HMIS Administrator, in consultation with the Participating Organization, will assign the level and type of access the user will have in the system.
- Organization Administrator is required to communicate to HMIS Administrator when User’s need for access changes.
- HMIS Administrator will terminate access upon notification and receipt of Termination of Employee Form from the Organization Administrator.
- HMIS Administrator will revoke user access to anyone suspected or found to be in violation of the policies outlined in this document or the HMIS User Agreement.
- The table below lists the levels of access tied to existing user roles across the LA/OC Collaborative. This might include a role not available within local continuum. Consult local HMIS Lead Agency to learn which user access levels are available, as well as other customizable roles, such as Coordinated Entry, that may be offered in consultation and with approval from the HMIS Administrator (See HMIS Lead Agencies Contact Information).

<table>
<thead>
<tr>
<th>User Role</th>
<th>Level of Access</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMIS Administrator</td>
<td>Access to all libraries and pages within the LA/OC HMIS.</td>
<td>This role will grant access to system-wide data in order to support all participating organizations, meet reporting requests, and other system administration responsibilities.</td>
</tr>
<tr>
<td>Organization Admin</td>
<td>Access to Central Intake, Agency Services, and other system libraries.</td>
<td>This role will grant access to data collected by their own organization.</td>
</tr>
<tr>
<td>Case Manager</td>
<td>Access to Central Intake and Agency Services libraries.</td>
<td>This role will grant access to data collected by their own organization.</td>
</tr>
<tr>
<td>Outreach</td>
<td>Access to Central Intake, Agency Services, and Outreach libraries.</td>
<td>This role will grant access to data collected by their own organization.</td>
</tr>
<tr>
<td>Report</td>
<td>Access only to Management and/or Ad-hoc Reports.</td>
<td>This role will only allow generating reports. Cannot enter and/or modify client data.</td>
</tr>
</tbody>
</table>
4.2 Training

Policy:
Each User must complete the required training and any additional training relevant to their position prior to gaining access to the LA/OC HMIS. HMIS Administrators will provide training to all Users.

Procedure:
- HMIS Administrator will provide Basic User Training to proposed Users. Organization Administrator may be trained to provide Basic User Training to support organization personnel, if applicable for the local organization's region. Consult local HMIS Lead Agency (See HMIS Lead Agencies Contact Information).
- User must successfully complete the Basic User Training to demonstrate proficiency in the system and understanding of the Policies and Procedures.
- HMIS Administrator will provide new User with a copy of the Policies and Procedures and HMIS Users Guide.
- HMIS Basic Training completed in one region will satisfy the training requirements in any other region in the Collaborative.
- The table below lists the training courses offered across the LA/OC Collaborative. This might include a course not available within local continuum. Please consult local HMIS Lead Agency to learn about available training courses.
- For LAHSA Participating Organization, see the Supplemental Policies for LAHSA Only: LAHSA Training Requirements.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Course Detail</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMIS Basic User Training</td>
<td>This course focuses on Policies and Procedures, review of HUD Data and Technical Standards, Privacy and Mandatory Collection Notices and consents. Also, on the navigation of the LA/OC HMIS.</td>
<td>All new Users.</td>
</tr>
<tr>
<td>Ethics and Confidentiality Training</td>
<td>This course focuses on ethics and confidentiality.</td>
<td>All new Users.</td>
</tr>
<tr>
<td>Security Training</td>
<td>*This will be a new course based on the upcoming Federal Regulations.</td>
<td>All new and existing Users.</td>
</tr>
<tr>
<td>Organization Administrator Training</td>
<td></td>
<td>Agency Administrators</td>
</tr>
<tr>
<td>Reporting Training</td>
<td>This course focuses on management reports.</td>
<td></td>
</tr>
</tbody>
</table>

Approved on 10/30/2015
4.3 User Guide

Policy:
Each User will receive a copy of the LA/OC HMIS User Training Manual.

Procedure:
- The HMIS Administrator will create and update the user training manual as needed.
- The user training manual will contain instructions on how to use the system.
- Each User will be given a user training manual after completing training.

4.4 Client Consent to Share Information and Confidentiality

Policy:
Participating Organization must obtain informed, signed consent prior to either entering or accessing any client protected personal information (PPI) into the LA/OC HMIS. Services will not be denied if client chooses not to include personal information. Personal information collected about the client should be protected. Each Participating Organization and User must abide by the terms in the HMIS Participating Organization Agreement and HMIS User Agreement.

Procedure:
- Client must sign Consent to Share Protected Personal Information (Appendix C).
- Clients that provide permission to enter personal information allow for Participating Organization within the region to share client and household demographic data.
- Participating Organization must store signed Consent to Share Protected Personal Information Agreement in client record for auditing purposes.
- Participating Organization must post a Notice Regarding Collection of Personal Information (Appendix E) that explains the uses and disclosures of information.
- Participating Organization must provide a copy of the Privacy Notice upon request.
- If a client refuses to provide consent, the User should not include any personal identifiers (such as first name, last name, social security number, date of birth, etc.) in the client record; Instead, User should include a client identifier to recognize the record in the system.
- Participating Organization shall comply with Federal and State confidentiality laws and regulations that protect client records.

HIPAA-Covered Entities:
An organization that is covered under the HIPAA standards is not required to comply with the HMIS privacy or security standards, so long as the organization determines that a substantial portion of its protected information about homeless clients or homeless individuals is indeed protected health information as defined in the HIPAA rules.
HIPAA standards take precedence over HMIS because HIPAA standards are finely attuned to the requirements of the health care system; they provide important privacy and security protections for protected health information; and it would be an unreasonable burden for providers to comply with and/or reconcile both the HIPAA and HMIS rules. This spares organizations from having to deal with the conflicts between the two sets of rules.

4.5 Revocation of Consent

Policy:
In the event that a client previously gave consent to share their PPI in the LA/OC HMIS and chooses at a later date to revoke consent, a Revocation of Consent (Appendix G) must be signed by client.

Procedure:
- Upon request, the Participating Organization must modify the client information by removing any personal identifiers (First Name, Last Name, Social Security Number, and Date of Birth) from the client record.
- Users should include a client identifier to recognize the record in the system.
- Participating Organization’s that have previously provided services will still have access to client’s protected personal information.

4.6 Data Sharing

Policy:
Client data (with consent) contained in Central Intake Library will be shared with other Participating Organization. Sharing of program level client data between Participating Organization will require a signed Interagency Sharing Agreement and/or Consent to Share Protected Personal Information.

Procedure:
- Data sharing refers to the sharing of information between Participating Organization for the coordination of case management and client service delivery.
- Sharing of program level client data between Participating Organization will require a signed Interagency Sharing Agreement (Appendix G).
- Participating Organization must store signed Interagency Sharing Agreement in client record for auditing purposes.
- Users found to be sharing program level client data without consent will have their access terminated.

4.7 Client Record Access

Policy:

Approved on 10/30/2015
Client may inspect and obtain a copy of their client information. The Participating Organization, as the custodian of the client data, has the responsibility to provide the client with the requested information except where exempted by state and federal law.

Procedure:
- Client information contained in the Central Intake Library can be provided at any organization the client requests it from, as long as the client has previously given the other organization consent to share and that consent is still in force. The Participating Organization may not share any client information entered by other agencies beyond the Central Intake Library.
- The Organization Administrator will review client information with client if he or she requests to view their HMIS data.
- No client shall have access to another client record in the system.
- Client may request that PPI be removed from the system. In response, the Organization Administrator will remove such data from record within 5 business days.
- A copy of the requested data will be provided to client within a reasonable time frame.
- Parental or guardian access will be decided based upon existing organization guidelines.

4.8 Client Grievance

Policy:
Clients will file LA/OC HMIS-related grievances with the Participating Organization. The Participating Organization must have written grievance procedures that can be provided to client upon request. Any unresolved grievances may be escalated to the local HMIS Lead Agency.

Procedure:
- Clients will submit grievance directly to the Participating Organization with which they have a grievance.
- Upon client request, the Participating Organization will provide a copy of their grievance procedure and the LA/OC HMIS Policies and Procedures.
- The Participating Organization will be responsible to answer any questions and complaints regarding the LA/OC HMIS. A record of all grievance and any attempts made to resolve the issue must be kept in file. If the grievance is resolved, the Participating Organization will include the date and a brief description of the resolution. For any written complaint, the Participating Organization must send a copy to the local HMIS Lead Agency.
- If the Participating Organization is unable to resolve the problem, the client must complete the Grievance Form (Appendix H) outlining the date of incident, name of parties involved, description of the incident, and their contact information for follow-up. Participating Organization must forward a copy of the completed Grievance Form to the local HMIS Lead Agency.
- The local HMIS Lead Agency will review and determine the need for further action.

Approved on 10/30/2015
5. DATA POLICIES AND PROCEDURES

5.1 Data Quality

Policy:
All data entered into the LA/OC HMIS must meet data quality standards. Users will be responsible for the quality of their data entry.

- **Definition:**
  Data quality refers to the timeliness, completeness, and accuracy of information collected and reported in the LA/OC HMIS.

**Data Timeliness:**
Users must enter all universal data elements and program-specific data elements within 3 days of intake.

**Data Completeness:**
All data entered into the system is complete.

**Data Accuracy:**
All data entered shall be collected and entered in a common and consistent manner across all programs.

**Procedure:**
- Participating Organization must sign the Participating Organization Agreement to ensure that all participating projects are aware and have agreed to the data quality standards.
- Upon agreement, Participating Organization will collect and enter as much relevant client data as possible for the purposes of providing services to that client.
- All data will be input into the system no more than 3 days of program entry.
- The HMIS Administrator will conduct random checks for data quality. Any patterns of error or missing data will be reported to the Organization Administrator.
- Users will be required to correct the identified data error and will be monitor for compliance by the Organization Administrator and the HMIS Administrator.
- Users may be required to attend additional training as needed.
5.2 Data Use and Disclosure

Policy:
All Users will follow the data use Policies and Procedures to guide the data use of client information stored in the LA/OC HMIS.

Definitions:
Client data may be used or disclosed for system administration, technical support, program compliance, analytical use, and other purposes as required by law. Uses involve sharing parts of client information with persons within an organization. Disclosures involve sharing parts of client information with persons or organizations outside an organization.

Procedure:
- Participating Organization may use data contained in the system to support the delivery of services to homeless clients in the Los Angeles and Orange Counties. Organizations may use or disclose client information internally for administrative functions, technical support, and management purposes. Participating Organization may also use client information for internal analysis, such as analyzing client outcomes to evaluate program.
- Each of the continuums within the LA/OC HMIS Collaborative shall have access to their respective agencies’ client data stored in the system. The Collaborative will use the data for the purposes for administrative functions, technical support, program compliance, and analytical use. The Collaborative will not disclose personal identifiable client data.
- The vendor and any authorized subcontractor shall not use or disclose data stored in the LA/OC HMIS without expressed written permission in order to enforce information security protocols. If granted permission, the data will only be used in the context of interpreting data for research and system troubleshooting purposes. The Service and License Agreement signed individually by each Continuum and vendor contain language that prohibits access to the data stored in the software except under the conditions noted above.
5.3 Data Release

Policy:
All LA/OC HMIS stakeholders will follow the data release Policies and Procedures to guide the data release of client information stored in the LA/OC HMIS.

Definition:
Data release refers to the dissemination of aggregate or anonymous client-level data for the purposes of system administration, technical support, program compliance, and analytical use.

Procedure:
 No identifiable client data will be released to any person, agency, or organization for any purpose without written permission from the client.
 Each Participating Organization owns all data that is stored in the system. The organization may not release personal identifiable client data without written permission from the client. Organizations may release program and/or aggregate level data for all clients to whom the organization provided services. No personal identifiable client data will be provided to any group or individual that is neither the Participating Organization that entered the data without written consent by the client.
 Each of the continuums within the LA/OC HMIS Collaborative may release aggregate data about its own continuum at the program, sub-regional, and regional level. Aggregate data may be released without organization permission at the discretion of the Continuum. It may not release any personal identifiable client data to any group or individual. The Collaborative may develop an annual release of aggregate data in a summary report format.

5.4 Data Migration

Policy:
Data migration or uploads from legacy systems is not allowed, unless approved by the HMIS Administrators.

Definition:
Data migration (or conversion): a one-time process of transferring data from any existing system to the LA/OC HMIS. Upon transfer, the organization abandons its existing system and uses the LA/OC HMIS for recording all client-related data.

Data uploads (transfers): ongoing, periodic process of transferring data from an existing system to the LA/OC HMIS. Data uploads follow the same procedures as above, but the organization continues to use its existing system for recording all client-related data.

Procedure:

Approved on 10/30/2015
Migrated data must be non-duplicated and an exact match to the existing field type of the LA/OC HMIS. The Participating Organization will be responsible for the accuracy, completeness, and quality of the migrated data.

The existing system of the Participating Organization must be an ODBC-compliant database platform in order for migration to be possible. The HMIS Administrator can help the organization determine the ODBC compatibility for any legacy systems.

Only data that is an exact match with LA/OC HMIS data fields may be migrated. Data must be unduplicated prior to data migration. All required fields in the LA/OC HMIS are required for migration. A data dictionary will be provided upon request.

The HMIS Administrator will decide the appropriate data migration candidates. If approved, a Transfer of Data Agreement must be completed and the Organization will provide current data in an ODBC usable form to the HMIS Administrator.

If the data cannot be migrated, manual conversion (data entry by the organization’s personnel) may be necessary to move data from legacy systems into the LA/OC HMIS.

All costs associated with the Transfer of Data will be at the expense of the organization.
6. TERMINOLOGY

**Adsystech**: Software developer of the Adaptive Enterprise Solutions® technology for the LA/OC HMIS.

**Organization Administrator**: The person responsible for system administration at the organization level. Responsibilities include informing HMIS System Administration of the need to add and delete users, basic trouble-shooting, and escalation of issues to their HMIS Administrator. This person is the organization user’s first line of contact for LA/OC HMIS issues.

**Aggregate Data**: Data with identifying elements removed and concentrated at a central server. Aggregate data are used for analytical purposes and reporting.

**Anti-Virus Software**: Programs to detect and remove computer viruses. The antivirus software should always include a regular update service allowing it to keep up with the latest viruses as they are released.

**Audit Trail**: A history of all access to the system, including viewing, additions and updates made to a client record.

**Authentication**: The process of identifying a user in order to grant access to a system or resource usually based on a username and password.

**Client**: The person receiving services whose information is entered into the LA/OC HMIS.

**Continuum of Care (CoC)**: Refers to the range of services (outreach, emergency transitional and permanent housing and supportive services) available to assist people out of homelessness.

**Participating Organization**: An organization that operates a project that either contributes data to an HMIS or has direct access to PPI in HMIS.

**Database**: An electronic system for organizing data so it can easily be searched and retrieved. The data within the LA/OC HMIS is accessible through the web-based interface.

**Decryption**: Conversion of scrambled text back into understandable, plain text form. Decryption uses an algorithm that reverses the process used during encryption.

**Encryption**: Conversion of plain text into encrypted data by scrambling it using a code that masks the meaning of the data to any unauthorized viewer. Encrypted data are not readable unless they are converted back into plain text via decryption.

**Firewall**: A method of controlling access to a private network, to provide security of data. Firewalls can use software, hardware, or a combination of both to control access.

**HMIS**: Homeless Management Information System. This is a generic term for any System used to manage data about the use of homeless services.

**HMIS Administrator**: The person(s) with the highest level of user access in each CoC. This user has full access to all user and administrative functions in the CoC and will serve as the liaison between Participating Organizations and the vendor. There is at least one HMIS Administrator in each CoC.

**HMIS User**: An individual who has unique user identification (ID) and directly accesses the LA/OC HMIS to assist in data collection, reporting or administration as
part of their job function in homeless service delivery. Users are classified as either system users who perform administration functions at the system or aggregate level or organization users that perform functions at the organization level.

**Internet Protocol Address (IP Address):** A unique address assigned to a user’s connection based on the TCP/IP network. The Internet address is usually expressed in dot notation, e.g.: 128.121.4.5.

**Internet Service Provider (ISP):** A company that provides individuals or organization with access to the internet.

**Local Area Network (LAN):** A network that is geographically limited, allowing easy interconnection of computers within offices or buildings.

**LA/OC HMIS:** The Los Angeles/Orange County Homeless Management Information System provided by the vendor and tailored for use in the LA/OC region.

**LA/OC HMIS Collaborative Steering Committee:** Comprised of at least one representative from each of the LA/OC HMIS Collaborative governing bodies. It is responsible for setting and overseeing policy for the regional implementation of the LA/OC HMIS.

