



Los Angeles Homeless Services Authority

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

2009 COMMUNITY BASED DEVELOPMENT ORGANIZATION

REQUEST FOR PROPOSALS (RFP)

Release Date: **Tuesday, September 29, 2009 at 12 PM**
(Pacific Standard Time)

Deadline: **Friday, November 6, 2009 at 5 PM**
(Pacific Standard Time)

2009 COMMUNITY BASED DEVELOPMENT ORGANIZATION RFP

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1. INTRODUCTION

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.

Under this RFP, the purpose of the Community Based Development Organization (CBDO) Program is to fund community economic development projects that increase economic opportunity for homeless persons while providing transitional housing. Specifically, projects proposed under this RFP shall include educational or vocational training as well as employment placement and retention services as a mandatory component of the program.

In addition, in order to receive CBDO funding, applicant agencies must be able to be certified as a CBDO by the Community Development Department of the City of Los Angeles. The certification criteria includes, but is not limited to, the specified purpose of increasing economic opportunities for homeless persons stated in the organization's articles of incorporation, a specified structure to its governing board of directors, as well as a specific geographic area of operation that is contiguous and is not overly broad and is identified in the organization's governing documents.

Under the RFP, approximately \$4,191,791 in Community Development Block Grant (CDBG) funds is available to operate as a Community Based Development Organization providing educational or vocational training and employment placement and retention services for the program year beginning April 1, 2010 and ending March 31, 2011. Capital requests, including funds for acquisition, new construction, and rehabilitation are not eligible under the RFP.

All proposed Community Based Development Organization Program projects sites must be located within the City of Los Angeles to be eligible to receive funding under this RFP. Please see Section 3.1 for additional geographical requirements.

LAHSA reserves the option to renew contracts awarded through this RFP from April 1, 2011 through March 31, 2012, as well as for a third program year, contingent upon the following:

- Satisfactory contractor performance;
- availability of funds;
- and continued CBDO Certification approval.

2. ELIGIBILITY REQUIREMENTS

2.1 Eligible Populations to be Served

The Program must serve homeless people only. A person is considered homeless only when he/she resides in one of the places described below:

- a) Places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings; or
- b) An emergency shelter; or

- c) Transitional housing for homeless persons and who originally came from the streets or emergency shelter; or
- d) A private dwelling unit within a week of ejection and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
- e) An institution in which the person has been a resident for 30 or more consecutive days and will be discharged within a week and no subsequent residence has been identified and he/she lacks the resources and support networks needed to obtain housing.

2.2 Eligible Proposers

Under the RFP, eligible proposers for the CBDO 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 October 1, 2007. However, agencies that have been providing services to homeless persons under the auspices of another incorporated 501(c)(3) organization prior to October 1, 2007 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) Meet all CBDO certification requirements as determined by the Community Development Department of the City of Los Angeles.

3. CBDO CERTIFICATION REQUIREMENTS

In order to be eligible to operate a program under the RFP an agency must be certified by the City of Los Angeles Community Development Department as a Community Based Development Organization. In order for an agency to be certified as a CBDO, the agency must meet the following requirements:

3.1 Geographic Area of Operation

- 3.1.1 A CBDO must be an association or corporation organized under State law to engage in community development activities primarily within an identified area of operation within the jurisdiction of the City of Los Angeles.
- 3.1.2 Area of operation must be community-based (i.e. include one specific community).
- 3.1.3 Description of community cannot include broad regions of the City (i.e. South Los Angeles; North Valley; South Valley).
- 3.1.4 Area of operation can include multiple local communities (i.e. Boyle Heights, El Sereno, Lincoln Heights) if the following conditions are met:
 - a) Communities must be contiguous; and
 - b) Communities must be sufficiently similar in terms of demographics and needs to be considered one community.

- 3.1.5 Area of operation cannot be multiple non-contiguous areas (i.e. West L.A. & Harbor Area).
- 3.1.6 Area of operation cannot be Citywide or Countywide.

3.2 Governing Documents

Agency's Articles of Incorporation and By-Laws must state:

- 3.2.1 A geographic area of operation; and
- 3.2.2 The primary purpose of increasing economic opportunities for homeless persons.

3.3 Governing Body

Fifty-one percent (51%) of agency's Governing Body must be comprised of the following:

- 3.3.1 Low- or moderate-income residents of the agency's geographic area of operation; or,
- 3.3.2 Owners or senior officers of private establishments and other institutions located in and serving the agency's geographic area of operation; or,
- 3.3.3 Representatives of low- and moderate-income neighborhood organizations located in the agency's geographic area of operation.

