



# Los Angeles Homeless Services Authority

a joint powers authority of the city & county of los angeles

## 2010 STREETS TO HOMES PROGRAM

### REQUEST FOR PROPOSALS (RFP)

Release Date: TBD 2010 at 5 PM

(Pacific Standard Time)

Deadline: TBD 2010 at 3 PM

(Pacific Standard Time)

# 2010 STREETS TO HOMES PROGRAM RFP

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## 1. INTRODUCTION AND FUNDING

In recent years, the increase of homelessness in Los Angeles County has also brought a larger population of individuals and families that lost all access to stable housing and has resorted to living in their vehicles, including cars, vans and RV's. The population ranges from individuals and families who have experienced homelessness before, to the newly homeless. Due to parking restrictions across the county, many find themselves in the area of Council District 11 (CD11) and with a particular concentration in the Venice neighborhood of the City of Los Angeles in part due to the cooler weather. The result is a large population of homeless individuals and families in this targeted region that are living in their vehicles.

CD11 has initiated a process to design, create, fund, and maintain a Streets to Homes Program in the district to reduce the number of people living in vehicles and return homeless vehicle dwellers to stable, permanent housing. The purpose of the program is to provide homeless individuals and families forced to live in their vehicles with access to outreach services to assess their needs and access Homeless Continuum of Care services, and case management services to address and help resolve barriers to permanent housing. CD11 has designated the Los Angeles Homeless Services Authority as the administrator of the Streets to Homes Program. The Los Angeles Homeless Services Authority (LAHSA) is a joint powers authority created by the City and County of Los Angeles for the purpose of planning, coordinating, and managing resources for homeless programs. A ten member Commission comprised of appointees from the City and County governs LAHSA.

Proposing agencies may be located outside of the CD11 and Venice area, but must provide program services within the geographical requirements noted below. The program will be initially funded for 1 year, set to begin on or about October 15, 2010 and ending on September 30, 2011 and may be renewed subject to funding availability. LAHSA reserves the option to renew contracts awarded through this RFP subject to funding availability and successful program performance.

## 2. ELIGIBILITY REQUIREMENTS

### 2.1 Eligible Populations to be Served

Programs funded under this RFP must serve homeless persons whose primary shelter is their vehicle, and are homeless because they lack the resources and support network necessary to sustain stable, permanent housing. Homeless persons, as defined by HUD, include vehicular shelter as an eligible criterion for homelessness, as described below:

- a) Places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings;

### 2.2 Eligible Proposers

Under the RFP, eligible proposers for the Streets to Homes Program must meet the following criteria:

- a) Were incorporated and have been operational as a non-profit 501(c)(3) organization providing services to homeless persons prior to August 2008. However, agencies that have been providing services continuously to homeless persons under the auspices of another incorporated 501(c)(3) organization prior to August 2008 and have since obtained their own 501(c)(3) status may be eligible for funding under this RFP.

- b) Have not been debarred by the Federal Government, State of California, or a local government.
- c) Have no current or past contract non-compliance, non-performance, suspension, or termination, or other adverse audit findings with LAHSA or any other public funding source in the past five years.
- d) Attendance at the mandatory proposer's conference.

## **3. PROJECT SPECIFICATIONS**

### **3.1 Streets to Homes**

The Program components below are meant to provide a basic structure to design, develop and maintain the Streets to Homes Program. It is the intent of LAHSA to empower the contractor to develop their program design based upon proper needs assessment and effective strategies to ultimately respond to the targeted population of those living in their vehicles.

#### **3.1.1 Program Type**

This project is an outreach based program to provide people living and sleeping in vehicles and lack the resources to support stable permanent housing with access to safe parking and services and linkages to permanent housing resources. The service component should address and eliminate the barriers to stability in housing. The program design's goal is to build trust and engage individuals and families who are living in their vehicles, assess their needs, and triage them into the Los Angeles Homeless Continuum of Care, with the ultimate goal of connecting them to appropriate long term housing. The program is also intended to be a full collaboration with local entities (LAPD, LAFD, Service Providers, Neighborhood Councils, etc...) to help to achieve success by providing the needed supportive services that reduce the number of homeless vehicle dwellers in the area, and to ensure that the community at large benefits from the program. Program success will be based, in part, on the reduction of homeless households living in vehicles in CD11.

#### **3.1.2 Available Funding**

CD11 is providing up to \$TBD in funding for the Streets to Homes project.

#### **3.1.3 Eligible Populations to be Served**

The project must serve vehicular homeless individuals and families living in the CD11 area of Los Angeles, as defined in section 2.1. Specifically, individuals and families who meet the federal HUD definition of homeless, and lack necessary resources to obtain and maintain stable permanent housing are to be served by this program.

#### **3.1.4 Target Population**

The Streets to Homes RFP will target all vehicular dwelling homeless individuals and families **currently** in the CD11 area of Los Angeles. A comprehensive inventory of occupied vehicles in the community has been compiled as of July 20, 2010 and will be used to determine the 'currently living in area' eligibility for the program. Eligibility also includes individuals and families who become homeless within CD11 during the term of this program, and are forced to live in their vehicles. Homeless vehicle dwellers not included in the July 20, 2010 inventory can establish eligibility through proof of residing in CD11 on or prior to July 20, 2010, including parking tickets, participation in homeless service programs, and the like. Homeless individuals and families encountered during this project who are not currently

living in their vehicles in CD11 will be referred to service providers in the location of their last permanent residence.

### **3.1.5 Geographic Area Served**

This project is targeted to homeless individuals and families **currently** living in their vehicles in the CD11 area within the limits of the city of Los Angeles.

### **3.1.6 Project Locations**

The selected project sponsor will work with CD11, the community and other stakeholders to identify locations to be used for the program safe parking sites. Safe parking sites may include, but are not limited to, parking lots of churches, temples, non-profit organizations, public offices, industrial or business parks, or donated land. Site selection will occur in collaboration with CD11, the immediate community, Neighborhood Councils, and other stakeholders, and be sensitive to the needs of the local neighborhood as well as the homeless household. Sites will be maintained to ensure no negative impact to the community, and good neighbor policies will be strictly enforced.

### **3.1.7 Project Term**

The initial project term is estimated to be from October 15, 2010 through September 30, 2011. It is possible that the project will be renewed for a 2<sup>nd</sup> year subject to funding availability and successful program performance.

### **3.1.8 Project Activities**

#### **3.1.8.1 Assessment & Survey**

Initial surveys will be conducted to evaluate needs of the target population as well as a baseline of number of clients in the area. This information will be compiled in order to assist in the finalized program design.

#### **3.1.8.2 Outreach**

Outreach teams will be located in the CD11 region with particular focus on the Venice area on an on-going basis to ensure that all vehicle dwellers are assessed and eligible homeless households connected to the Streets to Homes Program. Vehicle residents meeting program participation criteria and willing to participate in the program will be issued ID placards to assist local law enforcement in identifying participating vehicles. Outreach staff will work with eligible clients and engage them in order to conduct a needs assessment and provide necessary referrals to appropriate Safe Parking locations or other homeless services providers, as appropriate. Clients utilizing Safe Park locations will receive case management services designed to address barriers to permanent housing and connect program participants to permanent housing opportunities. Outreach teams will maintain relationships with program participants in the community and be a resource for the community at large to respond to issues relating to homeless vehicle dwellers.