**Network:** Several computers connected to each other.

**Server:** A computer that provides a service for other computers connected to it via a network. Servers can host and send files, data or programs to client computers.

**User ID:** The unique identifier assigned to an authorized HMIS User.

Approved on 10/30/2015
### 7. APPENDICES

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Appendix A: HMIS Participating Organization Agreement

GREATER LOS ANGELES & ORANGE COUNTY
HOMELESS MANAGEMENT INFORMATION SYSTEM (LA/OC HMIS)

PARTICIPATING ORGANIZATION AGREEMENT

I. Purpose
The HMIS is a HUD-mandated information technology system that is designed to capture client-level information over time, on the characteristics and service needs of homeless persons. Client data is maintained on a central server, which will contain all client information in an encrypted state. HMIS integrates data from all homeless service providers and organizations in the community and captures basic descriptive information on every person served. Participation in LA/OC HMIS allows organizations to share information with other participating organizations to create a more coordinated and effective delivery system.

The LA/OC HMIS is the secured electronic database for the Greater Los Angeles and Orange Counties and is a valuable resource for local communities. The LA/OC HMIS Collaborative consists of four separate Continuums of Care (CoC). The continuums are: Los Angeles City and County; Santa Ana/Anaheim/Orange County; Glendale; and Pasadena.

The LA/OC HMIS Collaborative’s goal is to provide a comprehensive case management system to advance the provision of quality services for homeless persons, improve data collection, and promote more responsive policies to end homelessness in the Greater Los Angeles and Orange Counties.

II. Agreement and Understanding
This Agreement authorizes this Participating Organization (Organization) to designate HMIS Users (User). A User is a staff person entrusted to enter Protected Personal Information (PPI) into the LA/OC HMIS, on behalf of this Organization. In order to allow a User to access the LA/OC HMIS, a User Agreement must be signed by the User, the HMIS Administrator, and this Organization’s Authorized Representative.

III. Confidentiality and Informed Consent

Confidentiality: This Organization must require all Users to abide by its organization’s policies and procedures; uphold all privacy protection standards established by the LA/OC HMIS Collaborative Policies and Procedures; and comply with all relevant federal and State of California confidentiality laws and regulations that protect client records. Except where otherwise provided for by law, this Organization shall ensure that confidential client records are released with the client’s written consent.

Written Consent: To obtain written consent, prior to each client’s assessment, each client must be informed that the client’s information will be entered into an electronic database called HMIS. The terms of the Consent to Share Protected Personal Information form must also be explained to each client. Clients who agree to have their PPI entered into the LA/OC HMIS must sign the Consent to Share Protected Personal Information form.

Verbal Consent: Verbal consent to enter PPI into the LA/OC HMIS may be obtained during circumstances such as phone screenings, street outreach, or community access center sign-ins. Each client must be informed that his or her information will be entered into the HMIS database. The terms of the Consent to Share Protected Personal Information form must also be explained to each client. The client’s written consent must be obtained once the client appears for his or her initial assessment.

Approved on 10/30/2015
IV. Client’s Rights
The client has a right to receive a copy of this notice at the time of request.

Each client has the right to receive the following, no later than five (5) business days of a written request:
- A correction of inaccurate or incomplete PPI
- A copy of his or her consent form
- A copy of his or her HMIS records
- A current list of participating organizations that have access to HMIS data

V. Data Use
This Organization must protect HMIS data by ensuring that:
- A link to the Privacy Notice is accessed from the Organization’s website.
- LA/OC HMIS is not accessible to unauthorized users
- LA/OC HMIS is only accessed by computers approved by the Organization
- HMIS Users are trained regarding user responsibilities and conduct
- HMIS Users sign and comply with the LA/OC HMIS User Agreement
  1. HMIS Users forward a copy of a client’s Revocation of Consent to the HMIS Administrator within 24 hours of receipt.

VI. Responsibilities
This Organization is responsible to ensure that:
- The Notice Regarding Collection of Personal Information is posted at each intake desk or comparable location.
- HMIS Users do not misuse the system
- Clients are notified if a breach of their PPI is discovered
- Any HMIS User who finds a possible security lapse on the system is obligated to immediately report it to the HMIS Administrator.
- A signed copy of the Consent to Share Protected Personal Information is retained for a period of seven (7) years after the PPI was created or last changed.

VII. System Use
Computer equipment and services provided by a CoC are intended only for LA/OC HMIS-related activities. Prohibited uses include, but are not limited to: malicious or illegal activities; unauthorized access; the creation, sending and/or storing of fraudulent, threatening, harassing, or obscene messages; inappropriate mass mailing (spamming, flooding, bombing); denial of service attacks; and the creation or intentional distribution of computer viruses, worms, and/or Trojan horses.

**Equipment, if applicable:** All CoC-provided computer equipment including, but not limited to, printers, scanners, laptops and monitors, were provided through grant funds from HUD. The maintenance and upgrades of these devices are subject to the requirements and funding limitations of the HUD grant. Maintenance and/or upgrade costs to equipment, incurred after the HUD grant funds have been exhausted, become the sole responsibility of this Organization.

**Software, Licenses, and/or Services, if applicable:** CoC-provided services to each organization may include, but are not limited to, purchasing and installing Anti-Virus Software and licenses, Firewall software and licenses, Windows software updates and High-Speed Internet Connections. The software and/or services are provided for HMIS purposes through HUD grant funds. The maintenance, upgrades and license purchases are subject to the requirements and funding limitations of the HUD grant. Additional maintenance, upgrades and license purchases, incurred after the grant funds have been exhausted, become the sole responsibility of this Organization.

Approved on 10/30/2015
VIII. Rights and Privileges
LA/OC HMIS data is stored in one central database and is owned by the LA/OC HMIS Collaborative. The LA/OC HMIS Collaborative reserves all rights to the HMIS data. Use of the LA/OC HMIS equipment, software, licenses, and/or services is a privilege and is assigned and managed by each HMIS Administrator.

IX. Copyright
The LA/OC HMIS and other CoC-provided software are protected by copyright and are not to be copied, except as permitted by law or by contract with the owner of the copyright. The number and distribution of copies of any CoC-provided software are at the sole discretion of the HMIS Administrator.

X. Violations
Any violations or suspected violations of any of the terms and conditions of this agreement, the HMIS User Agreement, and/or the HMIS Policies and Procedures, must be immediately and confidentially reported to the HMIS Administrator and the Executive Director or other authorized representative of this Organization.

XI. Term
This Participating Organization Agreement becomes effective on the date of final execution and shall remain in effect unless terminated pursuant to paragraph XI. Termination, below.

XII. Amendment and Termination
- The LA/OC CoC reserves the right to amend this agreement by providing a 3-day notice to this Organization.
- Either party has the right to terminate this agreement, with or without cause, by providing a 3-day written notice to the other party.
- If this agreement is terminated, this Organization shall no longer have access to HMIS or any information therein. The remaining LA/OC HMIS participating organizations shall retain the right to use all client data previously entered by this Organization, subject to any restrictions requested by the client.

All organizations that sign this agreement and are granted access to the LA/OC HMIS agree to abide by LA/OC’s HMIS Collaborative Policies and Procedures. The signature of the Executive Director or other authorized representative of this Organization indicates acceptance of all terms and conditions set forth in this agreement.

This Agreement is executed between the CoC and the Participating Organization. Upon final execution, this Organization will be given access to the LA/OC HMIS.

Organization Name ____________________________  CoC Name ____________________________

Organization Administrator/Authorized Representative (Print Name) ____________________________  HMIS Administrator Name (Print Name) ____________________________

Signature ____________________________________  Signature ____________________________________

Date of Signature ____________________________  Date of Signature ____________________________

Approved on 10/30/2015
Appendix B: HMIS User Agreement

GREATER LOS ANGELES & ORANGE COUNTY
HOMELESS MANAGEMENT INFORMATION SYSTEM (LA/OC HMIS)

USER AGREEMENT

I. Purpose

The LA/OC HMIS is the secured electronic database for the Greater Los Angeles and Orange Counties and is a valuable resource for local communities. The LA/OC HMIS Collaborative consists of four separate Continuums of Care (CoC). The continuums are: Los Angeles City and County; Santa Ana/Anaheim/Orange County; Glendale; and Pasadena.

The LA/OC HMIS Collaborative’s goal is to provide a comprehensive case management system to advance the provision of quality services for homeless persons, improve data collection, and promote more responsive policies to end homelessness in the Greater Los Angeles and Orange Counties.

II. Agreement and Understanding

This Agreement authorizes you, an HMIS User (User), to enter Protected Personal Information (PPI) into the LA/OC HMIS, as authorized by your organization and the CoC HMIS Administrator. You must complete the necessary training(s) prior to receiving a unique HMIS User Identification (User ID) and password.

II. Client Confidentiality and Informed Consent

Confidentiality: This User must abide by its organization’s policies and procedures; uphold all privacy protection standards established by the LA/OC HMIS Collaborative Policies and Procedures; and comply with all relevant federal and State of California confidentiality laws and regulations that protect client records.

Written Consent: To obtain written consent, prior to each client’s assessment, Users must inform each client that the client’s information will be entered into an electronic database called HMIS. Users must also explain the terms of the Consent to Share Protected Personal Information form. Each client who agrees to have his or her PPI entered into the LA/OC HMIS must sign the Consent to Share Protected Personal Information form.

Verbal Consent: Verbal consent to enter PPI into the LA/OC HMIS may be obtained during circumstances such as phone screenings, street outreach, or community access center sign-ins. Users must inform each client that the client’s information will be entered into the HMIS database. Users must also explain the terms of the Consent to Share Protected Personal Information form. The client’s written consent must be obtained once the client appears for his or her initial assessment.

III. Client Rights

- A client may not be denied services for failure to provide consent for LA/OC HMIS data collection.
- A client has the right to inspect, copy, and request changes in their LA/OC HMIS records.
- A client’s consent may be revoked by that client at any time through a written notice or by completing the Revocation of Consent form.
- A copy of the Privacy Notice must be provided at the time the client requests.
- Each client has the right to receive the following, no later than five (5) business days of a written request:
  - A correction of inaccurate or incomplete PPI

Approved on 10/30/2015
IV. User Responsibilities and Conduct

I understand and agree that:

- I have an ethical and a legal obligation to ensure that the data I collect and enter into HMIS is accurate and does not misrepresent the client’s information.
- I will not reveal or release PPI to unauthorized organizations, individuals or entities.
- I will use the data within the HMIS only for the purposes of homeless service delivery.
- I am not permitted to access the HMIS from any computer that has not been designated or approved by my organization.
- I will never use the HMIS to perform an illegal or malicious act.
- I will not attempt to increase the level of access to which I am authorized, or attempt to deprive other HMIS Users of access to the HMIS.
- My HMIS User ID and password shall be kept secure and will not be shared.
- I will refrain from leaving my computer unattended while logged into the system.
- I will protect and store client information printed from HMIS in a secure location.
- I will dispose of PPI printed from HMIS, when it is no longer needed, in a manner that maintains client confidentiality.
- If I suspect or encounter a security breach, I will immediately notify my organization’s HMIS administrator.
- If my relationship with my organization changes or terminates, any client information that I entered into or obtained from the HMIS must remain confidential.
- Discriminatory comments based on race, color, religion, national origin, ancestry, handicap, age, sex and sexual orientation are not permitted in the HMIS. Profanity and offensive language are also not permitted in the HMIS.
- PPI that is transmitted electronically must be password protected to maintain confidentiality.
- I will comply with my organization’s policies and procedures and the LA/OC HMIS Collaborative Policies and Procedures in my use of HMIS. The LA/OC HMIS Collaborative Policies and Procedures can be accessed from your CoC HMIS website.
- Any violation of this User Agreement is grounds for immediate suspension or revocation of my access to the HMIS.

My signature below confirms my agreement to comply with all the provisions of this Greater Los Angeles and Orange County HMIS User Agreement.
Appendix C: Consent to Share Protected Personal Information

GREATER LOS ANGELES & ORANGE COUNTY
HOMELESS MANAGEMENT INFORMATION SYSTEM (LA/OC HMIS)

CONSENT TO SHARE PROTECTED PERSONAL INFORMATION

The LA/OC HMIS is a local electronic database that securely record information (data) about clients accessing housing and homeless services within the Greater Los Angeles and Orange Counties. This organization participates in the HMIS database and shares information with other organizations that use this database. This information is utilized to provide supportive services to you and your household members.

What information is shared in the HMIS database?

We share both Protected Personal Information (PPI) and general information obtained during your intake and assessment, which may include but is not limited to:

- Your name and your contact information
- Your social security number
- Your birthdate
- Your basic demographic information such as gender and race/ethnicity
- Your history of homelessness and housing (including your current housing status, and where and when you have accessed services)
- Your self-reported medical history, including any mental health and substance abuse issues
- Your case notes and services
- Your case manager's contact information
- Your income sources and amounts; and non-cash benefits
- Your veteran status
- Your disability status
- Your household composition
- Your emergency contact information
- Any history of domestic violence
- Your photo (optional)

How do you benefit from providing your information?

The information you provide for the HMIS database helps us coordinate the most effective services for you and your household members. By sharing your information, you may be able to avoid being screened more than once, get faster services, and minimize how many times you tell your ‘story.’ Collecting this information also gives us a better understanding of homelessness and the effectiveness of services in your local area.

Approved on 10/30/2015
Who can have access to your information?

Organizations that participate in the HMIS database can have access to your data. These organizations may include homeless service providers, housing groups, healthcare providers, and other appropriate service providers.

How is your personal information protected?

Your information is protected by the federal HMIS Privacy Standards and is secured by passwords and encryption technology. In addition, each participating organization has signed an agreement to maintain the security and confidentiality of the information. In some instances, when the participating organization is a health care organization, your information may be protected by the privacy standards of the Health Insurance Portability and Accountability Act (HIPAA).

By signing below, you understand and agree that:

- You have the right to receive services, even if you do not sign this consent form.
- You have the right to receive a copy of this consent form.
- Your consent permits any participating organization to add to or update your information in HMIS, without asking you to sign another consent form.
- This consent is valid for seven (7) years from the date the PPI was created or last changed.
- You may revoke your consent at any time, but your revocation must be provided either in writing or by completing the Revocation of Consent form. Upon receipt of your revocation, we will remove your PPI from the shared HMIS database and prevent further PPI from being added. The PPI that you previously authorized to be shared cannot be entirely removed from the HMIS database and will remain accessible to the limited number of organization(s) that provided you with direct services.
- The Privacy Notice for the LA/OC HMIS contains more detailed information about how your information may be used and disclosed. A copy of this notice is available upon request.
- No later than five (5) business days of your written request, we will provide you with:
  - A correction of inaccurate or incomplete PPI
  - A copy of your consent form
  - A copy of your HMIS records; and
  - A current list of participating organizations that have access to your HMIS data.
- Aggregate or statistical data that is released from the HMIS database will not disclose any of your PPI.
- You have the right to file a grievance against any organization whether or not you sign this consent.
- You are not waiving any rights protected under Federal and/or California law.
SIGNATURE AND ACKNOWLEDGEMENT

Your signature below indicates that you have read (or been read) this client consent form, have received answers to your questions, and you freely consent to have your information, and that of your minor children (if any), entered into the HMIS database. You also consent to share your information with other participating organizations as described in this consent form.

☐ I consent to sharing my photograph. (Check here)

Client Name: ___________________________ DOB: ___________ Last 4 digits of SS__________
Signature ____________________________________________________ Date ______________________

☐ Head of Household (Check here)

Minor Children (if any):
Client Name: ___________________________ DOB: ___________ Last 4 digits of SS__________ Living with you? (Y/N)
Client Name: ___________________________ DOB: ___________ Last 4 digits of SS__________ Living with you? (Y/N)
Client Name: ___________________________ DOB: ___________ Last 4 digits of SS__________ Living with you? (Y/N)

__________________________________________________________
Print Name of Organization Staff

__________________________________________________________
Print Name of Organization

__________________________________________________________
Signature of Organization Staff

Date

Approved on 10/30/2015
Appendix D: Privacy Notice

GREATER LOS ANGELES & ORANGE COUNTY
HOMELESS MANAGEMENT INFORMATION SYSTEM (LA/OC HMIS)

PRIVACY NOTICE

This privacy notice explains under what circumstances we may share and disclose your information from the LA/OC HMIS. This notice also explains your rights regarding your confidential information.

Please read it carefully.

(Organization Name Here) collects and shares information about individuals who access our services. The information is confidentially stored in a local electronic database called the Greater Los Angeles/Orange County Homeless Management Information System (LA/OC HMIS). The LA/OC HMIS securely records information (data) about persons accessing housing and homeless services within the Los Angeles and Orange Counties.