4. PROJECT SPECIFICATIONS

Each provider under the Community Based Development Organization Program must, at a minimum, provide the following services:

4.1 Educational/Vocational Training

Educational/Vocational Training must be comprised of formal courses designed to provide client specific skills in a recognized field of employment.

4.2 Employment Placement and Retention Services

Employment placement and retention services must place clients into full-time employment that is sufficient to sustain independent living and to ensure through continued services that the client is able to retain the employment.

4.3 Intake Services

Intake services must determine whether a homeless person is eligible to receive housing and services. This includes the determination and documentation of homelessness.

4.4 Comprehensive Intake

The comprehensive intake must determine the client's: medical, physical, mental, psychosocial, and emotional health; substance abuse, domestic violence, education, and employment history; housing readiness; and legal and financial strengths and needs. On the basis of this assessment, the case manager, together with the client, will develop an Individualized Service Plan (ISP) that identifies priorities, desired outcomes, and the strategies and resources to be used in attaining the outcomes.

4.5 Case Management

Case management must assist clients in addressing their issues by providing quality services in the most efficient and effective manner. Case management services are client-centered activities that maximize the client's physical, social and economic well being and assist him/her in living

independently. Case management staff should possess relevant education, skills and/or experience to assist clients in assessing their needs and achieving their goals.

4.6 Project Staff

Project staff should possess extensive knowledge of the formal and informal resources that will enable them to advocate for and accurately inform clients. Staff is responsible for providing all the available options so that the client can make informed decisions when selecting housing.

4.7 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.

4.8 Geographic Scope

All proposed Community Based Development Organization Program projects sites must be located within the City of Los Angeles to be eligible to receive funding under this RFP. See 3.1 for geographic requirements for CBDO certification.

4.9 Quality Facility

The housing must be provided in clean, safe and well-maintained environment 24-hours per day. For facilities serving men and women, appropriate measures must be taken to ensure the safety of women. All efforts must be made to provide as much comfort to the client as possible. Providers must avoid overcrowding within the facility. The building must be in good repair, free of leaks, and provide adequate heat and ventilation. It must meet all local building, health and safety standards.

4.10 Client Privacy and Space

Each client must be provided with as much privacy and personal space as possible. Clients must, at a minimum, be provided with a bed, clean linens, a pillow, blanket and a personal closet/locker for storing and hanging clothes and other personal effects.

4.11 Hygiene Facilities

Bathroom sink, toilet, and shower facilities are required in numbers suitable to meet the needs of all clients. Hot water, clean towels, and hygiene necessities must be furnished.

4.12 Meals

Contractors will be required to provide breakfast and dinner meals to each client. The only exception to this requirement is if the transitional housing is configured in separate apartments with private kitchens or individual rooms with large shared kitchens (SRO style). In these types of transitional programs clients may be responsible for planning and preparing their own meals and purchasing a portion of their own food only if this is a managed life skills enhancement component of the program. In such situations, the program must also provide specific life skills training in nutrition, food budgeting, and meal planning and preparation. Additionally, agency staff must ensure that each individual or family has access to sufficient food resources. All meals, whether provided by the program or prepared by the client, must be complete and nutritionally adequate.

4.13 Reasonable Client Participation

Clients' participation in the chores or facility maintenance responsibilities shall not impede upon achievement of clients' goals. Contractors shall not require religious participation as a condition of receiving services.

4.14 Fair Rent

Although some transitional housing programs charge rent, the charge must be based on the client's actual income and cannot exceed thirty percent (30%) of the client's adjusted income. Programs charging rent must include documentation in the client's case file verifying his/her monthly income and demonstrating that the charge does not exceed the 30% limit. Program or participation fees may only be charged for supportive services that are not funded or reimbursed by any other funding source. In addition, program or participation fees cannot be for costs associated with the operation of the facility. Providers seeking funding for transitional housing under this RFP are encouraged to make every effort to reduce any charges to program participants.

5. PROJECT PERFORMANCE OUTCOMES

The CBDO program will provide funding for community economic development projects that increase economic opportunity for its participants. All providers will document the number of people who exit the program and track their performance as it relates to each of the performance measures under the performance targets: "Increase Income." Transitional housing providers will also document the number of people who exit the program and track their performance as it relates to each of the performance measures under the performance target "Residential Stability".

By March 31, 2011 the following goals will be met:

5.1 Increase Income

- 40% of the total number participants served in the program will complete educational training (obtain GED, complete vocational training, or certificate program)
- 30% of the total number participants served in the program will be placed in full-time employment by program exit.
- 25% of the total number participants placed into employment will retain employment for at least three months.
- 20% of the total number participants placed into employment will retain employment for at least six months.