#### **3.1.8.3 Case Management**

Case managers will provide homeless case management services to Streets to Homes clients, including working with clients to develop a full Individualized Service Plan (ISP) and further assist them with the goal of moving to permanent housing.

They will assist with overcoming barriers and increasing income in order to support that goal. Case managers will also assist with immediate needs, especially when children or elderly are in danger.

#### **3.1.8.4 Safe Parking Locations**

Safe Parking locations will be identified and set up pursuant to 3.1.6. Site parking slots are provided to clients, at no cost to the client, and will have basic amenities such as restrooms and trash disposal. Sites will be limited as to the number of vehicles that will be sited in any one parking location.

#### **3.1.8.5 Collaboration & Referrals**

Case Managers will work with local service providers, employers, law enforcement and communities of faith to provide the necessary supportive services until housing referrals can be secured. Case managers will build partnerships with local homeless and housing providers, and develop Memorandum of Understandings (MOUs) to document a comprehensive plan of responding to the client's needs.

#### **3.1.8.6 Amenities**

Restrooms, showers, and trash facilities (including septic tank cleaning) will be made available either through direct access (or referral) for the individuals or families as part of the Streets to Homes Program.

#### **3.1.8.7 Security/Ordinances/Guidelines**

Program participants will be required to sign a contract with the program administrator agreeing to follow program guidelines, adhere to good neighbor and safe parking site rules and regulations. The expectations and guidelines for the safe parking community will be in accordance with local community rules and ordinances. These rules/expectations would include, but are not limited to: no outdoor cooking, no alcohol or drug use, no outdoor furniture, noise restrictions, parking permits, maintaining clean and sanitary parking sites, and required participation in case management and other components of the program that provide opportunities for permanent housing. Guidelines and policies will be developed including a grievance policy for the safe parking community that addresses procedures for a rapid resolution of rule violations or neighborhood complaints. **Non-compliance will be cause for removal from the program.**

#### **3.1.8.8 Good Neighbor Policy/Grievance Response Policy**

Outreach staff will be required to promptly respond to any grievances from local neighbors concerning vehicle dwellers parked in CD11. Outreach staff will also perform duties of a community liaison with the particular role of responding to community concerns related to the program and its participants during both the day and night. Outreach staff will work in coordination with local law enforcement to effectively address community concerns for any vehicle dweller reported. Outreach staff will be responsible for resolving issues with homeless households eligible for participation in the program. Local law enforcement will coordinate responses to complaints on non-homeless vehicle dwellers. Staff will keep a log of grievances and responses as part of an overall good neighbor policy. A phone line and/or email

will be set up to receive grievance reports as a way of enhancing communication with the neighborhood, provide accountability, and minimize response time. Staff will coordinate meetings with the community to ensure continued feedback and participation.

### **3.1.9 Site Control**

The successful proposer will, pursuant to 3.1.6, seek to obtain secure safe parking locations for the Safe Park program component as soon as possible. At least one site must be secured and be operational by TBD, 2010.

### **3.1.10 Reporting and Evaluation**

#### **3.1.10.1 HMIS Participation**

Agencies selected will be required to use the Los Angeles Continuum of Care Homeless Management Information System. Failure to input complete, accurate and timely client information on HMIS may result in payment suspension.

#### **3.1.10.2 Data Integrity Requirements**

Agencies are required to input data on a continuous basis and all errors corrected by the seventh day of the following month. In addition, agencies are required to complete quarterly and annual performance reports through the Homeless Management Information Systems (HMIS). Quarterly reports will also be submitted/copied to CD11. Results from the quarterly and annual performance reports may result in required programmatic changes. Failure to input complete, accurate and timely client information on HMIS may result in payment suspension.

## **4. PROJECT PERFORMANCE OUTCOMES**

During the program year the following outcomes targets are expected:

### **General Performance:**

#### **4.1 Assessments**

- 4.1.1 XX% of Homeless Vehicle Households will be assessed within 30 days of program inception.
- 4.1.2 XX% of Homeless Vehicle Households will be assessed within 60 days of program inception.
- 4.1.3 XX% of Homeless Vehicle Households will be assessed within 90 days of program inception.

#### **4.2 Engagement**

- 4.2.1 XX% of Eligible Homeless Vehicle Households will be enrolled in the program and either sited in Safe Parking sites or wait-listed for the sites within 60 days of program inception.
- 4.2.2 XX% of Eligible Homeless Vehicle Households will be enrolled in the program and either sited in Safe Parking sites or wait-listed for the sites within 120 days of program inception.

#### **4.3 Case Management**

- 4.3.1 XX% of Participating Homeless Vehicle Households in Safe Parking sites will have at least one case management visit weekly.
- 4.3.2 XX% of Participating Homeless Vehicle Households in Safe Parking sites will complete an Individualized Service Plan (ISP) within 30 days of participation at Safe Parking site.

#### **4.4 Housing Placement Outcomes**

- 4.4.1 XX% of Participating Homeless Vehicle Households in Safe Parking sites will achieve transitional or permanent housing placement within 90 days of participation at Safe Parking site.
- 4.4.2 XX% of Participating Homeless Vehicle Households in Safe Parking sites will achieve transitional or permanent housing placement within 120 days of participation at Safe Parking site.
- 4.4.3 XX% of Participating Homeless Vehicle Households in Safe Parking sites will achieve transitional or permanent housing placement within 180 days of participation at Safe Parking site.
- 4.4.4 XX% of Participating Homeless Vehicle Households who exit the program will be placed into Transitional Housing.
- 4.4.5 XX% of Participating Homeless Vehicle Households who exit the program will be placed into Permanent Housing.

#### **4.5 Residential Stability**

- 4.5.1 By the end of the program year, XX% of all Heads of Households placed in transitional housing will have remained housed for six (6) months. This number includes program participants placed in transitional housing six (6) months prior to contract start date under the 2010 contract for this program, if applicable.
- 4.5.2 By the end of the program year, XX% of all Heads of Households placed in permanent housing will have remained housed for six (6) months. This number includes program participants placed in housing six (6) months prior to contract start date under the 2010 contract for this program, if applicable.

#### **4.6 Skills and Incomes**

- 4.6.1 XX% of all adult individuals/families who do not already have mainstream benefits will have applied for mainstream benefits (which include Medicare, Medicaid, County Mental Health Services, Veterans Benefits, GR, SSI, SSDI, Food Stamps, etc.) through the assistance of the program.

#### **4.7 Verification and Documentation**

- 4.7.1 Required verification: All reported outcomes for individuals and families served must be verifiable and consistent with LAHSA's standards for documentation of housing placements.
- 4.7.2 100% of all clients will be accurately entered into the HMIS system within 10 days of receiving service.

#### **4.8 Community grievance/complaint response time:**

- 4.8.1 50% of all community grievance/complaints will be responded to within 1 hour (response includes call-back or on site visit) between the hours of 8am and 10pm.
- 4.8.2 100% of all community grievance/complaints will be responded to within 2 hours (response includes call-back or on site visit) between the hours of 8am and 10pm.
- 4.8.3 100% of all community grievance/complaints will be responded to within 6 hours response (response includes call-back or on site visit) between the hours of 10pm and 8am. Note: Emergent issues between the hours of 10pm and 8am will be coordinated with local law enforcement.