We ask for your permission to share confidential personal information that we collect about you and your family. This confidential information is referred to as Protected Personal Information (PPI). We are required to protect the privacy of your PPI by complying with the privacy practices described in this Privacy Notice.

Why We Collect and Share Information

The information we collect and share in the HMIS helps us to efficiently coordinate the most effective services for you and your family. It allows us to complete one universal intake per person; better understand homelessness in your community; and assess the types of resources needed in your local area.

By collecting your information for HMIS, we are able to generate statistical reports requested by the Department of Housing and Urban Development (HUD).

The Type of Information We Collect and Share in the HMIS

Approved on 10/30/2015
We collect and share both PPI and general information obtained during your intake and assessment, which may include but is not limited to:

- Name and contact information
- Social security number
- Birthdate
- Demographic information such as gender and race/ethnicity
- History of homelessness and housing (including current housing status and where and when services have been accessed)
- Self-reported medical history including any mental health and substance abuse issues
- Case notes and services
- Case manager's contact information
- Income sources and amounts; and non-cash benefits
- Veteran status
- Disability status
- Household composition
- Emergency contact information
- Domestic violence history
- Photo (optional)

**How Your Personal Information Is Protected in the HMIS**

Your information is protected by passwords and encryption technology. Each HMIS user and participating organization must sign an agreement to maintain the security and privacy of your information. Each HMIS user or participating organization that violates the agreement may have access rights terminated and may be subject to further penalties.

**How PPI May Be Shared and Disclosed**

Unless restricted by other laws, the information we collect can be shared and disclosed under the following circumstances:

- To provide or coordinate services.
- For payment or reimbursement of services for the participating organization.
- For administrative purposes, including but not limited to HMIS Administrator(s) and developer(s), and for legal, audit personnel, and oversight and management functions.
- For creating de-identified PPI.
- When required by law or for law enforcement purposes.
- To prevent a serious threat to health or safety.
- As authorized by law, for victims of abuse, neglect, or domestic violence.
- For academic research purposes.
- Other uses and disclosures of your PPI can be made with your written consent.

**Providing Your Consent for Sharing PPI in the HMIS**

If you choose to share your PPI in the LA/OC HMIS, we must have your written consent. *Exception:* In a situation where we are gathering PPI from you during a phone screening, street...
outreach, or community access center sign-in, your verbal consent can be used to share your information in HMIS. If we obtain your verbal consent, you will be requested to provide written consent during your initial assessment. If you do not appear for your initial assessment, your information will remain in HMIS until you revoke your consent in writing.

You have the right to receive services even if you do not consent to share your PPI in the LA/OC HMIS.

**How to Revoke Your Consent for Sharing Information in the HMIS**

You may revoke your consent at any time. Your revocation must be provided either in writing or by completing the *Revocation of Consent* form. Upon receipt of your revocation, we will remove your PPI from the shared HMIS database and prevent further PPI from being added. The PPI that you previously authorized to be shared cannot be entirely removed from the HMIS database and will remain accessible to the limited number of organization(s) that provided you with direct services.

**Your Rights to Your Information in the HMIS**

You have the right to receive the following, no later than five (5) business days of your written request:

- A correction of inaccurate or incomplete PPI;
- A copy of your consent form;
- A copy of the LA/OC HMIS Privacy Notice;
- A copy of your HMIS records; and
- A current list of participating organizations that have access to your HMIS data.

You can exercise these rights by making a written request to this organization.

**Your Privacy Rights Regarding Your Information in the HMIS**

If you believe your privacy rights have been violated, you may send a written grievance to this organization. You will not be retaliated against for filing a grievance.

If your grievance is not resolved to your satisfaction, you may send a written grievance appeal to your CoC Lead.

**Amendments to this Privacy Notice**

The policies in this notice may be amended at any time. These amendments may affect information obtained by this organization before the date of the change. Amendments regarding use or disclosure of PPI will apply to information (data) previously entered in HMIS, unless otherwise stated. All amendments to this privacy notice must be consistent with the requirements of the federal HMIS privacy standards. This organization must keep permanent documentation of all privacy notice amendments.

Approved on 10/30/2015
Appendix E: Note Regarding Collection of Personal Information

GREATER LOS ANGELES & ORANGE COUNTY
HOMELESS MANAGEMENT INFORMATION SYSTEM (LA/OC HMIS)

NOTE REGARDING COLLECTION OF PERSONAL INFORMATION

We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless persons, and to better understand the needs of homeless persons. We only collect information that we consider to be appropriate.

A Privacy Notice is available upon request.
Appendix F: Revocation of Consent

GREATER LOS ANGELES & ORANGE COUNTY
HOMELESS MANAGEMENT INFORMATION SYSTEM (LA/OC HMIS)

REVOCATION OF CONSENT

By signing below, I revoke my consent to share my Protected Personal Information (PPI) in the LA/OC HMIS.

I understand that this revocation authorizes the removal of my PPI from the shared HMIS database and will prevent further PPI from being added. I understand that the PPI that I previously authorized to be shared cannot be entirely removed from the HMIS database and will remain accessible to the limited number of organization(s) that provided me with direct services.

Client Name: ___________________________ DOB: _____________ Last 4 digits of SS_________

Signature __________________________________________ Date _______________________

Head of Household (Check here) □

Minor Children (if any):

Client Name: ___________________________ DOB: _____________ Last 4 digits of SS_________

Client Name: ___________________________ DOB: _____________ Last 4 digits of SS_________

Client Name: ___________________________ DOB: _____________ Last 4 digits of SS_________

Client Name: ___________________________ DOB: _____________ Last 4 digits of SS_________

___________________________________________ ________________________________________________
Print Name of Organization Print Name of Organization Staff

___________________________________________
Signature of Organization Staff

Approved on 10/30/2015
Appendix G: Interagency Data Sharing Consent Form

GREATER LOS ANGELES & ORANGE COUNTY
HOMELESS MANAGEMENT INFORMATION SYSTEM (LA/OC HMIS)

INTERAGENCY DATA SHARING CONSENT FORM

Client Name:___________________________________________________________

SSN/Client ID:________________________________________________________

Date of Birth:_________________________________________________________

Name of Originating Organization:_______________________________________

Name of Organization with which to extend Client Data Sharing:

_____________________________________________________________________

Client Information to Share (Client: please INITIAL all forms you want to share):

___ Program Entry Required Questions
___ Services Provided
___ Case Notes
___ Assessment (Client Profile)
___ Savings Record
___ Program Exit Information
___ Group Meetings
___ Any information as necessary

_________________________________________  __________________________________
Client Signature                        Date

Approved on 10/30/2015
Appendix H: Grievance Form

GREATER LOS ANGELES & ORANGE COUNTY
HOMELESS MANAGEMENT INFORMATION SYSTEM (LA/OC HMIS)

GRIEVANCE FORM

If you feel a violation of your rights as an HMIS client has occurred or you disagree with a decision made about your “Protected HMIS Information” you may complete this form. Complete this form only after you have exhausted the grievance procedures at your organization. It is against the law for any organization to take retaliatory action against you if you file this grievance. You can expect a response within 30 days via the method of your choice.

Grievances must be submitted in writing to:
[Enter Address]

Date of offense: ______________________________________________________

Name of Individual who violated your privacy rights: ______________________

Name of Organization who violated your privacy rights: __________________

Brief description of grievance (what happened):

Best way to contact you: ______________________________________________

Your name: __________________________________________________________

Your phone: __________________________________________________________

Your mailing address: _________________________________________________

CoC response date: _________________________________________________

Recommendation to Organization:

We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless persons, and to better understand the needs of homeless persons. We only collect information that we consider to be appropriate.

Approved on 10/30/2015
Appendix I: Client’s Rights Brochure

For Further Homeless Provider Information and Assistance

2-1-1 Orange County
1505 E 17th Street Suite 108
Santa Ana, CA 92705
(714) 288-4007
www.211oc.org

Greater Los Angeles and Orange Counties
Homeless Management Information System (HMIS)

Mission: Leveraging technology in a respectful and appropriate manner, HMIS will assist homeless providers, persons experiencing a housing crisis, and policy advocates to end homelessness in the Greater Los Angeles and Orange counties.

Vision: The LA/OC Collaborative is dedicated to providing the best possible, highest quality Homeless Management Information System (HMIS) to enhance the Continuum of Care for persons experiencing homelessness. Specifically, HMIS will:

- Enable providers to track services, report outcomes, and manage client data using accessible and user-friendly technology
- Enhance the ability of policy makers and advocates to gauge the extent of homelessness and plan services appropriately throughout the Greater Los Angeles and Orange counties
- Ensure persons experiencing a housing crisis receive streamlined referral, coordinated services, and speedy access to essential services and housing

Homeless Management Information System (HMIS)

Client Rights & Explanation of Data Uses

For more information, contact the HMIS Administrative Office
(714) 288-4007
www.211oc.org

Last updated 10/07/2015
**HMIS**

**What Is HMIS?**

The Homeless Management Information System (HMIS) is a web-based information system. Organizations that serve homeless and at-risk individuals in the Greater Los Angeles and Orange counties need to compile information about the persons they serve.

**Why Gather and Maintain Data?**

HMIS will gather and maintain unduplicated statistics on a regional level to provide a more accurate picture of our region’s homeless and at-risk population. HMIS will also help us understand client needs, help organizations plan appropriate resources for the clients they serve, inform public policy in an attempt to end homelessness, streamline and coordinate services and intake procedures to save client’s valuable time, and so much more.

**Consent**

**Written Client Consent**

Each client must complete a Client Consent to Share Information Agreement allowing release of demographic information to the HMIS. Clients will be required to complete a signed form to be kept on file with the service provider. A copy will be provided to the client.

**Client Rights**

**Common Client Questions:**

**Who can access my information?**

- Only staff who work directly with clients or who have administrative responsibilities can look at, enter, or edit client information, including all authorized organizations participating in the LA/OC Continuum of Care.

**Who will receive my information?**

- No information will be released to another individual without your consent.

- Information is stored in an encrypted central database. Only organizations that have signed an HMIS Organization Agreement will have access to HMIS data.

**Don’t I have a right to privacy?**

- Clients do have the right to privacy, and also the right to confidentiality. You are entitled to a copy of the privacy notice upon request.

- Clients have the right to know who has modified their HMIS record.

- You also have the right to request access to your HMIS client records, printed copy of this data, and access to available audit reports. You may not see other clients’ records, nor

*What if I don’t want to provide information?*

- Clients have the right not to answer any questions, unless entry into a program requires it.

*What if I believe my rights have been violated?*

- Clients have the right to file a grievance with the organization or with the HMIS Administrative Office. Grievances must be filed through written notice. Clients will not be retaliated against for filing a complaint.

**Grievance**

If you feel a violation of your rights as a client has occurred, please contact your organization’s HMIS Administrator.

The Continuum of Care HMIS Administrative Office can be notified of violations through written notice.

All participating organizations are responsible for ensuring that security procedures are followed and client rights are respected throughout the organization’s HMIS participation.
Acknowledgement

I acknowledge that I have received a written copy of the LA/OC HMIS Collaborative Policies and Procedures Manual. I understand the terms of the LA/OC HMIS Policies and Procedures and I agree to abide by them. I understand that any violation of the policies or procedures could lead to my HMIS account being locked or even criminal prosecution.

Organization Name: 

Printed Name: 

Signature: 

Date:
Applicant: Los Angeles Homeless Services Authority CA-600-CoC

Project: FY 2016 CoC Application

09. PHA Administration Plan

1. Page 2-4: Burbank Housing Authority
2. Page 5-19: Housing Authority of the City of Los Angeles
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BURBANK HOUSING AUTHORITY

SECTION 8 PROGRAM
ADMINISTRATIVE PLAN

AMENDED MARCH 2015
Chapter 4
APPLICANT WAITING LIST
[24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206]

INTRODUCTION

It is the objective of the Burbank Housing Authority to maintain an accurate Applicant Waiting List to provide an adequate pool of qualified applicants to fill vacancies in the Section 8 Program. This Chapter explains the preference categories that determine the order of placement of the applications on the Applicant Waiting List. Maintenance of accurate information on the Applicant Waiting List ensures that applicants are admitted to the Program in the proper order and in a timely manner.

A. APPLICANT WAITING LIST [24 CFR 982.204]

Names will be selected from the Section 8 Applicant Waiting List in accordance with policies and preferences defined in this Administrative Plan. The Applicant Waiting List will be maintained in a manner that an application can be tracked from date of receipt to final disposition. The pre-applications will be sorted by preference category and will be a permanent file while active on the Waiting List.

B. PREFERENCE CATEGORIES [24 CFR 982.207 and 982.4]

The Section 8 Program allows Housing Authorities to apply local preferences to the applications in order to determine placement on the Applicant Waiting List. These preferences are intended to meet the needs of the community. The local preferences that will be used by the Burbank Housing Authority will be as follows:

Residency Preference

Applicants who reside in the City of Burbank or households with a member who works or has been hired to work in the City of Burbank will be given preference over non-residents. The Section 8 Applicant Waiting List will be separated into the two broad categories of residents and non-residents. Applicants claiming additional preferences will be placed within that preference category. Burbank homeless individuals/households that have been working with qualified Burbank service providers, should utilize the Burbank address of the service provider.

Persons Displaced by Government Action

Very-low income tenants who are displaced by government action of the Burbank Housing Authority or the City of Burbank will be given this preference based on involuntary displacement. The activity causing the displacement must be taken
in connection with code enforcement or a public improvement or a development program.

**Veterans Preference**

This preference will be given to applicants who have a current member of the U. S. Military Armed Forces in their household. Veterans and surviving spouses of veterans will also be given this preference.

**Disability Preference**

This preference is extended to disabled persons or families with a disabled member as defined in this Plan. Proof of disability will be required at time of selection from the waiting list.

**Homeless Preference**

This preference is for Burbank homeless individuals and households that have been working with qualified Burbank service providers. These service providers will certify that the individual/household meets the specific criteria for this category and the program, and commits to providing on-going supportive services for a minimum of six (6) months after issuance of a housing voucher in order to ensure that the individual/household is able to live independently.

This preference will assist those applicants that become homeless while on the waiting list; and homeless applicants in the future that apply to the Program with no home address that instead will utilize a Burbank service provider address with an Authorization form on file.

**C. PREFERENCE ELIGIBILITY** [24 CFR 5.410]

Applicants are allowed to claim the preferences at time of pre-application and their names will be placed on the Section 8 Applicant Waiting List according to that preference category. At time of final eligibility determination, the applicant will be required to provide verification of the preference. Changes in an applicant’s circumstances while on the Section 8 Applicant Waiting List may qualify the household for a preference. Applicants are required to notify the Burbank Housing Authority in writing when their circumstances change. When applicants claim to have recently become eligible for a preference, they will be placed on the Applicant Waiting List within the newly-claimed preference.

**D. PREFERENCE DENIAL** [24 CFR 5.415]

If an applicant cannot provide third party verification to prove a preference at the time that the name is selected from the Applicant Waiting List, then the preference will be denied. Applicants will be informed in writing why the preference was denied and they
Housing Authority of the City of Los Angeles (HACLA)

2016 Administrative Plan
Amended 10/2015
5.17.1 Priority 1 Preference – Special Programs and Other Referrals

Families who are referred to and qualify for the HACLA’s Special Programs receive a Priority 1 preference. [For information and a list of programs see Section 3.2.1, Referrals to Special Programs, of this Administrative Plan.] This preference entitles the eligible applicant to be serviced and admitted to the Special Program for which it qualifies ahead of all other eligible applicants on the waiting list.

Families who qualify for admission due to Special Circumstances receive the identical Priority 1 preference. [See also Section 3.2.2, Referrals Due to Special Circumstances, of this Administrative Plan.]