5.2 Residential Stability

- 62% of the total number participants served in the program will be placed into permanent housing.
- 72% of the total number participants placed in permanent housing will remain housed for at least six months.

6. PROPOSAL EVALUATION PROCESS

The evaluation of projects will be conducted in two phases. The work of each phase will be done 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 4.1, 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 4.2. Proposals must score a minimum of 75 points to be recommended for funding.

6.1 Threshold Review

Proposals must meet the following eligibility criteria:

- 6.1.1 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.
- 6.1.2 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 October 1, 2007. However, agencies that have been providing services to homeless persons under the auspices of another incorporated 501(c)(3) organization as of October 1, 2007 and have since obtained their own 501(c)(3) status may be eligible for funding under this RFP.
- 6.1.3 The Proposer must meet all CBDO certification requirements as determined by the Community Development Department of the City of Los Angeles.
- 6.1.4 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; Proposer must meet the match requirement for each funding category where funds are requested; and Proposed timelines for all activities must be consistent with program regulations.
- 6.1.5 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.
- 6.1.6 The facility and physical layout of the proposed site must be appropriate for providing the shelter required under the program.
- 6.1.7 The proposer must identify a site that is available for occupancy throughout the contract period unless electing to assume the prior sponsor's lease. Proposers need NOT demonstrate site control to pass threshold review. However, site control must be obtained and submitted to LAHSA by November 14, 2009 to be considered for final recommendations.
- 6.1.8 The proposer shall not charge clients for service except as described in this RFP nor require religious participation as a condition of receiving services.
- 6.1.9 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.

- 6.1.10 If the proposer or project sponsor is a current or past recipient of assistance under a HUD McKinney Act program there must be no project or construction delay, HUD finding, or outstanding audit that HUD deems serious regarding the administration of HUD McKinney Act programs.
- 6.1.11 The project must serve homeless people as defined by HUD.
- 6.1.12 Proposer must not have unresolved fiscal, reporting, or program issues with any of its current or past funding sources.
- 6.1.13 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.
- 6.1.14 Each project must be supported by a separate proposal. Proposers applying to operate more than one 2009 CBDO must submit a separate proposal for each proposed location.

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 8.3. Proposals that do not pass threshold will be eliminated at this stage and will not proceed to quality review. .

6.2 Quality Review

Proposals passing threshold and eligible for Quality Review will be evaluated by the following criteria and on their own merits for project design, organizational capacity, 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.

In determining the final rank order, LAHSA reserves the right to adjust the rank order to address geographic need, parity, and population(s) served.

Category	Maximum Points
Program Design	35 Points
Proposer Experience and Capacity	20 Points
Program Budget & Leveraging	15 Points
Past Performance on Outcomes	10 Points
Participation in HMIS	5 Points
Facility	5 Points
Experience in Community to be Served	5 Points
ADA Compliance	5 Points
Total	100 Points

6.2.1 Program Design

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.

6.2.2 Proposer Experience and Capacity

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.

6.2.3 Program Budget & Leveraging

Each program budget will be assessed for feasibility, cost-effectiveness, reasonableness, and accuracy. The budget must be for the entire program – with other sources shown as leveraged 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.

6.2.4 Past Performance on Outcomes

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.

6.2.5 Participation in HMIS

Each proposal will be evaluated based on proposer agency's willingness to participate agency-wide in LA CoC HMIS system. Agencies willing to participate agency-wide in HMIS either through direct system use or electronic data integration of existing software programs that include all HUD required data will be awarded all points available under this category.

6.2.6 Facility

LAHSA will evaluate 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, and status of site control.

6.2.7 Experience in Community to be Served

LAHSA will evaluate proposer's experience in the community they intend to serve. The proposal must demonstrate a history of homeless programming in the local jurisdiction in which they proposed project will be located. Also, the proposer must have experience working with the local community in ensuring successful implementation of homeless programs.

6.2.8 ADA Compliance

LAHSA will evaluate proposer's compliance with the Americans with Disabilities Act of 1990 in the areas of program access, physical access, communications access, and employment practices.

7. TECHNICAL ASSISTANCE

7.1 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. **Registration is not required.** Teleconference call-in number will be posted on LAHSA's website.