## 5. PROPOSAL EVALUATION PROCESS

The evaluation of project proposals will be conducted in two phases. The work of each phase will be completed by a review team composed of LAHSA staff, consultants, or staff from other public agencies and organizations. The two phases of review are:

**THRESHOLD** - A review for satisfaction of threshold requirements for completeness, proposer eligibility, and project eligibility. If proposals do not meet all of the requirements listed in Section 5.1, they will not be reviewed any further and will be rejected from the competition.

**QUALITY** - Projects that meet all threshold requirements will be evaluated for satisfaction of the quality criteria detailed in Section 5.2. Proposals must score a minimum of 75 points to be recommended for funding.

### 5.1 Threshold Review

Proposals must meet the following eligibility criteria:

- 5.1.1 Proposals will be reviewed for completeness. Proposals that do not include all of the documents that demonstrate applicant eligibility, project appropriateness, and project leveraging as detailed below will be eliminated at LAHSA's sole discretion.
- 5.1.2 All non-governmental proposers must have been incorporated and have been operational as a non-profit 501(c)(3) organization providing services to homeless persons before August 20, 2008. However, agencies that have been providing services to homeless persons under the auspices of another incorporated 501(c)(3) organization as of August 20, 2008 and have since obtained their own 501(c)(3) status may be eligible for funding under this RFP.
- 5.1.3 Proposal must meet program technical specifications including, but not limited to the following: The activity for which funding is requested must be eligible under this RFP; The project target population must meet the eligibility requirements; and proposed timelines for all activities must be consistent with program regulations.
- 5.1.4 The proposer must demonstrate that it has sufficient knowledge and experience to carry out the project(s). Both the proposer and all organizations involved in the proposed project are subject to this review.
- 5.1.5 The proposer shall not charge clients for service, nor require religious participation as a condition of receiving services.
- 5.1.6 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 statues, 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.
- 5.1.7 The project must serve homeless people as defined in Section 2.1.
- 5.1.8 Proposer must not have unresolved fiscal, reporting, or program issues with any of its current or past funding sources.

5.1.9 Proposer must not have a history of contract non-compliance with LAHSA or any other funding source, a contract suspension, a termination for cause by LAHSA or any other funding source, or outstanding financial obligations with LAHSA that have not been adequately resolved with LAHSA or any other funding source. In the event that the proposer has had any of its 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.

**5.1.10 Proposer must participate in the mandatory Proposers' Conference.**

LAHSA staff will report the results of the threshold review to the LAHSA Programs and Evaluation Committee. Proposers that are unsuccessful in passing threshold may appeal to the Programs and Evaluation Committee as described in Section 7.3. Proposals that do not pass threshold will be eliminated at this stage and will not proceed to quality review.

**5.2 Quality Review**

Proposals passing threshold and eligible for Quality Review will be evaluated by the following criteria and on their own merits for program design, organizational capacity, budget and leveraging, content, responsiveness, conciseness, clarity, relevance, and strict adherence to the instructions in this RFP. Final scoring will be based on the proposal as submitted.

A proposal must receive a score of 75 points or more in order to be included in the ranking of projects recommended for funding. A proposal listed on the ranking list is only deemed eligible for funding under this RFP, and does not guarantee that the proposal will be recommended for funding or awarded a contract.

Category	Maximum Points
Program Design	30 Points
Proposer Experience and Capacity	20 Points
Program Budget & Financial Stability	15 Points
Past Performance on Outcomes	10 Points
Participation in HMIS	5 Points
Outreach Plan & Experience	15 Points
Local Collaboration & CoC	5 Points
Total	100 Points

### 5.2.1 Program Design (30 Points)

LAHSA will evaluate the proposal for an appropriate and comprehensive approach to addressing the service and housing needs of the population it intends to serve. There must be a clear link between services and the target population's advancement towards employment and permanent housing or permanent supportive housing. The proposal must demonstrate an understanding of program requirements and the needs of the proposed population.

### 5.2.2 Proposer Experience and Capacity (20 Points)

LAHSA will evaluate the capability and capacity of the proposer, collaborators, partners, and key subcontractors to implement and administer the proposed project. Both the fiscal and programmatic capabilities of the proposer will be considered, as well as the proposer's demonstrated capacity to comply with contract requirements, will be evaluated and scored.

Beyond the length of time providing service to homeless populations in general, LAHSA will look at the proposer's experience working directly with the proposed population and its experience directly related to carrying out the proposed project.

### 5.2.3 Program Budget & Financial Stability (15 Points)

Each program budget will be assessed for feasibility, cost-effectiveness, reasonableness, and accuracy. The budgets must be for the entire program – with other sources shown as leveraged and funding. LAHSA will also evaluate the cost effectiveness of the budget based on the amount requested compared to the services proposed. Also, LAHSA will evaluate the degree requested funds are leveraged with other sources of funds in the delivery of overall program services.

### 5.2.4 Past Performance on Outcomes (10 Points)

LAHSA will consider the extent to which proposer has achieved desired outcomes on performance measures on similar programs in the past. Proposer must agree to provide LAHSA the ability to verify reported outcomes submitted in response to these criteria.

### 5.2.5 Participation in HMIS (5 Points)

All projects recommended for funding under this RFP MUST participate in the Los Angeles Continuum of Care Homeless Management Information System (HMIS) through direct client-level data input into the system or through electronic data integration from other existing software programs. For service providers that are currently on HMIS, LAHSA will evaluate the proposers' compliance with HMIS data entry and data quality standards. LAHSA will utilize the most recent program year to evaluate this section. If the proposer is not implemented on HMIS, LAHSA will evaluate the proposers' ability and willingness to comply with the technical and program standards necessary to operate HMIS. Agencies willing to participate agency-wide in HMIS will be awarded all points available under this category.

### 5.2.6 Outreach Plan (15 Points)

LAHSA will evaluate the proposed outreach plan to encounter and engage the target population. Plans should include methods and effective strategies to motivate clients and successfully move them into and then maintain their successful on-going participation in the

Continuum of Care and all other components of the Streets to Homes Program. LAHSA will evaluate the proposed outreach plan to respond on an as needed basis to concerns and questions raised by the community at-large.

#### 5.2.7 Local Collaboration in CoC (5 Points)

LAHSA will evaluate proposer's ability to leverage existing services within the CD11 region and in particular the Venice area which provide clients with access to the Continuum of Care and affordable housing.

## 6. TECHNICAL ASSISTANCE

### 6.1 Proposers' Conference

LAHSA will be hosting a mandatory Proposers' Conference for all potential Proposers, which may be attended in person, or via teleconference call-in. **Pre-Registration is not required.** Teleconference call-in number will be posted on LAHSA's website.

**LAHSA Proposers' Conference**  
Day, Month, Date, 2010  
1:00pm to 2:30pm  
Los Angeles Homeless Services Authority  
453 S. Spring Street, 12<sup>th</sup> Floor, Los Angeles, California

Parking is available in nearby lots. Parking validation will not be provided.

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 in advance of the scheduled meeting date. For additional information, contact LAHSA at (213) 683-3333 or TTY (213) 553-8488

### 6.2 Questions and Answers

After the Proposers' Conference, written questions regarding this RFP may be submitted to LAHSA for a written response that will be posted on the LAHSA website. 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](http://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 must be faxed to the attention of "Streets to Homes Program RFP" to (213) 892-0093 or e-mailed to [hlee@lahsa.org](mailto:hlee@lahsa.org) with "Streets to Homes Program RFP" in the subject line. All questions must be **RECEIVED** prior to 5:00 PM within three working days after the Proposer's Conference. Responses will be posted on the LAHSA Website [www.lahsa.org](http://www.lahsa.org) no later than 5:00 PM six working days after the Proposer's Conference.