In determining the order of service among applicants who qualify for a Priority 1 preference, the following ranking criteria is used. The ranking criteria follows the hierarchy noted and is based on the applicant having applied for admission under one of the programs listed under Section 3.2.1, Referrals to Special Programs, and Section 3.2.2, Referrals Due to Special Circumstances, of this Administrative Plan and have met any additional programmatic requirements, including, in some cases, certification by an agency accredited by HACLA to participate in the special programs:

1. Referrals from HACLA Owned Units (Section 3.2.2.1 of this Administrative Plan).
2. HOPWA to Housing Choice Voucher (Section 3.2.1.3.1 of this Administrative Plan).
3. Victims of Declared Disasters (Section 3.2.2.2 of this Administrative Plan).
4. Displacement Due to Government Actions (Section 3.2.2.3 of this Administrative Plan).
5. Underhousing in MRP-SRO Units (Section 16.7 of this Administrative Plan).
6. Underhousing in SRO Units (Section 18.6.9 of this Administrative Plan).
7. LAHSA Supportive Housing Program to Housing Choice Voucher (Section 3.2.1.2.15 Transitional Housing Conversion of this Administrative Plan).
8. PBV transfer to Housing Choice Voucher (Section 17.39 of this Administrative Plan).
9. Readmissions and Reasonable Accommodations (Section 6.18 of this Administrative Plan).
10. HUD-VASH to Housing Choice Voucher (Section 21.4.3 of this Administrative Plan).
11. Shelter Plus Care Referral to the Housing Choice Voucher Program (Section 18.6.14 of this Administrative Plan).
12. Family Unification Program – Eligible Youth to Housing Choice Voucher (Section 3.2.1.2.4 of this Administrative Plan).
Chapter 3: APPLICATIONS, REFERRALS & PROGRAMS

3.1.17 Certification of the Waiting List

After the HACLA or its contractor has developed a preliminary electronic copy of the waiting list, the Section 8 Director, or their designees, shall review the list data and conduct a quality control review of a representative number of list records by checking the database information against actual application forms.

Findings of this quality control review must be documented and provided to the President and CEO. The findings must contain a recommendation for approval or disapproval of the waiting list as constituted and, if approval is recommended, a certification signed by the Section 8 Director that the list has been determined to meet the HACLA’s standards for accuracy.

3.1.18 Documentation of Application Intake Activities

The Section 8 Director shall maintain a summary of all application intake activities in a permanent master waiting list activity file. The file shall document all the activities of HACLA staff and any contractors involved in the publication of the opening of the application period, outreach activities, intake and processing of applications including any randomization (lottery action), and all other activities leading to the creation of the final waiting list. The file shall include sample copies of application and instruction forms, notices sent to stakeholders and public officials, published public notices in outreach languages, forms and letters used to notify families of their successful placement on the waiting list or of unsuccessful attempts to apply due to late receipt of applications or due to incomplete or illegible applications. The file shall also contain the findings of the Section 8 Director on the accuracy of the waiting list data.

3.2 Referrals

Families are added to the waiting list by referral in the following circumstances.

3.2.1 Referrals to Special Programs

The HACLA operates a number of programs which serve special populations, special needs or which were designed for special purposes. For these populations and programs, applicants are generated by referral from various community organizations or divisions of local government which are under a Memorandum of Understanding (MOU) or a Contract with the HACLA in accordance with program regulations.

Referred families who meet program requirements are added to the waiting list and are provided a local preference of Priority 1. [See Section 5.17, Local Preferences, of this Administrative Plan.]
If an agency, organization or unit of local government is not meeting its full commitment for referrals to any Special Program, the HACLA may canvass its waiting list (by date and time of application) for families that are potentially eligible for the Special Program and refer these families to the CBO/NPO or unit of local government for their action. Referrals are made in the date and time order in which the HACLA receives the family’s response to the canvassing. If the response from families on the waiting list is insufficient, the HACLA may canvass members of the application pool in order of their application number.

The HACLA operates the following Special Programs using its Section 8 waiting list.

3.2.1.1 Project-based Programs

In project-based programs, rental assistance is paid for families who live in specific housing developments or units. The rental subsidy is tied to the unit.

3.2.1.1.1 Moderate Rehabilitation Program

Congress no longer allocates funding for new Moderate Rehabilitation projects. The program objectives were to upgrade substandard rental housing and to provide rental subsidies for low income families. By entering into housing assistance payments contracts for 15 years, owners were enabled to take advantage of favorable financing through local lending institutions or other sources acceptable to HUD.

If the HACLA is unable to refer a sufficient number of applicants from its waiting list within 30 days of a notification of vacancy, the owner may refer an applicant on its waiting list to the HACLA for determination of eligibility. To this end, owners still under contract to Section 8 may maintain their own waiting lists monitored by the HACLA.

3.2.1.1.2 Permanent Supportive Housing Program (PSHP) – Project Based Voucher (PBV) Project

The Permanent Supportive Housing Program (PSHP) is a collaborative effort between HACLA and the Los Angeles Housing and Community Investment Department (HCID) (formerly Los Angeles Housing Department) to assist in the provision of supportive housing for the homeless population of the City of Los Angeles through a joint Notice of Funding Availability for qualified housing providers. The HACLA develops a Request for Proposals for Project-based Voucher Assistance (See Section 3.2.1.1.4 below.). The HACLA Board of Commissioners allocates a number of vouchers to be provided for the PSHP.
Although proposers must always meet the requirements of 24 CFR Part 983, the Board of Commissioners may establish policy priorities in addition to the requirements of Chapter 17, Special Procedures for the Project-based Assistance Programs.

In accordance with HUD’s guidance and technical assistance, HACLA will transition to the following applicant referral process using a phased in approach that takes into account existing partner waitlists and contracts. PSHP-PBV projects use the Coordinated Entry System to fill at least four out of five vacancies for those units designated for homeless or chronically homeless applicants per the requirements of the NOFA under which the project applied and was awarded PSHP-PBV. Alternate, equivalent comprehensive assessment systems, including but not limited to, the Department of Health Services internal assessment or the 10th decile triage tool, may also be used with approval of the HACLA. Remaining vacancies are filled with referrals received from partnering agencies who have an MOU or contract with the HACLA to submit referrals. HACLA will evaluate the referral process and make changes to the process in order to meet program and utilization objectives. [For additional information on PSHP-PBV waiting lists see Section 17.32, Waiting List, of this Administrative Plan].

3.2.1.1.3 Project-based Voucher (PBV) Program

In accordance with the final rule on the Project-Based Voucher Program, published October 13, 2005, the HACLA may select owner proposals to provide project-based voucher assistance for up to 20 percent of the amount of budget authority allocated to the HACLA in the voucher program. All PBC and PBV units for which the HACLA has issued a notice of proposal selection or which are under an Agreement to Enter into a HAP Contract (AHAP) or HAP contract are counted against this 20 percent maximum.

Policies dealing with the selection of proposals and other PBV policies may be found in Chapter 17, Special Procedures for the Project-Based (PBA) Assistance Programs, of this Administrative Plan.

The HACLA maintains a PBV waiting list to refer eligible families to the owner. The owner may refer families to the HACLA for determination of eligibility if the HACLA does not refer a sufficient number of families to the owner within 30 days of an owner notice of vacancy.

In the project-based voucher (PBV) program, the participating family may move from the project-based unit and receive continued tenant-based assistance after the first year of the lease.
### 3.2.1.2 Tenant-based Programs

In tenant-based programs, the rental assistance is not attached to the structure but to the family. The eligible family selects the rental unit. As long as the family abides by the overall program regulations, the family is eligible for continued assistance after moving.

#### 3.2.1.2.1 Non-Elderly and Disabled Vouchers

On August 2011, HUD consolidated housing choice vouchers awarded to HACLA since 1997 under the One Year Mainstream, Certain Development, and Designated Housing.

For HACLA these awards represented Fair Share Voucher allocations. The sum of these awards was consolidated to represent the baseline number of Non-Elderly and Disabled vouchers.

The HACLA may select qualified disabled families from its waiting list according to the date and time of the family’s application. The HACLA may also enter into a Memorandum of Understanding or a Contract with referral agencies. The HACLA is responsible for determining the family’s eligibility for housing assistance in accordance with the terms of HUD’s NED NOFA, ACC and regulations.

Families which meet the qualifications of this targeted class may receive vouchers sooner than non-targeted families because of their Priority 1 preference status. (See Section 5.17.1, Priority 1 Preference – Special Programs and Other Referrals, of this Administrative Plan.)

#### 3.2.1.2.2 Family Unification Program (FUP)

The Family Unification Program provides housing assistance to income eligible families for whom the lack of adequate housing is a primary factor in the separation or imminent separation of children from their families. Youths at least 18 years old and not more than 21 years old (have not reached their 22nd birthday) who left foster care at age 16 or older and who do not have adequate housing are also eligible to receive housing assistance under the FUP.

Applicants are certified and referred by the Los Angeles County Department of Children and Family Services (DCFS) or by entities designated by the DCFS. The number of slots for the FUP is limited by the amount of funding specifically allocated by HUD.
3.2.1.2.3 Homeless Program

This program was designed to support local homeless assistance strategies by providing tenant-based Section 8 assistance to families currently participating in a transition plan administered by Community Based Organizations (CBOs) who have been preselected by the HACLA through an RFP process. Vouchers are made available from existing HUD allocations to the HACLA’s Section 8 tenant-based program up to a maximum number authorized by the HACLA Board of Commissioners.

The CBO must make every effort to enroll the head of household of the referred family in the HACLA’s Family Self Sufficiency (FSS) Program. CBOs are not required to enroll families in which the head of household is either elderly or a person with a disability, but the CBO must provide ongoing case management for these families.

In accordance with HUD’s guidance and technical assistance, HACLA will transition to the following applicant referral process using a phased in approach that takes into account existing partner waitlists and contracts. Contracted agencies for this program use the Coordinated Entry System to fill at least four out of five vacancies. Alternate, equivalent comprehensive assessment systems, including but not limited to the Department of Health Services internal assessment or the 10th decile triage tool, may also be used with approval of the HACLA. Remaining vacancies are filled with referrals received from contractors who have an MOU or contract with the HACLA to submit referrals. HACLA will evaluate the referral process and make changes to the process in order to meet program and utilization objectives.

3.2.1.2.4 Homeless Prevention Program (HPP)

The HACLA Board of Commissioners sets aside a number of vouchers to provide housing assistance to individuals referred to the HACLA under a Memorandum Of Understanding (MOU) with the Los Angeles County Department of Health Services (DHS). These vouchers are used to provide assisted housing to eligible individuals referred by the DHS who have been hospitalized and have subsequently lost their housing as a result of chronic illness and/or physical disabilities.

The DHS will utilize its health services system to provide supportive services before and after the individuals or families have been successfully housed.
3.2.1.2.5 HOPE for Elderly Independence Program (HEIP)

This program, authorized by Section 803 of the National Affordable Housing Act, is designed to combine tenant-based rental vouchers with supportive services to frail, elderly people who are currently unsubsidized and who require this combined assistance to avoid premature and unnecessary institutionalization.

The HACLA works with senior services agencies designated by the City of Los Angeles City Department of Aging. These agencies verify program eligibility under the HOPE guidelines, as evaluated by a Professional Assessment Committee, and must provide the needed supportive services to the participant either directly or through referral. Upon determination of eligibility the HACLA issues a voucher to the referred clients.

3.2.1.2.6 Long Term Family Self-Sufficiency (LTFSS) Program

This program is designed to support the Transitional Support for Homeless CalWORKS Families Project (TSHCFP) in cooperation with the Community Development Commission of the County of Los Angeles (lead agency) and the Department of Public Social Services. The HACLA sets aside vouchers by action of the HACLA Board of Commissioners for qualified families moving from publicly funded transitional housing in the City of Los Angeles to permanent housing. Families are referred from participating transitional housing agencies to housing placement agencies for housing counseling assistance. Housing placement agencies refer families to the HACLA. The HACLA determines whether the family meets voucher program requirements.

3.2.1.2.7 Mainstream Housing Program

Section 8 rental vouchers are provided along with supportive services to enable eligible families consisting of adults with disabilities to rent affordable private housing of their choice in a non-segregated environment. In addition, the Mainstream Program assists persons with disabilities who face difficulties in locating suitable housing in the private market.

3.2.1.2.8 Moving to Opportunity (MTO) Program (Demonstration Program)

This demonstration program is no longer taking applications. The HACLA has used all slots provided by HUD for this program. The HACLA continues to provide service under the Section 8 program for families who were admitted.
This nationwide demonstration program targeted low income families then currently living in public housing or in project-based housing units which were located in a high poverty census tract. The program was designed to assist families to move to housing located in low poverty census tracts. Experimental, comparison and control groups were designed to provide information on the impact of neighborhoods on social and economic opportunity.

The HACLA designated eight public housing communities and three project-based buildings to participate in the demonstration program. The HACLA solicited volunteers from these locations who wished to move out of the area. The program will track three groups of families for 10 years to determine the effect of moving to low poverty census tracts on housing, education, employment and social well being.

An Experimental Group was given Section 8 vouchers to be used only for units located in low poverty area census tracts. This group was given extensive counseling and assistance in locating a unit and continued counseling and supportive services to transition into a low poverty community.

A Comparison Group was given Section 8 vouchers to use in any area. This group received no special counseling or supportive services.

A Control Group remained in place and received no vouchers.

The HACLA selected a Community Based Organization (CBO) to provide counseling and supportive services and to assist families in the Experimental Group in locating units in low poverty census tracts.

To expand the MTO program, the HACLA Board of Commissioners set aside, in June 1995, 250 free standing vouchers in addition to the original HUD funding of 188 vouchers.

The following public housing communities and project-based buildings were designated for participation in the program:

**Section 8 Project-based Locations:**
Boyle Apartments
Sheridan Manor
Watts Arms I

**Public Housing Communities:**
Hacienda Village
Imperial Courts
3.2.1.2.9 Veterans Affairs Supportive Housing (VASH) Program (1992 HUD Funded Program)

VASH is a joint national project of HUD and the Department of Veterans Affairs (VA). The program is designed to enable homeless veterans who are afflicted with severe psychiatric or substance abuse disorders to locate affordable housing in an attempt to return the veteran to mainstream society.

The local VA hospital or clinic refers promising candidates to the HACLA for determination of income eligibility. The HACLA issues a voucher to eligible referrals on the condition that the participant will continue an extensive counseling program and will abide by substance abuse rehabilitation program guidelines.

[In accordance with the VASH program guidelines issued in the March 20, 1992 Federal Register requiring this statement, the HACLA will not make interim use of VASH vouchers.]

See also Section 3.3.2 HUD-Veterans Affairs Supportive Housing (HUD-VASH) Program (2008 HUD Funded Program) which operates independently of the waiting list.

3.2.1.2.10 Welfare to Work (WtW) Vouchers

This program subsidizes rents of low-income families receiving welfare assistance or recently off welfare, to enable them to rent housing near available jobs, transportation or child care.

The HACLA operates this program in coordination with the Los Angeles County Department of Public Social Services (DPSS). DPSS reviews all program referrals to certify compliance with the WtW voucher program requirements regarding receipt of welfare assistance and to certify that assisted housing is critical to the family’s obtaining or retaining employment.

Referrals may be forwarded to DPSS from DPSS GAIN service workers, HACLA’s WtW Program, CalWORKs Eligibility Interviewers, Private
Industry Councils, Adolescent Family Life Program providers, Mental Health/Substance Abuse assessors and providers, Domestic Violence service providers, Department of Community and Senior Services/RITE Program staff, One-Stop, and other agencies which serve the target population.

DPSS funded housing counseling services for the first 700 assisted families to help them locate housing that best met their needs.

With HUD's prior approval, the admission of a portion of very low-income WtW families that are not extremely low-income may be disregarded in determining compliance with income targeting. (See Section 5.18, Income Targeting, of this Administrative Plan.)

This program is no longer taking applications.

3.2.1.2.11 Tenant-Based Supportive Housing Program

This program is designed to support local homeless assistance strategies by providing tenant-based Section 8 assistance to chronically homeless individuals and families, and those discharged from hospitals without re-entry housing, who require extensive supportive services to live independently. Services are provided for the length of time that the family remains on the program and are provided by various Los Angeles County departments, such as health services, mental health, substance abuse, etc., their contracted partners, as well as Community Based Organizations selected through a competitive process. HACLA must enter into an MOU or contract with the service provider to provide the services. Vouchers are made available from existing HUD allocations to the HACLA's Section 8 tenant-based program up to a maximum number authorized by the HACLA Board of Commissioners.

In accordance with HUD's guidance and technical assistance, HACLA will transition to the following applicant referral process using a phased in approach that takes into account existing partner waitlists and contracts. Contracted agencies for this program use the Coordinated Entry System to fill at least four out of five vacancies. Alternate, equivalent comprehensive assessment systems, including but not limited to the Department of Health Services internal assessment or the 10th decile triage tool, may also be used with approval of the HACLA. Remaining vacancies are filled with referrals received from contractors who have an MOU or contract with the HACLA to submit referrals. HACLA will evaluate the referral process and make changes to the process in order to meet program and utilization objectives.
Upon the written recommendation of the partnering agency, eligible families with no or very low supportive service needs may be referred to the HACLA for continued assistance through the regular housing choice voucher (HCV) program, freeing up the TBSH voucher for another eligible family.