LAHSA Proposers' Conference

Wednesday, October 14, 2009

1:00 PM to 2:30 PM

Los Angeles Homeless Services Authority

453 S. Spring Street, 12th 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

7.2 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 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 "2009 CBDO RFP" to (213) 892-0093 or e-mailed to sspaeth@lahsa.org with "2009 CBDO RFP" in the subject line. All questions must be **RECEIVED** prior to 5:00 PM on Friday, October 16, 2009. Responses will be posted on the LAHSA Website www.lahsa.org no later than 5:00 PM. on Wednesday, October 21, 2009.

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.

7.3 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. 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.

8. 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.

8.1 Formatting Requirements:

- 8.1.1 Each Program requesting funding must submit a separate complete proposal.
- 8.1.2 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.
- 8.1.3 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.
- 8.1.4 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.
- 8.1.5 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.
- 8.1.6 Proposal must provide a copy of the budget in excel format on a compact disc.

8.2 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 **5:00 PM (Pacific Standard Time), Friday, November 6, 2009**. Applications will not be accepted via facsimile.

Proposals received after **5:00 PM. (Pacific Standard Time), Friday, November 6, 2009** 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:

2009 CBDO RFP
Los Angeles Homeless Services Authority
453 S. Spring Street, 12th Floor
Los Angeles, CA 90013

8.3 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 in writing. An appeal to the recommendations made by staff to the Programs and Evaluations Committee will be considered a "process appeal" when it claims that LAHSA failed to abide by its own established procedures in making said recommendations. An appeal is considered an "outcome appeal" when it disagrees with the outcome of the process (i.e. whether or not a proposer was or was not funded or funded at the level requested). Proposers under this RFP are strongly encouraged to only submit a "process appeal", that is, to appeal a violation of the decision-making process, not the outcome of that process. 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.

Appeals will be presented to the Programs and Evaluation Committee of the LAHSA Commission. Decisions made by the Programs and Evaluation Committee in regards to threshold will be final. Quality appeals will be presented to the Programs and Evaluation Committee. The Programs and Evaluation Committee will forward their recommendations to the LAHSA Commission. Decisions made by the LAHSA Commission in regards to quality will be final.

Written appeals are to be addressed as follows:

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

9. 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 Public Records Act and other applicable laws. Exceptions will be those elements in each proposal which are defined by the Proposer as business or trade secrets and so 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 misstatement 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. 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.

10. 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), and workers' compensation policies.
- 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; 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 sign certifications regarding lobbying and debarment and compliance with the Americans with Disabilities Act.
- 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 funder does 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 shall 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. 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.
- 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 determined by LAHSA, 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. 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.

ATTACHMENT 1 – SUPPORTING DOCUMENTS CHECKLIST

The following documents must be submitted in the order listed below with tabs marking each document. Failure to submit any of these documents in an application may result in ineligibility of the application.

Note: If you have intentionally left an attachment out of the proposal, please include and insert a sheet of paper with the notation “**Attachment X Intentionally Left Blank**” and the explanation why the attachment is not relevant to your proposal in the appropriate place in your proposal (where the attachment would normally be included in the proposal).

- Attachment 1: Supporting Documents Checklist
- Attachment 2: LAHSA Project Summary
- Attachment 3: Civil Rights Laws Compliance
- Attachment 4: Proposer Capacity & Experience
- Attachment 5: Program Design
- Attachment 6: Integration with COC Strategic Planning
- Attachment 7: Proposer Other Program Performance
- Attachment 8: LA CoC HMIS Participation
- Attachment 9 : Leveraging and Budget Summary (including a CD with Excel Worksheet)
- Attachment 10: Facility
- Attachment 11: Board Resolution Authorizing Application for Funds
- Attachment 12: Signatures and Assurances
- Attachment 13: Letter of Representation
- Attachment 14: Current proof of IRS 501(c)(3) status
- Attachment 15: Articles of Incorporation, including amendments and By-laws of the corporation.
- Attachment 16: Disclosure of Lobbying Activities
- Attachment 17: Code of Conduct

ATTACHMENT 2 – LAHSA PROJECT SUMMARY

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 check off the primary that the project will serve.