If a prospective proposer does not have access to the LAHSA website, the proposer may call and request a printed copy of any questions and answers be faxed or mailed via first class mail within 24 hours of date and time of call to LAHSA. LAHSA is not responsible for information not received by callers when requested within seven (7) days of the due date of the proposal under this RFP.

LAHSA shall not be obligated to answer any questions received after the above-specified deadline or any questions submitted in a manner other than as instructed above. Oral comments or responses to inquiries shall not be binding.

### 6.3 Addendums

If it becomes necessary for LAHSA to revise any part of this RFP, or to provide additional information or clarification after the RFP is released, a written addendum will be posted on the LAHSA website [www.lahsa.org](http://www.lahsa.org). It is the responsibility of the proposer to check the LAHSA website prior to submission of any proposal under this RFP to ensure an addendum or information made publicly available on the website is reviewed.

If a prospective proposer does not have access to the LAHSA website, the proposer may call and request a printed copy of any addenda be faxed or mailed via first class mail within 24 hours of date and time of call to LAHSA. LAHSA is not responsible for information not received by callers when requested within 7 days of the due date of the proposal under this RFP.

## 7. PROPOSAL SUBMISSION

Proposers must submit an original and one (1) copy of the complete proposal. The original must be marked "Original" on the upper right side of the cover and must bear the actual "wet" signatures of the person(s) authorized to sign the proposal. The copy must be numbered on the upper right hand side of the cover to indicate "Copy No. 1". Copies shall be identical to the original document in order to be reviewed.

*Prior to delivery, please review all copies of your proposal for consistency and proper order.*

### 7.1 Formatting Requirements

- 7.1.1 Each project for which funding is requested must be supported a separate, complete proposal.
- 7.1.2 Documents must be typed in 12-point font with margins of no less than 1" margins on all sides. Text may be single-spaced, double-spaced or spaced one and one half space. Format must be "reader friendly" to facilitate easy review. Paragraphs must be clearly distinguishable. Use of bolding where appropriate to highlight key ideas is encouraged. Proposals must be written in English.
- 7.1.3 Proposal responses must comply with the requirements detailed in this document. Proposals that are incomplete, out of order, have inadequate number of copies, lack required attachments, or have other content errors or deficiencies will be rejected. Contextual changes and/or additions to the proposal after the deadline will not be accepted.
- 7.1.4 The proposal must be submitted in the legal name of the corporation. Proposals must be signed by authorized representative(s) of the proposer organization who have legal authority to enter into a contract agreement with LAHSA.
- 7.1.5 Proposals must be submitted in a securely fastened format. Each page of the proposal, including exhibits, must be numbered sequentially at the bottom of the page to indicate "Page \_ of \_". The proposals must contain tabs marking each required attachment. The original should be submitted in a tabbed binder, preferably the smallest size binder that will hold the proposal. The copy should be fastened with a binder clip and should include tabbed

dividers. Proposals that are not fastened are not sequentially numbered pages or are not tabbed, may not be accepted.

- 7.1.6 Proposers must submit a separate complete proposal for each program type and/or location for which they apply.
- 7.1.7 Proposal must provide a copy of the budget in Excel format on a compact disc.

## 7.2 Due Dates

Proposals submitted in response to this RFP will be due in accordance with the following dates:

All proposal packets must be **RECEIVED** by hand delivery, mail, or messenger in the LAHSA office no later than **3:00 PM (Pacific Standard Time), TBD 2010**. Applications will not be accepted via facsimile.

Proposals received after **3:00 PM. (Pacific Standard Time), TBD 2010** will not be accepted.

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

2010 Streets to Homes Program – Attn: Helen Lee  
Los Angeles Homeless Services Authority  
453 S. Spring Street, 12<sup>th</sup> Floor  
Los Angeles, CA 90013

## 7.3 Appeals

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

All appeals must be submitted in writing. Proposers under this RFP may only submit process appeals, which are appeals based upon LAHSA's failure to abide by its 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.

Within two (2) business days after notice of staff recommendations, the unsuccessful proposer must file a written statement specifying the grounds for appeal. The appeal shall be limited to two (2) typed pages and must clearly state the grounds on which the appeal is based. All appeals should be on proposer's letterhead and entitled "Appeal from 2010 Streets to Homes Program RFP". Please do not include cover letters with the appeal.

Threshold appeals will be presented to the Programs and Evaluation Committee of the LAHSA Commission. The Programs and Evaluation Committee will make the final decision regarding any and all Threshold appeals.

Quality appeals will be presented to the Programs and Evaluation Committee. 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.

Written appeals are to be addressed as follows:

Louisa Ollague, Chair, Programs and Evaluation Committee  
Los Angeles Homeless Services Authority  
453 S. Spring Street, 12<sup>th</sup> Floor  
Los Angeles, CA 90013

## **8. PROPOSAL CONDITIONS AND RESERVATIONS**

- A. All costs of proposal preparation shall be borne by the proposer organization. LAHSA shall not, in any event, be liable for any pre-contractual expenses incurred by the proposer in the preparation and/or submission of the proposal. The proposer shall not include any such expenses as part of the budget in the proposal.
- B. Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in the RFP.
- C. Submission of a proposal shall constitute a firm and fixed offer to LAHSA that will remain open and valid for a minimum of 90 days from the application submission deadline. The proposal should always include the proposer's best terms and conditions.
- D. 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.
- E. LAHSA does not 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.
- F. Responses to this RFP become the exclusive property of LAHSA. All proposals will be considered public documents, subject to review and inspection by the public at LAHSA's discretion, in accordance with the California Public Records Act and other applicable laws. Exceptions will be those pages in each proposal which are defined by the proposer as business or trade secrets and are marked as "TRADE SECRET" or "CONFIDENTIAL." LAHSA shall not in any way be liable or responsible for the disclosure of any such records, including, but not limited to, those so marked if the disclosure is deemed to be required by law or by court order. Selection or rejection of a proposal does not affect these rights.
- G. LAHSA reserves the right to communicate in writing with funders or providers associated with the proposer to obtain additional clarification of design of program, or agency fiscal and programmatic capacities, and to utilize this information in the evaluation process.
- H. LAHSA reserves the right to conduct site visits of all proposing agencies.
- I. LAHSA reserves the right to extend the RFP submission deadline should such action be in the best interest of LAHSA. Proposers may revise and re-submit their proposal in the event the deadline is extended.
- J. LAHSA reserves the sole right to reject any or all proposals received in answer to this RFP if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFP, or is not in the best interest of LAHSA.