Placement on the waiting list is at the sole discretion of the HACLA and
1. The Contractor agrees to continue to provide appropriate supportive services to the family or to locate and refer the family to other providers of equivalent supportive services that are affordable to the family.
2. The family must agree to be referred to supportive services, if needed.
3. The family agrees with the Contractor’s recommendation, understands the nature of the tenant-based program, and provides a written request for Housing Choice Voucher assistance.
4. The family is a low income family and otherwise eligible for the Housing Choice Voucher Program.
5. The family has received assistance under Tenant Based Supportive Housing Program for at least two years.
6. The family is currently in compliance with Tenant Based Supportive Housing provisions, including, but not limited to, being in compliance with their supportive service plan.
7. The family is in compliance with current lease, including, but not limited to, paying their rent on time each month.
8. The partnering agency certifies that the participant family now has no or very low supportive service needs.
9. The partnering agency’s performance has been satisfactory to HACLA per Section 15.6, Monitoring of Services Provided by Special Program Partner Agencies, of this Administrative Plan.

3.2.1.2.12 Pilot Re-Entry Program

This program is designed to allow ex-offenders leaving the criminal justice system to reunite with their families receiving S8 housing assistance. The assisted family must approve the admission. HACLA may waive criminal background check requirements only for permissible prohibitions where HUD grants the HACLA discretion to establish admission criteria. Ex-offenders will be required to participate in re-entry supportive services provided by community-based organizations and/or public agencies. These organizations and agencies will have been preselected by the HACLA through an RFP process. Program size and parameters are subject to approval by the HACLA Board of Commissioners. HACLA will evaluate the pilot and make changes to the program depending on the outcomes.
3.2.1.2.13 Transitional Housing Conversion

Upon the written certification of the Los Angeles Homeless Services Authority, eligible families residing in transitional housing, that are part of a coordinated effort to convert existing transitional housing projects to permanent housing, may be referred to the HACLA for placement on the Section 8 tenant-based waiting list with a limited preference. Such families become subject to the screening requirements for criminal history of the tenant-based program in accordance with Section 5.20, PBA, MRP, MRP-SRO, HOPWA and Tenant-Based Section 8 screening. Placement on the waiting list is at the sole discretion of the HACLA and is subject to the following:

1. The transitional housing owner agrees to continue to provide appropriate supportive services to the family or to locate and refer the family to other providers of equivalent supportive services that are affordable to the family.
2. The family must agree to be referred to supportive services, if needed.
3. The family agrees with the transitional housing owner’s recommendation, understands the nature of the tenant-based program, and provides a written request for Housing Choice Voucher assistance.
4. The family is a low income family and otherwise eligible for the Housing Choice Voucher Program.
5. The family is currently in compliance with their supportive service plan.
6. The family is in compliance with their current lease, including, but not limited to, paying their rent on time each month.

Vouchers are made available from existing HUD allocations to the HACLA’s Section 8 tenant-based program up to a maximum number authorized by the HACLA Board of Commissioners not to exceed 20 (twenty) referrals per year.

3.2.1.2.14 Homeless Veterans Initiative

This program was designed to support local homeless assistance strategies by providing tenant-based Section 8 assistance to homeless veterans who are not VA healthcare eligible. Eligible homeless veterans will be referred to the HACLA by authorized partnering agencies that have been preselected by the HACLA through an RFP process.

Vouchers are made available from existing HUD allocations to the HACLA’s Section 8 tenant-based program up to a maximum number authorized by the HACLA Board of Commissioners.

The authorized partnering agencies must make every effort to enroll the head of household of the referred family in the HACLA’s Family
Self Sufficiency (FSS) Program. Authorized partnering agencies are not required to enroll families in which the head of household is either elderly or a person with a disability, but the authorized partnering agencies must provide ongoing case management for these families.

In accordance with HUD’s guidance and technical assistance, HACLA will transition to the following applicant referral process using a phased in approach that takes into account existing partner waitlists and contracts. Contracted agencies for this program use the Coordinated Entry System to fill at least four out of five vacancies. Alternate, equivalent comprehensive assessment systems, including but not limited to the Department of Health Services internal assessment or the 10th decile triage tool, may also be used with approval of the HACLA. Remaining vacancies are filled with referrals received from contractors who have an MOU or contract with the HACLA to submit referrals. HACLA will evaluate the referral process and make changes to the process in order to meet program and utilization objectives.

3.2.1.3 Mixed Programs

A mixed program may result in the provision of either tenant-based or project-based assistance.

3.2.1.3.1 Housing Opportunities for Persons with AIDS (HOPWA Program and HOPWA Fast Track Program)

This program was established by the AIDS Housing Opportunities Act to assist States and local communities in providing long term comprehensive strategies to meet the housing needs of persons with AIDS and their families.

The HOPWA Advisory Committee for Los Angeles County established a tenant-based rental assistance program as one component of its HOPWA program. The tenant-based program operates under HOPWA regulations (24 CFR 574) and under the procedures included in a Memorandum of Understanding (MOU) with the agency which administers all HOPWA funds in the County of Los Angeles, currently the Los Angeles Housing Department (LAHD). The HOPWA program provides funds for at least one year of rental assistance to eligible program participants. The HACLA issues a Section 8 voucher to eligible low income families when these funds are exhausted. Prior to the 1999 merger of the certificate and voucher programs, a Section 8 certificate was issued.

The HACLA complies with policies set by the Advisory Committee or any successor agency with regard to issuing tenant-based assistance in
accordance with any Memorandum of Understanding or contract as may be approved by the HACLA Board of Commissioners.

The HACLA operates a Fast Track component for the HOPWA tenant-based rental assistance program, subject to the availability of funds. Households register by calling a telephone number that is publicized and provided to agencies serving persons with AIDS and other low-income people. Applicants are given a registration number when they call and are placed on a registration list based on time and date of call. As funds become available the HACLA contacts applicants based on their registration number. HACLA determines income eligibility of all applicants and confirms medical eligibility through certifications by medical professionals. Applicants who request additional assistance or who subsequently need help in using HOPWA housing assistance are referred to the contracted HOPWA agencies.

The HACLA also may, in collaboration with LAHD, contract with agencies to refer applicants to the HACLA for determination of eligibility to the HOPWA program. Agencies successful through a HACLA competitive process would be utilized and would refer applicants who are under a plan of care or service plan with the agency. The HACLA would work with the applicant and the referring agency to obtain necessary eligibility documentation.

The HACLA administers the HOPWA tenant-based rental assistance program for the cities of Los Angeles, Santa Monica, Culver City, Inglewood, La Canada and Burbank.

The HACLA also administers the HOPWA project-based rental assistance program under a Memorandum of Understanding with LAHD. Owners of project-based HOPWA buildings refer applicants to the HACLA for determination of eligibility.

### 3.2.2 Referrals Due to Special Circumstances

Referred families who meet the criteria below are immediately placed on the waiting list and receive a Priority 1 preference over other applicants. (See Section 5.17, Local Preferences, of this Administrative Plan.)

In order to participate in any Section 8 or other assisted housing program a referred family must meet all applicable program eligibility requirements including the requirements of Chapter 13 of this Administrative Plan.
• **Current and previous addresses**: A credit report can provide a history of where the family has lived. This is particularly important because the Housing Authority provides a residency preference. If the family has provided one address to the Housing Authority and the credit report indicates a different address, the family will be asked to provide additional proof of residency. This may include a history of utility bills, bank statements, school enrollment records for children, credit card statements or other relevant documents. Failure to provide adequate proof will result in the denial of a residency preference.

• **Credit card and loan payments**: A credit report will usually include a list of the family’s financial obligations. Examples of the items that may show up include car loans, mortgage loans, student loans and credit card payments. The Housing Authority will review this information to confirm the income and asset information provided by the family. If the family’s current financial obligations (total amount of current monthly payments) exceed the amount of income reported by the family, the Housing Authority will ask the family to disclose how they are currently meeting their financial obligations. Accounts that have been charged off or significantly delinquent are not included in this calculation. Failure to provide adequate proof of income will result in termination of the application.

• **Multiple Social Security numbers**: A credit report may list multiple Social Security numbers if an adult family member has used different Social Security numbers to obtain credit. If the credit report information does not match the information provided by an adult member of the family, the family member will be required to obtain written confirmation of the Social Security number that was issued to him/her from the Social Security Administration.

A family will not be issued a voucher until all discrepancies between the information provided by the applicant family, and the information contained in the credit report have been cleared by the applicant family.

When discrepancies are found, the family will be contacted by telephone or by mail. In most cases, the family will be allowed a maximum of 15 calendar days to provide the additional documentation. On a case-by-case basis, as a reasonable accommodation, the family may be granted additional time. If additional time is granted, the family will receive a letter confirming the new deadline. No additional extension will be granted thereafter.

When the credit report reveals multiple discrepancies that are not easily communicated over the telephone, the Housing Authority will set up a face-to-face interview with the applicant. The Housing Authority will schedule up to two interview appointments. An additional interview may be scheduled as a reasonable accommodation. Failure to appear at the interview session will result in cancellation of the application.

Additionally, failure to provide the necessary information will result in cancellation of the application.

4.3 **LOCAL PREFERENCES**

[24 CFR §982.207]
The Housing Authority will apply a system of local preferences in determining admissions for the program. All preferences will be subject to the availability of funds and all applicants will be required to meet all eligibility requirements. In accordance with California Health and Safety Code §34322.2, the Housing Authority will give priority to families of veterans and members of the armed forces in each of the categories below. Local preferences are weighted highest to lowest, in the following order:

1. **Targeted, and Special Programs:** Families who qualify for Targeted or Special Programs administered by the Housing Authority will be admitted before all other eligible applicants or applicants on the waiting list. Referral may be made by County agencies with a contract or Memorandum of Understanding in place, or by contracted CBO’s up to and not to exceed the number of vouchers specified in the contract.

2. Families previously assisted by the Housing Authority whose assistance was terminated due to insufficient funding.

3. Families who live or work in the jurisdiction in the following categories that are subject to the approval by the Executive Director:
   - **Victims of Declared Disasters:** An admissions preference may be given to bona fide victims of declared disasters, whether due to natural calamity (e.g. earthquake), civil disturbance, or other causes recognized by the federal government. Victims must provide documentation to receive an admissions preference. Admissions preference may only be given within the allotted timeframe established by the federal government. If HUD provides specific funding, the Housing Authority will not exceed the allocated amount.
   - **Displacement Due to Government Actions:** Families or individuals who are certified as displaced due to the action of a federal government agency or local government agencies may be given an admissions preference.
   - **Referrals from law enforcement agencies:** The Housing Authority may distribute application forms and may issue a voucher to families or single persons that are referred by law enforcement agencies. The types of referrals that will be considered include, but are not limited to:
     1. Victims of domestic violence,
     2. Involuntarily displaced to avoid reprisals,
     3. Displaced due to being a victim of a hate crime, or
     4. Victims of sex trafficking.
   Law enforcement referrals must be made in writing, on law enforcement agency letterhead, and signed by the requesting officer and his or her immediate supervisor. Eligibility, including background checks will be confirmed for all members.

4. **Homeless Families Referred by an Eligible Organization:** Families that qualify for the homeless preference must be referred by an approved Coordinated Access System. The referring entity must provide a
certification of the family’s homeless status. Annually, the Housing Authority will assign a percentage of applications, as approved by its board of commissioners, not to exceed thirty-five percent of expected annual voucher attrition.

Additionally, families registered on the waiting list that declare themselves as homeless, but are not referred by an approved Coordinated Access System, must provide a certification of their homeless status from a government organization or other organization that is qualified to determine their homelessness.

5. **Jurisdictional Preference**: Families who live and/or work in the Housing Authority’s jurisdiction will be admitted before families outside of the Housing Authority’s jurisdiction.

**Date and Time of Registration**: Families will be selected from the waiting list based on the preferences for which they qualify, and then by date and time.

### 4.3.1 Verification of Preferences

[24 CFR §982.207(e)]

**Homeless Families Referred by an Eligible Organization**: For families selected under this preference, a copy of the referral from the eligible referring entity will be considered acceptable verification of the preference.

For families who were already registered on the waiting list that declared themselves as homeless, a copy of the certification from the eligible agency as defined in section 4.3 will be considered acceptable verification of the preference.

**Residency Preference**: For families who are residing in the Housing Authority’s jurisdiction at the time of selection from the waiting list, or have at least one adult member who works or has been hired to work in the Housing Authority’s jurisdiction.

- In order to verify that an applicant is a resident, the Housing Authority will require documentation of residency as shown by the following documents: current rent receipts, leases, utility bills, employer or agency records, school records, driver’s licenses, state identification or credit reports.
- In cases where an adult member of the household works or has been hired to work in the Housing Authority’s jurisdiction, a statement from the employer will be required.
- At the Housing Authority’s discretion, verification of residency may also include other documents, certifications, or declarations as needed to verify that a family lives or works in the jurisdiction.

**Veteran’s Preference**: Acceptable documentation regarding veteran’s status will include a DD-214 (discharge documents), proof of receipt of veteran’s benefits, or documentation from the Veteran’s Administration.

### 4.3.2 Final Verification of Preferences

[24 CFR §982.207(e)]
Inglewood Housing Authority

Not Applicable

The Inglewood Housing Authority does not have a General or Limited Homeless Preference.
SANTA MONICA HOUSING AUTHORITY

ADMINISTRATIVE PLAN

FOR THE

HOUSING CHOICE VOUCHER PROGRAM

Approved by the HA Board of Commissioners: April 12, 2016

Submitted to HUD: April 15, 2016

Approved by HUD: July 1, 2016
When a special voucher becomes available, a family will be selected from the list. After the family is determined eligible to receive a voucher, the family will be admitted to participate in the program in accordance with HUD regulations and other requirements, and with policies stated in the PHA Administrative Plan.

The PHA’s Special Needs Programs waiting list is open and will accept referrals/applications until further notice.

(Please refer to Chapter 18 for additional details on Special Needs Housing Programs)

**Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

**4-III.C. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

**Local Preferences [24 CFR 982.207; HCV p. 4-16]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

**PHA Policy**

**Tier 1:**

- Displaced Preference: Involuntarily displaced applicants are applicants who have or will (within twelve months from the date of verification) be required to vacate housing in the City of Santa Monica as a result of:
  - A disaster (fire, flood, earthquake, etc.) that occurred through no fault of the applicant, or
  - Federal, state or local government action related to code enforcement, public improvement or development, or
  - An eviction pursuant to the Ellis Act or Civil Code section 798.56(g) of the Mobile Home Residency Law.
  - Owner/relative occupancy evictions from rent controlled units under Section 1806(a)(8) of the Santa Monica Rent Control Amendment and under Santa Monica City Charter, Article XVIII, Section 2304(c)(8).

In order to receive the preference as Displaced, applicants who have been displaced must not be living in “standard, permanent replacement housing”.
Standard replacement housing is defined as housing that is decent, safe and sanitary (according to HUD HQS), that is adequate for the family size (according to HUD HQS) and that the family is occupying pursuant to a lease or occupancy agreement. Minor HQS violations that are few in a number do not disqualify replacement housing. Standard replacement housing does not include transient facilities, hotels, motels, or temporary shelters.

Households who receive a displaced preference, who have had an actual loss of their unit, will be given highest preference. For example, households who have been physically displaced from their unit as the result of a non-tenant caused fire or flood will be given the highest preference.

- Termination Resulting From Funding Shortfalls: Families that have been terminated from the PHA’s HCV program due to insufficient program funding and are at greatest risk of homelessness.
- The PHA may prioritize a limited number of vouchers for Continuum of Care program participants who are stable and no longer require service participation to prevent them from recycling into homeless. This will allow the community to serve more homeless families and better utilize services for those most in need. No more than 10% vouchers will be utilized annually if available.

The wait list for tier 1 applicants shall remain open at all times.

**Tier 2:**

**Live/Work Preference:**

- **Live Preference:**
  - Applicants who are residents of the City of Santa Monica.
  - **Chronically Homeless applicants on the service registry who became homeless in Santa Monica.**

- **Work Preference:**
  - Applicants who are not residents of the City of Santa Monica who are working a minimum of 36 hours per week (or hired to work a minimum of 36 hours per week) in the City of Santa Monica (Applicants who work for a temporary agency located outside of the City of Santa Monica who do not live in Santa Monica do not qualify for preference if they are on a temporary assignment).
  - Applicants who are in approved job training in Santa Monica or persons who were previously in the Santa Monica workforce but are now receiving unemployment, worker’s compensation, vocational rehabilitation benefits, disability benefits, or retirement benefits.