- K. LAHSA reserves the right to withdraw this RFP at any time without prior notice. Further, LAHSA makes no representation that any contract will be awarded to any applicant responding to this RFP. LAHSA reserves the right to reject any or all submissions.
- L. LAHSA reserves the right to negotiate services and costs with proposers, including revision of program design as necessary to better meet LAHSA, City of Los Angeles, County of Los Angeles, or HUD requirements.
- M. A proposer shall not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with LAHSA or any other funding source, a contract suspension, a termination for cause by LAHSA or any other funding source, or outstanding financial obligations with LAHSA that has not been adequately resolved with LAHSA or any other funding source. In the event that the proposer has had any contract(s) with LAHSA suspended or terminated, it shall not be eligible for funding under any RFP released by LAHSA for a period of five (5) years starting from the effective date of suspension or termination.
- N. Willful misstatements of information will result in non-recommendation for funding, regardless of the merits of the proposal submitted.
- O. LAHSA reserves the right to verify information submitted in the proposal. The proposer agrees that the Los Angeles Continuum HMIS System will be the primary source of verification of program performance and outcome data for existing programs. LAHSA reserves the right to request additional data to verify information submitted with the proposal, at its sole discretion. If the information in the proposal cannot be verified and if LAHSA determines the errors are not willful, LAHSA reserves the right to adjust the rating points awarded.
- P. If an insufficient number of qualified proposals are received or if the proposals received are deemed non-responsive or not qualified as determined by LAHSA, LAHSA reserves the right to re-issue an RFP, execute a sole-source contract with a vendor, or otherwise ensure that services are provided by other means in a manner consistent with the program requirements.
- Q. 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.
- R. 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.
- S. LAHSA reserves the right to fund all or a portion of a proposal and/or require that a proposer collaborate with another in the provision of a specific service if it is in the best interest of LAHSA, the City of Los Angeles, the County of Los Angeles, or HUD.
- T. LAHSA reserves the right to waive minor technical deficiencies or any informality in a submitted proposal.

- U. Proposals may be withdrawn by written request of the authorized signatory on agency letterhead at any time prior to the LAHSA Commission's actions on staff's final recommendation for funding.
- V. If an agency declines to implement the project or changes significant project specifications which are deemed relevant to the basis on which the award was granted thereby negating the funding award after the LAHSA Commission approves funding award(s) under a LAHSA competitive process, said agency shall not be eligible to submit an application for any other new project funding for a period of one year from the time of notice. Changes to significant project specifications include, but are not limited to, a change in the Service Planning Area in which the project is located or a change in the target population which the projects serves. LAHSA may exempt an agency from this policy if it is deemed that the circumstances that facilitated the refusal to implement the project or change to significant project specifications was out of the reasonable control of the agency.
- W. It is improper for any LAHSA officer, employee or agent to solicit consideration, in any form, from a proposer with the implication, suggestion or statement that the proposer's provision of the consideration may secure more favorable treatment for the proposer in the award of the contract or that the proposer's failure to provide such consideration may negatively affect the LAHSA's consideration of the proposer's submission. A proposer shall not offer or give, either directly or through an intermediary, consideration, in any form, to a LAHSA officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the contract. A proposer shall immediately report any attempt by a LAHSA officer, employee or agent to solicit such improper consideration. The report shall be made to the Executive Director of LAHSA or to the County Auditor-Controller's Employee Fraud Hotline 800/544-6861. Failure to report such a solicitation may result in the proposer's submission being eliminated from consideration. Among other items, such improper consideration may take the form of cash, discounts, and service, the provision of travel or entertainment, or tangible gifts.
- X. Upon the request of LAHSA, a proposer whose bid is under consideration for the award of the contract shall provide LAHSA with written authorization to request a credit report from a reputable credit agency to gain satisfactory evidence of the proposer's financial background, stability and condition.
- Y. 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.
- Z. Notwithstanding a recommendation of a department, agency, individual, or other, the LAHSA Board of Commissioners retains the right to exercise the final decision concerning the selection of a proposal and the terms of any resultant Agreement, and to determine which proposal best serves the interests of LAHSA. The Board is the ultimate decision-making body and makes the final determinations.
- AA. A bid/proposal, which contains conditions or limitations, established by the proposer may be deemed irregular and be rejected by LAHSA, in its sole discretion.

## 9. 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 applicants will be required to satisfy LAHSA's and other participating agency or entity's insurance requirements. Additionally, all applicants must comply with all contractual requirements. Contractors will name LAHSA and the City and/or County of Los Angeles as additional insured on general liability, professional liability (where required), auto liability (owned and non-owned), workers' compensation, and errors and omissions policies (where required).
- D. Contractors shall make available to representatives of Funders, upon reasonable notice, the fiscal records and/or client data records pertaining to the contract. Demographic information about clients will be regularly submitted to LAHSA in a manner consistent with agreements protecting client and/or agency confidentiality rights.
- E. Contractors shall comply with reasonable requests from Funders concerning promotional activities related to the program.
- F. Contractors acknowledge that, as recipients of Federal funds, they will be required to comply with Federal regulations pertaining to the use of such funds. All regulations will be enumerated in the contract and will be incorporated by reference. It will be the contractor's responsibility to assure compliance with applicable regulations.
- G. The Contract shall include standard clauses and in some cases, certifications, requiring contractor's compliance with, but not limited to, the following regulations: non-discrimination, affirmative action, and equal opportunity; separation of church and State; Americans with Disabilities Act(ADA); conflict of interest; restrictions on lobbying; debarment; audits; rights in data; drug- free workplace; and lead-based paint and Equal Benefits Ordinance.
- H. Contractors shall maintain any applicable licenses or permits, and meet any facilities code regulations required for the program(s) funded under the contract.
- I. Contractors shall participate in information networking, training, and coordination meetings as directed by LAHSA or other grant funding sources.
- J. Contractors shall cooperate with related research and evaluation activities as directed by LAHSA or other grant funding sources.
- K. Contractors will be required to submit a Code of Conduct which will address conflict of interest requirements.
- L. Contractors may not enter into an agreement with a subcontractor for the provision of shelter or supportive services under any program funded under this RFP, unless that subcontractor and its qualifications are fully described in the proposal, and the intention to subcontract is explicitly stated in the proposal or the use of the

- subcontractor has been approved in writing by LAHSA. Contractor shall remain liable for the performance of the subcontractor, and will require subcontractor to adhere to all provisions in the contract between LAHSA and contractor.
- M. Contractors will ensure that an annual financial audit is performed in compliance with the Federal Single Audit Act if it spends, in aggregate, \$500,000 or more of Federal funds per fiscal year. Contractor shall submit a copy of the audit report to LAHSA within nine months after the end of the contractor's fiscal year.
  - N. Each contractor must comply fully with all of the requirements specified in this RFP and committed to in the program proposal, including program leveraging commitments, otherwise contractor risks immediate termination of contract.
  - O. The responsibility for accuracy rests entirely with the proposer. If a proposer knowingly and willfully submits false performance or other data, LAHSA reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance, financial or other data submitted in response to this RFP, LAHSA reserves the right to terminate said contract immediately.
  - P. Contractor shall have in place an appropriate grievance procedure. Said grievance procedure must be in compliance with LAHSA's grievance standards stated in the program contract.
  - Q. LAHSA reserves the right to extend the duration of the program as well as to renegotiate the terms of the contract if an extension is granted.
  - R. Unless authorized by LAHSA in writing, Contractor agrees to participate in the Los Angeles Continuum of Care Homeless Management Information System (HMIS). Said system shall be implemented during the term of the contract awarded. LAHSA shall provide Contractor with the basic training required to use HMIS.
  - S. Contractor shall be required to possess a corporate seal.
  - T. Awards are made subject to receipt of award funds from Funders by LAHSA. Contractor agrees that if Funders do not provide funds for program, contract will be deemed null and void.
  - U. Contractor and subcontractor staff working with youth, either as employees or volunteers, who have a supervisory or disciplinary authority over minors must be fingerprinted and pass the background check, as required by California Penal Code Sec. 11105.3 and California Education Code Sec. 45125.1 and Sec. 10911.5 prior to working with youth. Fingerprinting and a background check may be required of other staff and volunteers depending upon how much contact the staff member will have with minors. The Contractor shall be responsible for obtaining security clearances for staff whose duties require a sufficient level of interaction with youth.
  - V. Contractor shall have tuberculosis (TB) tests completed and the results on any staff member prior to that person working with youth.
  - W. Contractors are subject to applicable City of Los Angeles and/or County of Los Angeles contracting requirements, which may include but are not limited to:
    - a. Los Angeles County and City Child Support Compliance Program. Contractors shall 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

- b. County Contractor Employee Jury Service Ordinance (Los Angeles County Code, Chapter 2.203).
  - c. City of Los Angeles Living Wage and Equal Benefits Ordinances.
  - d. City of Los Angeles Contractor Responsibility Ordinance.
  - X. Contractors shall be required to submit to LAHSA, or its designee, periodic status reports, including program expenditures, progress reports and recipient information. Failure to do so may result in termination of the contract.
  - Y. The Grant Agreement between LAHSA and its funders may be incorporated by reference into all contracts between LAHSA and the contracting agencies.
  - Z. Contractors acknowledge that LAHSA funds are not meant to replace or supplant other local sources of funding.
  - AA. LAHSA reserves the option to renew contracts awarded through this RFP for two additional years, contingent upon the following: a) satisfactory contractor performance; b) availability of funds; c) demonstrated site need; and, d) in the case of armory sites, continued availability of the armories.
  - BB. 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.
  - CC. 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.
  - DD. LAHSA 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 deobligated funding to remaining proposers who submitted proposals under the RFP and received fundable scores.
- The following contract conditions apply to projects that include funding from HUD:
- EE. Contractors agree that in the event the measurable goals/objectives fall below HUD's standard of successful performance measures as specified in the technical submission, HUD may suspend any future annual funding of the program. Specific benchmarks of accomplishment will be included in the contract.
  - FF. A Deed of Trust and Regulatory Agreement between LAHSA and the contractor must be executed and recorded for all SHP projects containing acquisition, rehabilitation, or new construction activities.

## EXHIBIT 1

### APPLICATION AND ATTACHMENTS

#### ATTACHMENT 1 - SUPPORTING DOCUMENTS CHECKLIST

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The following documents must be submitted in the order listed below with tabs marking each document.

- Attachment 1: Supporting Documents Checklist
- Attachment 2: LAHSA Program Summary
- Attachment 3: Civil Rights Laws Compliance
- Attachment 4: Proposer Capacity & Experience
- Attachment 5: Program Design
- Attachment 6: Integration with Continuum of Care Strategic Planning
- Attachment 7: Proposer Past Performance
- Attachment 8: LA CoC HMIS Participation
- Attachment 9: Budget and Financial Stability (including a CD with Excel Worksheet)
- Attachment 10: Board Resolution Authorizing Application for Funds
- Attachment 11: Signatures and Assurances
- Attachment 12: Letter of Representation
- Attachment 13: Current proof of IRS 501(c)(3) status
- Attachment 14: Articles of Incorporation, including amendments and by-laws of the corporation
- Attachment 15: ADA Compliance
- Attachment 16: Memorandums of Understanding

## ATTACHMENT 2 – LAHSA PROGRAM SUMMARY

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### A. Agency Information

LEGAL NAME OF AGENCY: \_\_\_\_\_

EXECUTIVE DIRECTOR: \_\_\_\_\_

EXECUTIVE DIRECTOR E-MAIL: \_\_\_\_\_

BOARD CHAIRPERSON: \_\_\_\_\_

AGENCY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

AGENCY TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

### B. Contact Person

CONTACT PERSON\* / TITLE \_\_\_\_\_

CONTACT PERSON TELEPHONE: \_\_\_\_\_

CONTACT PERSON FAX: \_\_\_\_\_

CONTACT PERSON E-MAIL: \_\_\_\_\_

*\*This must be the person who is most knowledgeable about this proposal and able to respond to any questions regarding this proposal.*

### C. Project Information

Project Name: \_\_\_\_\_

Project Street Address: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_

### D. Service Planning Area: Please confirm and check off the primary area(s) the project will serve.

5. West

Please indicate the LA County Supervisorial District and, if applicable, the LA City Council District in which the project is located:

LA County Supervisor District \_\_\_\_\_ LA City Council District \_\_\_\_\_

**E. Funding Request:** Please use the chart below to calculate your total LAHSA Request Amount. Then use the Excel budget template posted on LAHSA's website to prepare your line item budget. The total amount of funding requested in your proposal under this RFP may not exceed the LAHSA Request Amount listed below, which must also match the LAHSA Request Amount in your Excel budget form submitted with this proposal. Other funds needed to operate this program should be included in a separate column of the Excel budget form as leveraged funds.

Cost Category	LAHSA Request	Other Funding "A" (Specify)	Total
Supportive Services			
Operations			
Administration			
<b>Program Total</b>			

**F. Homeless Population**

Please indicate the primary homeless population your project intends to serve.

<b>Target Population</b>	<b>Vehicular homeless in CD11, with a particular focus on the Venice area</b>
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If your project's services are not exclusive to one population, please indicate all sub-populations served.

Subpopulation	Check all that apply
Chronically Homeless	
Severely Mentally Ill	
Chronic Substance Abuse	
Veterans	
Persons with HIV/AIDS	
Victims of Domestic Violence	
Women with Children	
Youth (Under 18 years of age)	

**G. Fiscal and Administrative Accountability**

Please list the persons who have legal authority to sign contracts and other legal documents, payment requests, and checks related to this proposed contract. Add lines, if necessary.

Name	Title	Documents Authorized to Sign

**H. Funding History**

- 1. Has your agency ever received funds from LAHSA? Yes      No
- 2. Has the proposed project been funded by LAHSA in the past? Yes      No
- 3. If you answered "Yes" to either questions, please provide amount and contract number under which it was funded: \_\_\_\_\_

**ATTACHMENT 3 – CIVIL RIGHTS LAWS COMPLIANCE**

Project sponsors must be in compliance with applicable civil rights laws and Executive Orders. Please answer 'Yes' or 'No' to the following questions. If you answer "Yes" to one or more of these situations, please attach a brief description and include with this Attachment.

- A. Any pending civil rights suit instituted by the Department of Justice? Yes      No
- B. Any non-compliance with civil rights statutes, Executive Orders or regulations as determined by formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of non-compliance, or is currently negotiating such an agreement? Yes      No
- C. Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103:400? Yes      No
- D. Any adjudication of a civil rights violation in a civil action brought against the agency by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of non-compliance or the applicant has discharged any responsibility arising from such litigation? Yes      No
- E. Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57)? Yes      No

## ATTACHMENTS 4 – 10 PROPOSAL NARRATIVES / ATTACHMENTS

Narrative responses to the following items must be included as part of the proposal submitted. Each narrative section must be included in the proposal as a separate attachment, which is clearly marked with the attachment number and tabbed appropriately.