**Tier 3:**
Families who do not live or work in the City of Santa Monica

Order of Selection Within Tiers:

- Note: Homeless veterans will be referred to the Veterans Administration’s VASH program without losing their placement on the HCV waiting list.
- Veterans Preference: “Veteran” means a person who served in the active United States military, naval, or air service, and who was discharged or released from under conditions other than dishonorable are in the first tier of each rank. A complete definition of veteran is located at 38 U.S.C. 101.
- Working/Elderly/Disabled Families
  - Applicant (head, spouse, or co-head) is employed at least 36 hours per week (place of employment does not have to be in the City of Santa Monica).
  - A family where the head, spouse, or co-head is a person age 62 or older, or is a person with disabilities, will also be equal to a working applicant.
- Non-Subsidized Households
  - A “non-subsidized household” means a family who is not currently living in an “affordable housing” unit or receiving rental subsidy assistance.
- Family
  - Families who do not fit the above-referenced categories.
- Single
  - Single applicants (1 person households) who do not fit the above-referenced categories.

Order of Selection
The PHA system of preferences may select families based on local preferences according to the date and time of application, or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy
- Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA’s hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a
10. CoC HMIS MOU

Page 2-6: HMIS Memorandum of Understanding
Southern California Regional HMIS Collaborative

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING (MOU) is made this FIRST day of April 2015, by and between the City of Glendale and the City of Pasadena, each a municipal corporation of the State of California, the Los Angeles Homeless Services Authority, a Joint Powers Authority of the City and County of Los Angeles, and 2-1-1 Orange County, a non-profit organization.

WITNESSETH:

WHEREAS, the Congress of the United States of America, in enacting H.R. 5482, the Departments of Veterans Affairs and Housing and Urban Development (HUD), and Independent Agencies Appropriations Act, 2001, amended subsection (a) of SEC. 226. Section 423 of the Stewart B. McKinney Homeless Assistance Act to include (7) Management Information System funding; and

WHEREAS, the United States Congress, in accepting Conference Report 106-988, indicated that "local jurisdictions should be collecting an array of data on homelessness in order to prevent duplicate counting of homeless persons and to analyze their patterns of use of assistance, including how they enter and exit the homeless assistance system and the effectiveness of the systems. HUD is directed to take the lead in working with communities toward this end and to analyze jurisdictional data within three years"; and

WHEREAS, HUD has since directed the programs it funds to develop a local Homeless Management Information System (HMIS) to collect and report data on the usage of homeless services; and

WHEREAS, HUD further encouraged local communities to determine their own best way to implement such a system; and

WHEREAS, the entities responsible for Continuum of Care planning for homeless programs in the Cities of Pasadena, Glendale, and Los Angeles, the balance of the County of Los Angeles, and Orange County have together planned for this system since December, 2001;

NOW, THEREFORE, IT IS AGREED that the participants in this collaborative wish to affirm their commitment to continue to work together in this Memorandum of Understanding as follows:

I. Background
The Southern California Regional Homeless Management Information System (HMIS) Collaborative (the "SCR Collaborative") is comprised of four HUD Continuum of Care grantees: the Cities of Glendale, and Pasadena, the Los Angeles Homeless Services Authority (LAHSA), and 2-1-1 Orange County. The SCR Collaborative itself is not a legal entity, but refers to the commitments and expectations of its individual members, each of whom will be responsible for enforcing the terms and conditions herein. The SCR Collaborative has implemented a web-based Homeless Management Information System that will permit the sharing of client level
data across jurisdictions and the aggregating of data on a regional and sub regional basis. Glendale, Pasadena, LAHSA, and 2-1-1 Orange County share a single database.

II. Terms and Definitions

Project Description: The Southern California Regional Homeless Management Information System (HMIS) Collaborative, formally referred to as the Los Angeles/Orange County Collaborative (LA/OC Collaborative), hereafter referred to as the SCR Collaborative.

Collaborative Participants (“Participants”): These are the Homeless Continuum of Care coordinating bodies that desire to implement an HMIS as mandated by the HUD: City of Glendale, City of Pasadena, Los Angeles Homeless Services Authority, and 2-1-1 Orange County.

Southern California Regional HMIS Steering Committee: Includes Collaborative Participants 2-1-1 Los Angeles and the OC Community Resources.

III. Purpose
The Participants individually agree to enter into contracts with Adsystech to provide a Homeless Management Information System (HMIS) software spanning four Continuum of Care systems. The Participants individually agree to maintain a regional HMIS that allows client-level data sharing, reporting coordination, and collaboration with system management processes. This agreement will articulate certain Participant responsibilities to ensure the timely execution of contracts, implementation of the software and management of each CoC’s HMIS.

IV. Guiding Principles
The Collaborative exists to improve the coordination and planning for homeless services in the counties of Los Angeles, and Orange, facilitate the delivery of housing and services to homeless persons, and evaluate the effectiveness of the homeless delivery system in moving people from homelessness to stability in permanent housing.

Vision
The Southern California Regional Homeless Management Information System (SCR HMIS) Collaborative is dedicated to providing the best possible, highest quality regional Homeless Management Information System (HMIS) to enhance the delivery of services for persons experiencing homelessness. Specifically, the HMIS will
• Facilitate the coordination of service delivery for homeless persons,
• Enable agencies to track referrals and services provided, report outcomes, and manage client data using accessible, user-friendly and secured technology; and
• Enhance the ability of policy makers and advocates to gauge the extent of homelessness and plan services appropriately throughout Los Angeles County and Orange County.

Mission Statement
The SCR HMIS Collaborative will use HMIS to advance the provision of quality services for homeless persons, improve data collection, and promote more responsive policies to end homelessness throughout Southern California.
V. Vendor Contracts

A. Vendor Selection
Having followed a community-based planning process to gather recommendations, the Participants released a joint Request for Proposals to select an HMIS vendor. A review committee comprised of HMIS Steering Committee members reviewed and rated proposals, leading to a recommended vendor, Adsystech, Inc. Participant representatives are responsible for obtaining the appropriate approvals from their respective decision-making bodies in order to maintain contracts with Adsystech, Inc.

B. Vendor Contracts
The Participants will maintain individual contracts with Adsystech.

VI. Project Management and Oversight

A. All Participants agree to meet the following project management requirements:
1. Designate a HMIS Collaborative Working Group Lead to contact regarding project management issues;
2. Designate a HMIS Collaborative Working Group Lead to serve on the SCR HMIS Steering Committee for the term of this MOU;
3. Meet their financial obligations to Adsystech in accordance with their respective contracts;
4. Ensure their participating agencies and users meet Collaborative-approved training standards prior to obtaining system access;
5. Jointly create and manage HMIS policies and procedures;
6. Maintain a process to hear and address issues from users under its domain;
7. In situations where users operate programs in multiple Continuum of Care systems, the Participants responsible for those systems agree to work jointly to address problems and concerns.
8. Requests for data for any regional or system wide-reporting will be submitted via email to the HMIS Collaborative Working Group Lead. Requests must be approved or denied within (10) business days of receipt. Data used for such purpose will only be at the aggregate level and at no time will any confidential client information be disclosed.

B. Project Oversight
The SCR HMIS Steering Committee will be responsible for overseeing the coordinated implementation of HMIS in Los Angeles and Orange Counties. The SCR HMIS Steering Committee will meet at least quarterly to review the progress of implementation, identify and resolve problems, to update policies and procedures, and to review reports from Participants, as needed.

The SCR HMIS Steering Committee will utilize Working Groups to advise the Committee on specific matters related to the implementation and operation of HMIS.

The Steering Committee may also establish ad hoc and other committees as needed.

Likely ad hoc steering committees may include a Program and Policy Committee to manage processes for regional reporting, compliance with revised HMIS Data and
Technical Standards, and HMIS functionality changes and updates. Regional reporting goals will include a regional AHAR (Annual Homeless Assessment Report) regional client served summary reports, and regional analysis on program effectiveness.

VII. **Term of Agreement**
This agreement will be in force one year from the date of execution, and may be renewed for two additional one-year terms at the discretion of the Participants.

VIII. **Amendments and Modifications**
Any amendments or modifications to the Agreement must be in writing, and shall be effective only if executed by all parties.

IX. **Termination**
Any participant to this agreement may terminate their participation following 30 days written notice to the remaining Collaborative Participants.

X. **Severability**
Notwithstanding the termination of any Participant, the terms of the agreement shall remain in effect for all other signers.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested to by their proper officers hereunto duly authorized, as of the date first herein above written.
LAVOC HMIS Collaborative

City of Glendale
Date: 11-5-2015
By: [Signature]
Title: Community Services Manager
Print Name: [Name]

City of Pasadena
Date: 11-5-2015
By: [Signature]
Title: Project Planner
Print Name: [Name]

2-1-1 Orange County
Date: 11-5-2015
By: [Signature]
Title: Director, Data & Technology
Print Name: [Name]

Los Angeles Homeless Services Authority
Date: 11-6-15
By: [Signature]
Title: Executive Director
(signed authority for Peter Lyman)
Print Name: [Name]
Applicant: Los Angeles Homeless Services Authority CA-600-CoC

Project: FY 2016 CoC Application

11. CoC Written Standards for Order of Priority

1. Page 2-6: Written Standards for Order of Priority Policy

2. Page 7-11: LAHSA Commission Agenda & Supporting Documents-Review and Approval of Order of Priority Policy

3. Page 12: Public Posting of LA CoC Written Standards for Order of Priority
**General:**
On August 26, 2016, the Los Angeles Homeless Services Authority (LAHSA) Commission, on behalf of the Los Angeles Continuum of Care, (LA CoC) formally approved and adopted Notice CPD-16-11 from the U.S. Department of Housing and Urban Development (HUD), “Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing” for all CoC funded projects, including those projects with beds that are required to serve persons experiencing chronic homelessness as defined in 24 CFR 578.3, in accordance with 24 CFR 578.103.

On July 25, 2016, HUD issued policy notice CPD-16-11 “Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing”. This notice supersedes Notice CPD-14-012 and provides guidance to Continuums of Care (CoC) and recipients of Continuum of Care (CoC) Program (24 CFR part 578) funding for permanent supportive housing (PSH) regarding the order in which eligible households should be served in all CoC Program-funded PSH. This Notice reflects the new definition of chronically homeless as defined in CoC Program interim rule as amended by the Final Rule on Defining “Chronically Homeless” (herein referred to as the Definition of Chronically Homeless final rule), updates the orders of priority that were established under the prior Notice, and amends record keeping requirements.

The following guidelines will be utilized for all CoC funded projects in these revised standards in a manner consistent with each project’s current grant agreement.

**Background**
In June 2010, the Obama Administration released *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness* (*Opening Doors*), in which HUD and its federal partners set goals to end Veteran and chronic homelessness by 2015, and end family and youth homelessness by 2020. In 2015, the United States Interagency Council on Homelessness extended the goal timeline for achieving the goal of ending chronic homelessness nationally from 2015 to 2017. To end chronic homelessness, it is critical that CoCs ensure that limited resources awarded through the CoC Program Competition are being used in the most effective manner and that households that are most in need of assistance are being prioritized. In accordance with HUD policy guidance and to ensure that CoC Program-funded PSH beds are used effectively, this Notice establishes an order of priority to help guide funding decisions. The adoption and implementation of these priorities will ensure that all PSH beds funded through the CoC Program are used as strategically and effectively as possible, to be targeted to serve persons with the highest needs and greatest barriers—persons experiencing chronic homelessness.
For the LA CoC, 85% of the CoC PSH beds must be dedicated to Persons Experiencing Chronic Homelessness, to the maximum extent possible. Additionally, 100% of the turnover in CoC PSH projects must be prioritized to Persons Experiencing Chronic Homelessness.

In communities that can’t find a chronically homeless individual or family, they can use the order of priority for non-chronically homeless under “Order of Priority in Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing”. Projects that target specific populations, like persons with serious mental illness, should follow this order of priority within that subset of the population.

This notice revises the orders of priority related to how persons should be selected for PSH as previously established in Notice CPD-14-012 (which were previously vetted by LAHSA Governance) to reflect the changes to the definition of chronically homeless as defined in the Definition of Chronically Homeless final rule. CoC’s are strongly encouraged to adopt and incorporate them into the CoC’s written standards and coordinated entry process.

Policy on Order of Priority in CoC Program-funded Permanent Supportive Housing

Chronically Homeless Definition
The definition of chronically homeless included in the final rule on “Defining Chronically Homeless”, which was published on December 4, 2015 and went into effect on January 15, 2016, requires an individual or head of household to have a disability and to have been living in a place not meant for human habitation, in an emergency shelter, or in a safe haven for at least 12 months either continuously or cumulatively over a period of at least 4 occasions in the last 3 years.

I. Order of Priority in CoC Program-funded Permanent Supportive Housing

For CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness, the following order of priority will be followed:

A. Prioritizing Chronically Homeless Persons in CoC Program-funded Permanent Supportive Housing Beds Dedicated or Prioritized for Occupancy by Persons Experiencing Chronic Homelessness

1. CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness that is based on the length of time in which an individual or family has resided in a place not meant for human habitation, a safe haven, or an emergency shelter and the severity of the individual’s or family’s service needs. Length of time homeless and severity of service needs will be determined based on the results of an assessment by LAHSA’s Coordinated Entry System (CES) for singles, CES for Families, Transitional Age Youth, or Veteran’s Assessment Programs utilizing the VI-SPDAT and HMIS, with priority weighting for those individuals and families with the highest acuity score, and longest length of time homeless. Recipients of CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness are required to follow this order of priority when selecting participants for housing, in a manner consistent with their current grant agreement.

2. Where there are no chronically homeless individuals and families within the CoC’s geographic area, CoCs and recipients of CoC Program-funded PSH will follow the order of priority in Section B. of this Notice.

3. Recipients of CoC Program-funded PSH should follow the order of priority above while also considering the goals and any identified target populations served by the project. For example, a CoC Program-funded PSH project that is permitted to target homeless persons with a serious mental illness should follow the order of priority under Section A.1. of this Notice to the extent in
which persons with serious mental illness meet the criteria. In this example, if there were no
persons with a serious mental illness that also met the criteria of chronically homeless within the
CoC’s geographic area, the recipient should follow the order of priority under Section B for persons
with a serious mental illness.

4. Recipients must exercise due diligence when conducting outreach and assessment to ensure that
chronically homeless individuals and families are prioritized for assistance based on their total
length of time homeless and/or the severity of their needs. HUD recognizes that some persons—
particularly those living on the streets or in places not meant for human habitation—might require
significant engagement and contacts prior to their entering housing and recipients of CoC
Program-funded PSH are not required to allow units to remain vacant indefinitely while waiting
for an identified chronically homeless person to accept an offer of PSH. CoC Program-funded PSH
providers are encouraged to follow a Housing First approach to the maximum extent practicable.
Therefore, a person experiencing chronic homelessness should not be forced to refuse an offer of
PSH if they do not want to participate in the project’s services, nor should a PSH project have
eligibility criteria or preconditions to entry that systematically exclude those with severe service
needs. Street outreach providers should continue to make attempts to engage those persons
that have been resistant to accepting an offer of PSH and where the CoC has adopted these
orders of priority into their written standards, these chronically homeless persons must continue
to be prioritized for PSH until they are housed.

B. Prioritizing Chronically Homeless Persons in CoC Program-funded Permanent Supportive Housing
Beds Not Dedicated or Not Prioritized for Occupancy by Persons Experiencing Chronic Homelessness

1. CoC Program-funded PSH that is not dedicated or prioritized for the chronically homeless would
be required to follow this order of priority when selecting participants for housing, in a manner
consistent with their current grant agreement.

(a) First Priority—Homeless Individuals and Families with a Disability with Long Periods of Episodic
Homelessness and Severe Service Needs

An individual or family that is eligible for CoC Program-funded PSH who has experienced fewer
than four occasions where they have been living or residing in a place not meant for human
habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless
is at least 12 months and has been identified as having severe service needs.

(b) Second Priority—Homeless Individuals and Families with a Disability with Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not
meant for human habitation, a safe haven, or in an emergency shelter and has been identified
as having severe service needs. The length of time in which households have been homeless
should also be considered when prioritizing households that meet this order of priority, but
there is not a minimum length of time required.

(c) Third Priority—Homeless Individuals and Families with a Disability Coming from Places Not
Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service
Needs.

1 Severity of Service Needs. This Notice refers to persons who have been identified as having the most
severe service needs. For the purposes of this Policy, this means an individual for whom at least one of the
following is true: 1) History of high utilization of crisis services, which include but are not limited to,
emergency rooms, jails, and psychiatric facilities; or 2) Significant health or behavioral health challenges or
functional impairments which require a significant level of support in order to maintain permanent housing.
An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the individual or family has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

(d) Fourth Priority—Homeless Individuals and Families with a Disability Coming from Transitional Housing.
An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

2. Recipients of CoC Program-funded PSH should follow the order of priority above, while also considering the goals and any identified target populations served by the project. For example, non-dedicated or non-prioritized CoC Program-funded PSH that is permitted to target youth experiencing homelessness should follow the order of priority under Section B.1. of this Notice, to the extent in which youth meet the stated criteria.