Each of the following narrative sections contains the description of the information required to be included in the proposal. In the right-hand column is the maximum number of pages allowed for each response. You must clearly number the response to each of the questions under the narrative sections. Points may be deducted for exceeding the stated page limits.

### ATTACHMENT 4 – PROPOSER CAPACITY AND EXPERIENCE

Items	Page Limit
1. Provide a brief description of your agency (include size of total staff and overall budget amount). If applying in collaboration with other agencies, please provide a description of each agency (1/2 page limit per collaborating agency).	½ page
2. Include your agency's mission and discuss how the proposed program aligns with your mission.	½ page
3. Describe your agency's prior successful experience working with the target population proposed in this application.	½ page
4. Provide a brief description of titles, responsibilities and qualifications of staff who will: a) administer (reporting and accounting) and b) operate (direct service staff) the proposed program.	1 page
5. Provide a chart showing the programs in the proposer's organization and indicate where the proposed program will fit.	1 page
6. Discuss mechanisms for ongoing and consistent staff supervision ensuring adequate staff coverage.	½ page
7. Describe your agency's internal quality assurance monitoring system and demonstrate how it will effectively identify programmatic problems.	½ page
8. If on-site services will be jointly provided with another organization, submit a formal written agreement between the two organizations.	No Limit
9. <b>Please circle the answers to the questions on the following page.</b> Please explain any "Yes" answers below or on a separate sheet under this attachment heading.	

- A. In the past ten years, has your organization ever had its nonprofit status revoked or withheld by the IRS, the Secretary of State, the State Attorney General, or the Franchise Tax Board? Yes      No
- a. **Date of 501(c)3 status:** \_\_\_\_\_
- B. Has your organization been sued in the last five years? Yes      No
- C. Are any of your managers or staff with fiscal responsibilities involved in litigation presently that has any bearing on fiduciary trust or employee relations? Yes      No
- D. Have any unfavorable rulings been handed down by any court against your organization or Executive Director in the last five years? Yes      No
- E. Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its current or past funding sources? Yes      No

### PROPOSER EXPERIENCE CHART

Please complete. An electronic copy of this chart is available on LAHSA's website.

Project name	Program Description and Target Population	Year Awarded	Grant Number	Grant Amount	Amount Spent to Date
EXAMPLE: PROJECT HOMELESS	Permanent Supportive Housing for chronically homeless persons	2000	CA16B000-062	\$500,000	\$375,412

## ATTACHMENT 5 – PROGRAM DESIGN

1. Describe the eligibility criteria for the program. ½ page
2. Describe your outreach plan for your target population. Describe both encounters and engagement from your outreach team. Where will your clients come from or how will the clients be encountered? Indicate percentage of homeless persons encountered coming from the streets, vehicles, or emergency shelters and other places not intended for human habitation. 1 page
3. If your agency plans to serve chronically homeless persons, please describe your agency's capability to effectively target and serve this population. ½ page
4. Describe in detail how your agency will comply with the program services described in RFP Section 3.1.8, Project Activities. Please include all subcategories including assessment, case management, parking location (finalized with city assistance), amenities, security and guidelines. Please articulate how this approach will fulfill LAHSA's goals set forth in this RFP. 2 pages
5. How many total clients will your program serve in a day? How many total clients do you anticipate serving in the course of one year? If this program includes additional funding, please use the total number of clients for the whole program to answer the questions above. ½ page
6. Describe how your program will address the needs of people you are unable to accommodate in your program. ½ page
7. Given your proposal request, what is your anticipated case load per staff member? ½ page
8. Do you charge clients program fees and/or require religious participation as a condition of receiving services? If so, please explain. ½ page
9. List on-site services proposed and direct service staff responsible for providing the service. Use the format below. 1 page

Supportive Service	Direct Service Staff (position) Providing Service
1.	
2.	
3. etc.	

10. List of off-site services provided through partnerships. Use the format below: 1 page

Supportive Service	Provider Agency
1.	
2.	
3. etc.	

*\*For offsite supportive services, please describe what transportation will be available to participants to access those services.*

11.
  - a) Describe your agency referral procedures (include description of follow-up process for ensuring that clients have utilized referral services). 1 page
  - b) Briefly describe your referral network and resources and complete attached supportive services linkages chart.
12. Describe your plan for measuring program outcomes as described in Section 4 of the RFP. 1 page

**SUPPORTIVE SERVICE LINKAGE CHART**

Indicate whether you refer clients to other agencies for services and the level of collaboration with each agency. Please insert additional lines, as necessary. An electronic copy of this chart is available on LAHSA's website. **If your agency refers clients to another agency for services please attach copies of MOU's in Attachment 17.**

Type of Service	Name of Agency	On-site or Off-Site Service Provision	Service Site Address (if off-site)	Identified Contact Person	Written MOU (Yes/No)
Legal assistance					
Literacy training					
Job training					
Mental health services					
Substance abuse services					
Health service					
Other (please specify)					

## ATTACHMENT 6 – INTEGRATION WITH CONTINUUM OF CARE

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1. Please describe how your proposed project fits into your geographic area's Consolidated Plan. Specifically, what priorities from the Consolidated Plan does your project address? What unmet needs in your community will your project fill? Please contact your Consolidated Plan Coordinator for information about your community's plan. ½ page
  
2. Please describe how your proposed project fits into your geographic areas homeless Continuum. Specifically, describe how your proposed project is consistent with unmet needs and will fill a gap in the continuum of care system. ½ page

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**ATTACHMENT 7 – PROPOSER PAST PERFORMANCE**

**PAST PERFORMANCE ON OUTCOMES**

Please complete the following chart to demonstrate your agency’s prior successful experience in meeting outcomes in programming serving homeless persons. Please use information from the **most recently completed and reported** program year, including **Program Name** and **Contract Number**. LAHSA reserves the right to verify information submitted, including verification by means of the Los Angeles Continuum of Care HMIS System. If LAHSA determines a discrepancy exists between the outcomes reported on this form and the data in the HMIS system, the proposer will be contacted and allowed 48 hours to provide acceptable verification of the reported outcomes data. For non-LAHSA-funded program outcomes, proposers must submit back-up documentation behind this chart for any such non-LAHSA-funded program outcomes reported on this form. Acceptable forms of documentation for non-LAHSA-funded program outcomes include, formal reports submitted to other government funders or formal reports to your agency’s Board of Directors. LAHSA reserves the right to verify information submitted for non-LAHSA-funded programs. If your agency has more outcomes to report than will fit on this page, you may duplicate this page as necessary. An electronic copy of this chart is available on LAHSA’s website.

Program Name / Contract Number	Target Outcomes Description (s)	Actual Outcomes by Target Item	Explanation
Example: PROJECT HOMELESS / CA16B12345	35% of participants will complete life skills classes	25% of participants completed life skills classes	Agency experienced a delay in hiring supportive services staff

## ATTACHMENT 8 – LA COC HMIS PARTICIPATION

Items	Page Limit
<p>1. All projects recommended for funding under this RFP MUST participate in the Los Angeles Continuum of Care Homeless Management Information System (HMIS) through <u>direct</u> client-level data input into the system or through electronic data integration from other existing software programs. For service providers that are currently on HMIS, LAHSA will evaluate the proposers' compliance with HMIS data entry and data quality standards. LAHSA will utilize the most recent program year to evaluate this section. If the proposer is not implemented on HMIS, LAHSA will evaluate the proposers' ability and willingness to comply with the technical and program standards necessary to operate HMIS. Agencies willing to participate agency-wide in HMIS will be awarded all points available under this category.</p> <p>Please provide a statement as to your agency's current use of HMIS or willingness to participate in the LA CoC HMIS system on an agency-wide basis.</p>	1/2 page

## **ATTACHMENT 9 –BUDGET AND FINANCIAL STABILITY**

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1. Please furnish financial information for your agency, including a copy of your most recent audited financial statements and Form 990. Proposers must comply with IRS regulations regarding employee vs. independent contractors.
  
2. Describe any independent audit findings your agency has received in the last two audits conducted. If any findings were established, describe the nature of the findings and your agency's response to the findings. 1/2 Page
  
3. Describe your agency's accounting practices. 1 Page
  - a) Who does your organization's day-to-day accounting?
  - b) How is accounting information or data maintained? (i.e. manual or electronic)
  - c) What procedures and practices does your agency employ to account for the use of funds?
  - d) Describe your agency's cost allocation method for projects that are funded from multiple sources.

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**4. BUDGET SUMMARY**

<b>Summary Project Budget by Subcategory</b>			
	Total Program Budget	Funded by Others	Total LAHSA Budget
<b>Supportive Services</b>			
Information & Referral	-	-	-
Case Management	-	-	-
Transportation	-	-	-
Other (please specify)	-	-	-
<b>Subtotal Supportive Services</b>	-	-	-
<b>Operations</b>			
Shelter/Housing Operations	-	-	-
Space Costs	-	-	-
Maintenance/Repair	-	-	-
Security	-	-	-
Utilities	-	-	-
Food Costs	-	-	-
Insurance	-	-	-
Other (please specify)	-	-	-
<b>Subtotal Operations</b>	-	-	-
<b>Hotel Vouchers</b>	-	-	-
<b>Food Vouchers</b>	-	-	-
<b>Administration</b>	-	-	-
<b>Total Budget</b>	-	-	-

5. A budget template in excel format is provided as part of this RFP. Please complete the Budget Template for the total program, and indicate the line item and costs you are requesting funding for under this funding request and the leveraged funding you will provide to the program through other funding sources. **Print out a copy of the budget and attach to the proposal. Also provide a copy of the budget in excel format on a compact disc.**

**6. SUPPLEMENTAL RESOURCES CHART**

An electronic copy of this chart can be found on LAHSA's website.

<i>Type of Contribution</i>	Source of Contribution	Identify Source as: (G) Government* or (P) Private	Date of Written Commitment	Value of Written Commitment
<i>Example: Child Care</i>	CDBG	G	2/15/06	\$10,000
			TOTAL:	\$

\*Government sources are appropriated dollars.

**ATTACHMENT 10 – BOARD RESOLUTION AUTHORIZING APPLICATION FOR FUNDS**

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The Board of Directors hereby authorizes the Executive Director to apply for funds under this RFP to operate

\_\_\_\_\_ (project/program name) on behalf of \_\_\_\_\_ (agency name).

\_\_\_\_\_  
Authorized Signature (Chairperson of Board or other Officer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed name and title

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## ATTACHMENT 11 – SIGNATURES AND ASSURANCES

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- A. Non-discrimination:** This organization shall, through all possible means, provide equal opportunity for all persons regardless of age, handicap, national background, race, religion, sexual orientation, or gender, to receive service or participate in the volunteer structure, and to be employed. An existing sectarian nature of the organization shall not suffer impairment under this agreement, but no participation in religious observances, rituals or services will be required as a condition of receiving services, emergency shelter, or transitional housing paid for in whole or in part by this grant.
- B. Accountability:** We commit this organization, if a grant is received, to provide all reports to LAHSA as required; to expend moneys only on eligible costs and to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of three years; and to spend all funds and close out the program on the required date and to return any unused funds to LAHSA and to cooperate with monitoring or site visits and to provide complete documentation of expenses to LAHSA, if requested, by the required date.
- C.** We affirm that all information in this proposal is true and correct to the best of our knowledge and that the proposer under our authority will execute its responsibility under the proposed contract and adhere to all other applicable rules and regulations to the fullest extent possible.
- D. Non-collusion:** This proposal is genuine, and not sham or collusive, nor made in the interest of or in behalf of any person not herein named; the proposer had not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; the proposer has not in any manner sought by collusion to secure for itself an advantage over any other proposer.

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Authorized Signature (Chairperson of Board or other officer)

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Date

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Typed name and title

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Signature, Executive Director or comparable officer

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Date

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Typed name and title

## **ATTACHMENT 12 – LETTER OF REPRESENTATION**

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The proposer is hereby requested to submit a letter of representation signed by an officer of its Board of Directors disclosing whether a conflict of interest exists or whether there is nepotism in the project funded under this RFP.

1. Conflict of Interest.

Proposer shall disclose any and all conflicts of interests that Proposer is aware of and what steps are being taken to resolve them i.e. a plan for their resolution.

If a proposer believes that it may be in violation of the Conflict of Interest provisions, it may submit a waiver request to LAHSA upon being conditionally awarded funds under this RFP. The waiver request shall follow the procedures outlined in 24 CFR Ch V, §570.611, OMB Circular A-110, and LAHSA Contract Provisions.

2. Nepotism

The disclosure shall identify:

- i) All relatives working for Proposer and/or subcontractors and paid with funds from the project funded in this RFP;
- ii) Whether or not Proposer used its normal hiring practices when such individuals were hired;
- iii) Whether or not such individuals meet the qualifications required for the position(s) in which they serve;
- iv) Proposer shall also include an organizational chart that clearly shows the reporting lines for such individuals.

Each instance of nepotism must be disclosed to LAHSA and LAHSA and/or federal grantor must approve of the individual case.

**ATTACHMENT 13 – CURRENT PROOF OF IRS 501(C)(3) STATUS**

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Please attach.

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**ATTACHMENT 14 – ARTICLES OF INCORPORATION**

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Please attach.

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## ATTACHMENT 15 – ADA COMPLIANCE

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1. Has your agency received any ADA-related complaints in the past five (5) years? **(no limit)**  
If so please summarize the complaints and provide a description of the time frame and manner in which the complaints were resolved.
2. Please describe your agency's compliance with the Americans with Disabilities Act of 1990 in the following areas:
- a) **Program access** **(1 page)**
    - i. Describe reasonable modifications, if any, your agency has made to policies, practices and procedures in order to accommodate persons with disabilities.
    - ii. Describe your agency's policy regarding service animals.
  
  - b) **Physical access** **(1 page)**
    - i. Is there a route of travel in and out of the proposed facility that does not require the use of stairs?
    - ii. What is the measurement in inches of the doors that lead into public spaces?
    - iii. How many ADA accessible toilet stalls are available in the proposed facility?
  
  - c) **Communications access** **(1 page)**
    - i. What devices and procedures does your agency utilize to effectively communicate with people who are deaf, hard of hearing, or have a speech disability?
    - ii. Describe the signage used to inform persons with disabilities of the locations of exits, restrooms, telephones or auxiliary aids.
  
  - d) **Employment practices** **(1 page)**
    - i. Does your agency's employment application ask questions regarding disability?
    - ii. Describe your agency's policy concerning "Reasonable Accommodation" on the job.

## ATTACHMENT 16 – MEMORANDUMS OF UNDERSTANDING

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Please attach, if applicable.

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