3. Recipients must exercise due diligence when conducting outreach and assessment to ensure that persons are prioritized for assistance based on their length of time homeless and the severity of their needs following the order of priority described in this Notice. LAHSA/HUD recognizes that some persons—particularly those living on the streets or in places not meant for human habitation—might require significant engagement and contacts prior to their entering housing and recipients are not required to keep units vacant indefinitely while waiting for an identified eligible individual or family to accept an offer of PSH (see FAQ 1895). Recipients of CoC Program-funded PSH are encouraged to follow a Housing First approach to the maximum extent practicable. Street outreach providers should continue to make attempts to engage those persons that have been resistant to accepting an offer of PSH these individuals and families must continue to be prioritized until they are housed.

C. Coordinated Entry Requirement
Provisions at 24 CFR 578.7(a)(8) requires that in consultation with recipients of Emergency Solutions Grants (ESG) program funds within the CoC’s geographic area, establish and operate either a centralized or coordinated assessment system (referred to in this Notice as coordinated entry or coordinated entry process) that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The LA CoC must use a coordinated process to ensure that there is a single prioritized list for all CoC Program-funded PSH within the CoC.

D. Written Standards for Creation of a Single Prioritized List for PSH
All CoC Program-funded PSH must accept referrals only through a single prioritized list that is created through the LAHSA coordinated entry process, which should also be informed by the CoCs street outreach. The single prioritized list should be updated frequently to reflect the most up-to-date and real-time data as possible.

E. Standardized Assessment Tool Requirement
CoC Program-funded PSH must utilize a standardized assessment tool, in accordance with 24 CFR
578.3, or process.

F. Nondiscrimination Requirements

CoCs and recipients of CoC Program-funded PSH must continue to comply with the nondiscrimination provisions of Federal civil rights laws, including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Titles II or III of the Americans with Disabilities Act, as applicable. See 24 C.F.R. § 5.105(a).

G. Recordkeeping Recommendations for CoCs that have Adopted the Orders of Priority in this Notice

24 CFR 578.103(a)(4) outlines documentation requirements for all recipients of dedicated and non-dedicated CoC Program-funded PSH associated with determining whether or not an individual or family is chronically homeless for the purposes of eligibility. In addition to those requirements, The CoC, as well as recipients of CoC Program-funded PSH, will maintain evidence of implementing these priorities. Evidence of following these orders of priority may be demonstrated by:

1. **Evidence of Severe Service Needs.** Evidence of severe service needs is that by which the recipient is able to determine the severity of needs as defined in Section I.D.3. of this Notice using data-driven methods such as an administrative data match or through the use of a standardized assessment. The documentation should include any information pertinent to how the determination was made, such as notes associated with case-conferencing decisions.

2. **Evidence that the Recipient is Following the CoC’s Written Standards for Prioritizing Assistance.** Recipients must follow the CoC’s written standards for prioritizing assistance. In accordance with the CoC’s written standards for prioritizing assistance, recipients must in turn document that the CoC’s revised written standards have been incorporated into the recipient’s intake procedures and that the recipient is following its intake procedures when accepting new program participants into the project.

3. **Evidence that there are no Households Meeting Higher Order of Priority within CoC’s Geographic Area.**
   
   (a) When dedicated and prioritized PSH is used to serve non-chronically homeless households, the recipient of CoC Program-funded PSH should document how it was determined that there were no chronically homeless households identified for assistance within the CoC’s geographic area. This documentation should include evidence of the outreach efforts that had been undertaken to locate eligible chronically homeless households within the defined geographic area and, where chronically homeless households have been identified but have not yet accepted assistance, the documentation should specify the number of persons that are chronically homeless that meet this condition and the attempts that have been made to engage the individual or family. Where a CoC is using a single prioritized list, the recipient of PSH may refer to that list as evidence.

   (b) When non-dedicated and non-prioritized PSH is used to serve an eligible individual or family that meets a lower order of priority, the recipient of CoC Program-funded PSH should document how the determination was made that there were no eligible individuals or families within the CoC’s geographic area that met a higher priority. Where a CoC is using a single prioritized list, the recipient of PSH may refer to that list as evidence that there were no households identified within the CoC’s geographic area that meet a higher order of priority.
AGENDA AND NOTICE OF A PUBLIC MEETING OF THE
LOS ANGELES HOMELESS SERVICES AUTHORITY COMMISSION

Friday, August 26, 2016
9:00 a.m.

Los Angeles Homeless Services Authority
811 Wilshire Boulevard, 5th Floor
Los Angeles, CA 90017

<table>
<thead>
<tr>
<th>AGENDA NO.</th>
<th>ITEM AND DESCRIPTION</th>
<th>PRESENTER</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Call to Order/Roll Call/Establishment of Quorum</td>
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<td></td>
<td>Agenda Items - The public will have an opportunity to speak to any agenda item when</td>
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<td>the item is called and before action is taken. A Request to Speak Form must</td>
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<td>be submitted to the Secretary prior to the completion of the agenda item. The Chair</td>
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<td>will determine the order of speaking and unless the Chair grants more or less time,</td>
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<td>the speaker's limit is two (2) minutes on each agenda item, subject to the total 20-</td>
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<td></td>
<td>minute period.</td>
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<tr>
<td>1.0</td>
<td>Review and approve the minutes from the Commission Meeting held on Friday, July 22, 2016</td>
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<td>4</td>
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<tr>
<td>2.0</td>
<td>Consent Calendar</td>
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<td>(Unless a Commissioner removes an item listed in this section or a Request to</td>
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<td>Speak form on the item is received by the Chair from a member of the public, this</td>
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<td>section will be voted upon without debate or presentations.)</td>
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<td></td>
<td>2.1 Approve the quality evaluation results of the 2017 Greater Los Angeles Homeless</td>
<td></td>
<td>9</td>
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<td></td>
<td>Count Request for Proposals (RFP) and authorize Executive Director to enter into</td>
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<td></td>
<td>contract with the recommended agency.</td>
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<td></td>
<td>2.2 Approve the quality evaluation results of the 2016 Continuum of Care (CoC) Program</td>
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<td>11</td>
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<td></td>
<td>New Projects Request for Proposals (RFP).</td>
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<td></td>
<td>2.3 Adopt Notice of Priority for Persons Experiencing Chronic Homelessness and Other</td>
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<td>13</td>
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<td></td>
<td>Vulnerable Homeless Persons in Permanent Supportive Housing.</td>
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<td></td>
<td>2.4 Approve resolution in support of the City of Los Angeles’ Homelessness Reduction</td>
<td></td>
<td>21</td>
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<td></td>
<td>and Prevention, Housing and Facilities Bond Initiative, recommend signature by</td>
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<td>Commission Chair and Executive Director and instruct staff to develop an advocacy</td>
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<td></td>
<td>plan.</td>
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<td></td>
<td>2.5 Authorize Executive Director to accept funding from the Community Development</td>
<td></td>
<td>35</td>
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<td>Commission of Los Angeles County (CDC) for the State of California Emergency Solutions</td>
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<td></td>
<td>Grant (ESG) Program. In the event that funding period or amount allocated by CDC to</td>
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<td>LAHSA is reduced or not forthcoming, authorize the Executive Director to reduce terms</td>
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<td></td>
<td>of service, compensation, or not enter into subrecipient agreements as deemed</td>
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<td></td>
<td>appropriate.</td>
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</tbody>
</table>
2.6 Review and approve revised policies:
   2.6 (1) Business Meals
   2.6 (2) Credit Card Usage

3.0 Authorize Executive Director to accept funding from the County of Los Angeles Supervisorial District (SD) 2 to support the operation of Anti-Recidivism Coalition’s (ARC) Supportive Housing and Education Initiative program in FY 2016 - 2017. In the event that funding period or amount allocated by SD2 to LAHSA is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into the subrecipient agreement as deemed appropriate.

4.0 Authorize Executive Director to enter into an Agreement with Anti-Recidivism Coalition (ARC) funded by the County of Los Angeles Supervisorial District (SD) 2 to support the operation of the Supportive Housing and Education Initiative program in FY 2016 - 2017. In the event that funding period or amount allocated by SD2 to LAHSA is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into the agreement as deemed appropriate.

5.0 Authorize Executive Director to accept funding from the County of Los Angeles (County) Chief Executive Office’s (CEO) for the implementation of Homeless Strategy B3. In the event that funding period or amount allocated from County is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into subrecipient agreements as deemed appropriate.

6.0 Authorize Executive Director to enter into subrecipient agreements with Agencies providing Family Solutions Systems (FSC), funded by the County of Los Angeles (County) with General Funds from the Chief Executing Office (CEO), for the purpose of implementing County Homeless Strategy B3. In the event that funding period or amount allocated from County to LAHSA is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into the agreement as deemed appropriate.

7.0 Authorize LAHSA’s Executive Director to enter into a Subrecipient Agreement with LA Family Housing with funding provided by the Housing and Community Investment Department of the City of Los Angeles (HCIDLA) to support the provision of Homeless Family Solution System services. In the event that funding period or amount allocated by HCIDLA to LAHSA is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into the agreement as deemed appropriate.

8.0 Review and approve the quality evaluation results and hear potential appeals of the 2016 Coordinated Entry System (CES) for Individuals Request for Proposals (RFP) and authorize Executive Director to enter into contracts with the recommended agencies.

9.0 Review and approve response to Department of Housing and Urban Development (HUD) Continuum of Care Funding Formula Request for Comments and recommend signature by Commission Chair and Executive Director.
10.0 Review and approve amendment to previously approved FY2016 Continuum of Care Program Reallocation Policy. Ian Costello 61

11.0 Review, hear potential appeals and approve CoC Program Budget Adjustments resulting from approved Reallocation Strategies. Josh Decell 64

12.0 Review and approve the Priority Listing for new and renewal projects for the 2016 Continuum of Care Competition application to the U.S. Department of Housing and Urban Development (HUD) on behalf of the Los Angeles Continuum of Care. Josh Decell 65

13.0 Authorize Executive Director to submit the 2016 Continuum of Care Competition application to the U.S. Department of Housing and Urban Development (HUD) on behalf of the Los Angeles Continuum of Care. Josh Decell

14.0 Executive Director Report. Peter Lynn

15.0 Report on the Programs & Evaluation Committee Meeting held on Thursday, August 18, 2016. Commissioner Pearson

16.0 Report on the Policy & Planning Committee Meeting held on Thursday, August 18, 2016. Commissioner Adamson

17.0 Report on the Finance, Contracts and Grants Management Committee Meeting held on Friday, August 19, 2016. Commissioner Dusseault

18.0 Notice of Closed Session – Public Employee Performance Evaluation (California Government Code 54957) • Closed Session – Executive Director Performance Evaluation Commissioner Greuel

Reconvene from Closed Session

19.0 Report on Closed Session. Commissioner Newcomer

20.0 Discussion and action on Proposed Compensation for Executive Director. Commissioner Newcomer

21.0 Commissioner updates and agenda requests for future meetings. Commissioner Greuel

22.0 Public Participation
Each Public Participant speaker is limited to three (3) minutes and may address any topic within the Commission’s jurisdiction. A Request to Speak Form must be filled out and submitted to the Secretary prior to the beginning of Public Participation. Subject to the total 20-minute period, each Public Participation speaker is limited to three (3) minutes.

Adjournment

Packets of materials on agenda items are available to the public during normal business hours at 811 Wilshire Boulevard, 6th Floor, Los Angeles, CA 90017. For further information, you may call 213-683-3333. Upon request, sign language interpreters, materials in alternative formats and other accommodations are available to the public for LAHSA meetings. All requests for reasonable accommodations must be made at least three working days (72 Hours) in advance of the scheduled meeting date. For additional information, contact LAHSA at (213) 683-3333 or TTY (213) 553-8488.
The Los Angeles Homeless Services Authority Commission Meeting, held in the LAHSA office, located at 811 Wilshire Blvd, 5th Floor, Los Angeles, California, was called to order at 9:19 a.m. by Commissioner Neely.

Attendance:

LAHSA Commissioners Present:
Mike Neely, Chair
Larry Adamson
Sarah Dusseault
Wendy Greuel
Kerry Morrison
Owen Newcomer
Booker Pearson

LAHSA Commissioners Absent:
Shane Goldsmith, Vice Chair
Noah Farkas
Kelvin Sauls

Attorneys Present:
Teresa Lujan, City Counsel

LAHSA Staff:
Peter Lynn, Executive Director
Eileen Bryson, Board Liaison
Chris Callandrillo, Director of Programs
Josh Decell, Associate Director of Data Integration, Programs Department
Stuart Jackson, CFO
Anna Reich Bialik, Funding Unit Manager
Shannan VerGow, Project Coordinator

Call to Order/Roll Call/Establishment of Quorum
Roll was called and quorum was established at 9:19 a.m.

1.0 Review and approve the minutes from the Special Commission Meeting held on Thursday, June 23, 2016.

Motion: Commissioner Pearson moved and Commissioner Greuel seconded approval of the minutes as presented.

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

Action: The motion passed unanimously.

2.0 Consent Calendar
(Unless a Commissioner removes an item listed in this section or a Request to Speak form on the item is received by the Chair from a member of the public, this section will be voted upon without debate or presentations.) Commissioner Pearson requested that Item 2.2 be removed from the consent calendar.

2.1 Authorize Executive Director to accept funding from the County of Los Angeles Supervisors in Supervisorial Districts (SD) 1, 2, 3, 4 and 5 to support the provision of Homeless Services in FY
2016 - 2017. In the event that funding period or amount allocated is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into subrecipient agreements as deemed appropriate.

2.2 Authorize Executive Director to enter into agreements with Agencies funded by the County of Los Angeles Supervisors in Supervisorial Districts (SD) 1, 2, 3, 4 and 5 to support the provision of Homeless Services in FY 2016 - 2017. In the event that funding period or amount allocated is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into agreements as deemed appropriate.

2.3 Authorize Executive Director to enter into an agreement, funded by City General Funds as described in the table below, with Chrysalis for the purpose of implementing the City’s Comprehensive Homeless strategies 6A and 6E. In the event that funding period or amount allocated is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into agreements as deemed appropriate.

2.4 Review and approve revised policy: Accounts Payable.

2.5 Review and approval of the final 2015-16 LAHSA Budget.

2.6 Review and approve 2016 Continuum of Care Program Performance Evaluation Process and Methodology.

2.7 Review and approve FY2016 Continuum of Care Program Reallocation Policy.

2.8 Review and Adopt Notice of Priority for Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.

2.9 Review and Approve Los Angeles Continuum of Care Permanent Supportive Housing Policy.

2.10 Review and approval of Fair Market Rent and Rent Reasonableness Policy.

Commissioner Neely pulled Items 2.1 and 2.2 and tabled Item 2.8.

**Motion:** Commissioner Neely moved and Commissioner Newcomer seconded approval of Items 2.3, 2.4, 2.5, 2.6, 2.7, 2.9 and 2.10 of the consent calendar.

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

**Action:** The motion passed unanimously.

Commissioner Neely asked Commissioner Greuel to recuse herself during consideration of Items 2.1 and 2.2 and she left the room.

2.1 Authorize Executive Director to accept funding from the County of Los Angeles Supervisors in Supervisorial Districts (SD) 1, 2, 3, 4 and 5 to support the provision of Homeless Services in FY 2016 - 2017. In the event that funding period or amount allocated is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into subrecipient agreements as deemed appropriate.

2.2 Authorize Executive Director to enter into agreements with Agencies funded by the County of Los Angeles Supervisors in Supervisorial Districts (SD) 1, 2, 3, 4 and 5 to support the provision of Homeless Services in FY 2016 - 2017. In the event that funding period or amount allocated is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into agreements as deemed appropriate.

**Motion:** Commissioner Newcomer moved and Commissioner Pearson seconded approval of Items 2.1 and 2.2.

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

**Action:** The motion passed unanimously.
Continuum of Care (CoC) Program
Funding Opportunities

Ask LAHSA a NOFA Question

July 20, 2016
Visit our "Ask LAHSA a NOFA Question" page to submit your NOFA-related questions. A MyLAHSA account is required for submitting questions.

CoC Policies
- LA CoC Jointed Standard for Order of Priority - Link
- Policy on LA CoC Permanent Supportive Housing - Link
- Request for Community Input - Los Angeles Continuum of Care Written Standards on Notice of Priority for Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing - Link
- Request for Community Input - Los Angeles Continuum of Care Permanent Supportive Housing Policy - Link

HUD form 2880
- HUD form 2880 Instructions
- HUD form 2880 - exp. 11/30/2018
- 2880 Disclosure Report Excel Template

Grant Inventory Worksheet
- FY2016 Grant Inventory Worksheet (GIN)

eSNAPS Project Application Resources
- eSNAPS Project Application Instructions: Link
Applicant: Los Angeles Homeless Services Authority CA-600-CoC

Project: FY 2016 CoC Application

13. HDX System Performance Measures

1. Pages 2-7: LA CoC HDX System Performance Measures
Measure 1: Length of Time Persons Remain Homeless

This measure is of the client’s entry, exit, and bed night dates strictly as entered in the HMIS system.

<table>
<thead>
<tr>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Previous FY</td>
<td>Current FY</td>
</tr>
<tr>
<td>1.1 Persons in ES and SH</td>
<td>15141</td>
<td>53</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>21648</td>
<td>121</td>
</tr>
</tbody>
</table>

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client’s “Length of Time on Street, in an Emergency Shelter, or Safe Haven” (Data Standards element 3.17) response and prepends this answer to the client’s entry date effectively extending the client’s entry date backward in time. This “adjusted entry date” is then used in the calculations just as if it were the client’s actual entry date.
**Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness**

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

<table>
<thead>
<tr>
<th>Exit Type</th>
<th>Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)</th>
<th>Returns to Homelessness in Less than 6 Months (0 - 180 days)</th>
<th>Returns to Homelessness from 6 to 12 Months (181 - 365 days)</th>
<th>Returns to Homelessness from 13 to 24 Months (366 - 730 days)</th>
<th>Number of Returns in 2 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># of Returns</td>
<td>% of Returns</td>
<td># of Returns</td>
<td>% of Returns</td>
<td># of Returns</td>
</tr>
<tr>
<td>Exit was from SO</td>
<td>143</td>
<td>6</td>
<td>4%</td>
<td>2</td>
<td>1%</td>
</tr>
<tr>
<td>Exit was from ES</td>
<td>1841</td>
<td>146</td>
<td>8%</td>
<td>93</td>
<td>5%</td>
</tr>
<tr>
<td>Exit was from TH</td>
<td>2312</td>
<td>104</td>
<td>4%</td>
<td>51</td>
<td>2%</td>
</tr>
<tr>
<td>Exit was from SH</td>
<td>10</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Exit was from PH</td>
<td>1967</td>
<td>64</td>
<td>3%</td>
<td>52</td>
<td>3%</td>
</tr>
<tr>
<td>TOTAL Returns to Homelessness</td>
<td>6273</td>
<td>320</td>
<td>5%</td>
<td>198</td>
<td>3%</td>
</tr>
</tbody>
</table>
Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless persons as reported on the PIT (not from HMIS).

<table>
<thead>
<tr>
<th></th>
<th>Previous FY PIT Count</th>
<th>2015 PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>34393</td>
<td>41174</td>
<td>6781</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>6214</td>
<td>6880</td>
<td>666</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>21</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>5568</td>
<td>5322</td>
<td>-246</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>11803</td>
<td>12226</td>
<td>423</td>
</tr>
<tr>
<td>Unsheltered Count</td>
<td>22590</td>
<td>28948</td>
<td>6358</td>
</tr>
</tbody>
</table>

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td>26067</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>19641</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>93</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>7549</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>5290</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased earned income</td>
<td>189</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>4%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Performance Measurement Module (Sys PM)

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>5290</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased non-employment cash income</td>
<td>1017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>19%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Metric 4.3 – Change in total income for adult system stayers during the reporting period

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>5290</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults with increased total income</td>
<td>1150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>22%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Metric 4.4 – Change in earned income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>3428</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased earned income</td>
<td>411</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>12%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Metric 4.5 – Change in non-employment cash income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>3428</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased non-employment cash income</td>
<td>789</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>23%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Metric 4.6 – Change in total income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>3428</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of adults who exited with increased total income</td>
<td>1106</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>32%</td>
<td></td>
<td></td>
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</tbody>
</table>
Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person</td>
<td></td>
<td>20556</td>
<td></td>
</tr>
<tr>
<td>of persons above,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>count those who were</td>
<td></td>
<td>5562</td>
<td></td>
</tr>
<tr>
<td>in ES, SH, TH or any</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PH within 24 months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>prior to their entry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>during the reporting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>year.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Of persons above,</td>
<td></td>
<td>14994</td>
<td></td>
</tr>
<tr>
<td>count those who did</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>not have entries in</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ES, SH, TH or PH in</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the previous 24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>months. (i.e. Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>of persons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>experiencing homeless</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for the first time.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

<table>
<thead>
<tr>
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<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person</td>
<td></td>
<td>27896</td>
<td></td>
</tr>
<tr>
<td>of persons above,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>count those who were</td>
<td></td>
<td>7034</td>
<td></td>
</tr>
<tr>
<td>in ES, SH, TH or any</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PH within 24 months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>prior to their entry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>during the reporting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>year.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Of persons above,</td>
<td></td>
<td>20862</td>
<td></td>
</tr>
<tr>
<td>count those who did</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>not have entries in</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ES, SH, TH or PH in</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>the previous 24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>months. (i.e. Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>of persons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>experiencing homeless</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for the first time.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.
Performance Measurement Module (Sys PM)

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons who exit Street Outreach</td>
<td></td>
<td>348</td>
<td></td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td></td>
<td>99</td>
<td></td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td></td>
<td>171</td>
<td></td>
</tr>
<tr>
<td>% Successful exits</td>
<td></td>
<td>78%</td>
<td></td>
</tr>
</tbody>
</table>

Metric 7b.1 – Change in exits to permanent housing destinations

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in ES, SH, TH and PH-RRH who exited</td>
<td></td>
<td>21741</td>
<td></td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td></td>
<td>7534</td>
<td></td>
</tr>
<tr>
<td>% Successful exits</td>
<td></td>
<td>35%</td>
<td></td>
</tr>
</tbody>
</table>

Metric 7b.2 – Change in exit to or retention of permanent housing

<table>
<thead>
<tr>
<th></th>
<th>Previous FY</th>
<th>Current FY</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in all PH projects except PH-RRH</td>
<td></td>
<td>11854</td>
<td></td>
</tr>
<tr>
<td>Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations</td>
<td></td>
<td>11397</td>
<td></td>
</tr>
<tr>
<td>% Successful exits/retention</td>
<td></td>
<td>96%</td>
<td></td>
</tr>
</tbody>
</table>
14. Other Attachments: Section 3B-2.11

1. Policies and Procedures on informing individuals/families of eligibility for educational services
   a. Page 2: Policies for Family Solutions Centers and All Crisis Housing
   b. Pages 3-5: Head Start Referral Process and Application
   c. Pages 6-8: LACOE/Head Start Contacts for Homeless Family Solutions System
Additional CES for Families Policies and Procedures

Special Conditions Applying to FSCs and All Crisis Housing

Condition 1-A. Involuntary Family Separation: Crisis Housing provider providing Crisis Housing to families with children under the age of 18 shall not deny admission to any family based on the age of any child under the age of 18, unless otherwise exempt pursuant to Section 404 of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.

Condition 2-B. Educational Policies: The McKinney-Vento Act, as amended by the HEARTH Act, requires recipients to demonstrate that there are established education-related policies and practices for individual and families currently in place that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness. The recipient must document, in writing, its process for establishing education-related policies and practices to ensure compliance with the McKinney-Vento Act, as amended by the HEARTH Act.

Condition 2-C. Educational Coordination: The McKinney-Vento Act, as amended by the HEARTH Act requires recipients to designate a staff person to ensure that children are enrolled in school and connected to the appropriate services within the community. The recipient 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.
Making a Head Start Referral

Referring a person to a Head Start program is easy. Just follow the four simple steps below:
1. Complete the LACOE Head Start Short Application Referral form
2. Go to www.prekkid.org and click on “Click here to find the Head Start location nearest you”
3. Enter the client’s address in the Head Start Agency Referral System (HARS) and press search
4. Look at the “Requested Information Results” and retrieve the agency name*
   a. If it is a LACOE funded agency—go to the attached LACOE Head Start Agency Contacts list, then contact—and send the referral form to—the point of contact for the corresponding LACOE agency
   b. If it is a non-LACOE funded agency, contact the agency listed in the “Requested Information Results”

If you have any questions about how to use this referral form, please contact Stephanie Roy at (562) 940-1613 or roy_stephaney@lacoed.edu.

*HARS will provide both LACOE funded and non-LACOE funded Head Start agencies; however, the LACOE Head Start Agency Contacts list is for LACOE funded Head Start agencies only.
# Head Start – State Preschool Division
## REFERRAL APPLICATION

### REFERRAL CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Delegate Agency:</th>
<th>Agency Contact Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral Date:</td>
<td>Contact Person Phone Number: ()</td>
</tr>
</tbody>
</table>

### APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender:</td>
<td>Date of Birth (mm/dd/yyyy):</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Zip:</td>
</tr>
<tr>
<td>No. in Family:</td>
<td>No. in Household:</td>
</tr>
</tbody>
</table>

### APPLICANT'S FAMILY INFORMATION

<table>
<thead>
<tr>
<th>Relationship to Applicant: Caregiver/Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Gender:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>No. in Family:</td>
</tr>
</tbody>
</table>

### ELIGIBILITY SCREENER

If available at the time of referral, attach the supporting documents identified below. If documents are not available, the delegate agency will work with the families to secure the documentation. For eligibility screening purposes, respond to the following questions:

1. Does family receive CALWorks? □ Yes, if available attach copy of Notice of Award □ No
2. Does family receive Supplemental Social Security Income (SSI)? □ Yes, if available attach copy of letter from the Social Security Administration □ No
3. Is the child a foster child? □ Yes, if available attach documentation to demonstrate child is in foster care □ No
4. Is the child homeless? □ Yes, if available attach supporting documentation □ No
5. Does the family receive income from employment? □ Yes, if available attach income documentation □ No
6. Comments/Notes:

### Signature

<table>
<thead>
<tr>
<th>Signature of Caregiver</th>
<th>Date (mm/dd/yyyy)</th>
<th>Staff Signature</th>
<th>Date (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

Staff Title:
Los Angeles County Office of Education  
Head Start-State Preschool Division  
Planning and Resources Development Unit  
Community Outreach Team  
Outreach Publications Order Form

Date: ____________________

Name: ____________________  Phone: _____________________________________________

Fax: ____________________  Email: _____________________________________________

Agency/Unit: _______________________________________________________________

<table>
<thead>
<tr>
<th>Publication</th>
<th>Quantity (Please enter quantity desired for each language)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Start Flyer</td>
<td></td>
</tr>
<tr>
<td>General Head Start Brochure</td>
<td></td>
</tr>
<tr>
<td>Early Head Start Brochure</td>
<td></td>
</tr>
<tr>
<td>Special Needs Brochure</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language</th>
<th>English</th>
<th>Spanish</th>
<th>Chinese</th>
<th>Vietnamese</th>
<th>Korean</th>
<th>Tagalog</th>
<th>Farsi</th>
<th>Arabic</th>
<th>Armenian</th>
<th>Amharic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Start Flyer</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Head Start Brochure</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Head Start Brochure</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Special Needs Brochure</td>
<td></td>
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</tr>
</tbody>
</table>

Please send your completed request form to the Planning and Resources Development Unit/Community Outreach Team, Attn: Rosie Pinedo at pinedo_rosie@lacoe.edu or Stephaney Roy at roy_stephaney@lacoe.edu, or via fax at (562) 940-1740. Your order will be ready within three business days upon receipt of request. At that time, you will be notified it is ready and when and where you can pick up your order.

Order filled by: ____________________  Date: ____________________

Comments: _______________________________________________________________

3/23/16 sr
<table>
<thead>
<tr>
<th>Agency</th>
<th>ERSEA Contact</th>
<th>E-mail</th>
<th>Phone #</th>
</tr>
</thead>
</table>
| ABC Unified School District (Head Start)   | Luz Vasco
   Teresa Mora          | luz.vasco@abcusd.us
   teresa.mora@abcusd.us   | (562) 229-7985
   (562) 926-5566 x 25480 or x25479 |
| Basset Unified School District (Head Start)| Lucy Barcelo              | lbarcelo@bassett.k12.ca.us           | (626) 931-3152                      |
| Bellflower Unified School District (Head Start) | Cristina Blevins         | cblevins@busd.k12.ca.us              | (562) 461-2227                      |
| Children’s Institute Inc. (Early Head Start/Head Start) | Brenda Colon             | bcolon@childrensinstitute.org        | (213) 385-5100                      |
| El Monte City School District (Head Start) | Marissa Garcia           | mgarcia4@emcsd.org                   | (626) 452-9164 x3121                |
| Foundation For Early Childhood Education Centers (Head Start) | Dora Olaguez             | d_olaguez@foundationheadstart.org    | (626) 572-5107                      |
| Garvey School District (Head Start)        | Martha Pindo
   Anita Chu            | mpindo2@garvey.k12.ca.us
   achu@garvey.k12.ca.us | (626) 307-3396                      |
| Mexican American Opportunity Foundation (Early Head Start/Head Start) | Martha Mendoza           | mmendoza@maof.org                    | (323)584-2919                       |
| Mountain View School District (Head Start) | Maria Rodriguez
   Alma Gonzalez        | mrodriguez@mtview.k12.ca.us
   agonzales@mtview.k12.ca.us | (626) 652-4287                      |
# LACOE EHS/HS Contacts for Homeless Family Solutions System

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact Person</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norwalk-La Mirada Unified School District</td>
<td>Tish Granillo</td>
<td><a href="mailto:legranillo@nlmusd.k12.ca.us">legranillo@nlmusd.k12.ca.us</a></td>
<td>(562) 921-7610</td>
</tr>
<tr>
<td>(Early Head Start/Head Start)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pacific Asian Consortium in Employment</td>
<td>Marcelino Flores</td>
<td><a href="mailto:mflores@pacela.org">mflores@pacela.org</a></td>
<td>(213) 989-3244</td>
</tr>
<tr>
<td>(Early Head Start/Head Start)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Para Los Niños (Head Start)</td>
<td>Marcelo Bermeo</td>
<td><a href="mailto:mbermeo@paralosninos.org">mbermeo@paralosninos.org</a></td>
<td>(323) 470-2488 cell</td>
</tr>
<tr>
<td>Plaza De La Raza Child Development Services Inc.</td>
<td>Tameka Brown</td>
<td><a href="mailto:tbrown@pdlr.org">tbrown@pdlr.org</a></td>
<td>(562) 776-1301</td>
</tr>
<tr>
<td>(Early Head Start/Head Start)</td>
<td>Latonda Williams</td>
<td><a href="mailto:lwilliams@pdlr.org">lwilliams@pdlr.org</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mary Esquivel</td>
<td><a href="mailto:mdelgado@pdlr.org">mdelgado@pdlr.org</a></td>
<td></td>
</tr>
<tr>
<td>Pomona USD-Child Development Program</td>
<td>Maria Alvarez</td>
<td><a href="mailto:maria.alvarez@pomona.k12.ca.us">maria.alvarez@pomona.k12.ca.us</a></td>
<td>(909) 397-4740 x5617</td>
</tr>
<tr>
<td>(Early Head Start/Head Start)</td>
<td>Veronica Bravo</td>
<td><a href="mailto:veronica.bravo@pomona.k12.ca.us">veronica.bravo@pomona.k12.ca.us</a></td>
<td>(909) 397-4740</td>
</tr>
<tr>
<td>Santa Monica-Malibu Unified School District</td>
<td>Alice Chung</td>
<td><a href="mailto:achung@smmusd.org">achung@smmusd.org</a></td>
<td>(310) 399-5865 x79524</td>
</tr>
<tr>
<td>(Head Start)</td>
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</tr>
<tr>
<td>St. Anne’s (Early Head Start/Head Start)</td>
<td>Marcelino Moreno</td>
<td><a href="mailto:MMoreno@stannes.org">MMoreno@stannes.org</a></td>
<td>(213) 381-2931 Ext 343</td>
</tr>
<tr>
<td>Youth Policy Institute (Early Head Start only)</td>
<td>Anna Lopez</td>
<td><a href="mailto:amlopes@ypiusa.org">amlopes@ypiusa.org</a></td>
<td>(213) 893-8067</td>
</tr>
</tbody>
</table>
# LACOE EHS/HS Contacts for Homeless Family Solutions System

**State Preschool**

<table>
<thead>
<tr>
<th>Volunteers of America</th>
<th>Tony Van Dam</th>
<th><a href="mailto:tvandam@voala.org">tvandam@voala.org</a></th>
<th>(818) 980-2287</th>
</tr>
</thead>
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*Head Start-LACOE State Preschool PY 2015-2016 revised 01-22-16 sr*