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> 1. Antelope Valley | <input type="checkbox"/> 4a. Metro Downtown | <input type="checkbox"/> 5. West |
| <input type="checkbox"/> 2. San Fernando Valley | <input type="checkbox"/> 4b. Metro West | <input type="checkbox"/> 6. South |
| <input type="checkbox"/> 3. San Gabriel Valley | <input type="checkbox"/> 4c. Metro East | <input type="checkbox"/> 7. East |
| | | <input type="checkbox"/> 8. South Bay |

E. 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 _____

F. Funding Request (Please refer to proposal amounts as listed in section 3.1.4 and 3.2.4)

Category	Proposal Request	Leverage	Total Program
Supportive Services			\$
Operations			\$
Administration			\$

G. Homeless Population

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

Target Population	
--------------------------	--

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)	

H. 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

I. Project 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. Describe your agency's mission and discuss how the program proposed ties into the mission.	½ page
2. Describe your agency's prior successful experience working with the target population proposed in this application.	½ page
3. 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.	½ page
4. Provide a chart showing the programs in the proposer's organization and indicate where the proposed program will fit.	½ page
5. Discuss mechanisms for ongoing and consistent staff supervision ensuring adequate staff coverage.	½ page
6. Describe your agency's internal quality assurance monitoring system and demonstrate how it will effectively identify programmatic problems.	½ page
7. If on-site services will be jointly provided with another organization, submit a formal written agreement between the two organizations.	½ page

8. Please circle the answers to the questions below. 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

Items	Page Limit								
1. a) Describe the eligibility criteria for the program. b) Where will your clients come from? Indicate percentage of homeless persons coming from the streets, emergency shelters and transitional housing. c) Describe your outreach plan for your target population	1 page								
2. If your agency plans to serve chronically homeless persons, please demonstrate your agency's capability to effectively target and serve this population.	½ page								
3. Describe in detail how your agency will provide the services described in Section 4.1, Program Requirements of the RFP. Please articulate how this approach will fulfill LAHSA's goals set forth in this RFP.	1 page								
4. Describe your plan for measuring program outcomes as described in 5.1 of the RFP.	1 Page								
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. List on-site services proposed and the direct service staff responsible for providing the service. Use the format below:	1 page								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: center;">Supportive Service</th> <th style="text-align: center;">Direct Service Staff (position) Providing Service</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3. etc.</td> <td></td> </tr> </tbody> </table>		Supportive Service	Direct Service Staff (position) Providing Service	1.		2.		3. etc.	
Supportive Service	Direct Service Staff (position) Providing Service								
1.									
2.									
3. etc.									
9. List of off-site services provided through partnerships. Use the format below:	1 page								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: center;">Supportive Service</th> <th style="text-align: center;">Provider Agency</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3. etc.</td> <td></td> </tr> </tbody> </table>		Supportive Service	Provider Agency	1.		2.		3. etc.	
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.									
10. a) Describe your agency referral procedures (include description of follow-up process for ensuring that clients have utilized referral services). b) Briefly describe your referral network and resources and complete attached supportive services linkages chart.	1 page								

SUPPORTIVE SERVICE LINKAGE CHART

Indicate if 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.

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 COC STRATEGIC PLANNING

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

ATTACHMENT 7 – PROPOSER OTHER PROGRAM 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 reported** program year. Please note that all provided information will be verified. LAHSA funded programs will be verified by through annual progress reports submitted and the most recent monitoring report. An electronic copy of this chart is available on LAHSA's website.

Program Name	Target Outcomes Description (s)	Actual Outcomes by Target Item	Explanation
Example: PROJECT HOMELESS	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. Each proposal will be evaluated based on proposer agency's willingness to participate agency-wide in LA CoC HMIS system. Proposers are required, under this RFP, to participate, either through direct system use or electronic data integration of existing software programs for any program awarded funding under this RFP.</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 – LEVERAGING AND BUDGET SUMMARY

1. Please furnish financial information for your agency, including the results of your most recent financial audit, last year-end Income Statement, Balance Sheet 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.

4. LEVERAGING AND BUDGET SUMMARY

Cost Category	LAHSA Request	Other Funding "A" (Specify)	Other Funding "B" (Specify)	Total
Supportive Services				
Operations				
Administration				
Program Total				

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.

HUD homeless program funding is limited and can provide only a portion of the resources needed to successfully address the needs of homeless families and individuals. HUD encourages applicants to use supplemental resources, including state and local appropriated funds, to address homeless needs. **Please be aware that undocumented leveraging claims may result in a re-scoring of your application and possible withdrawal of your conditional award(s).**

<u>Type of Contribution</u>	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 – FACILITY

(LAHSA may also conduct site visits in order to evaluate facilities. Site visits will be evaluated as pass/fail only. Any deficiencies noted on site that do not cause threshold failure, will be addressed as contract conditions.)

	Items	Page Limit
1.	Describe the following: a) Exact location of the proposed facility. b) Proximity to public transportation and community services. c) Previous use of facility (if not presently operating as a homeless shelter). d) Neighborhood/Community support for shelter or service location.	1 page
2.	A floor plan of the facility that shows: (Please do not submit a copy of your evacuation plan as a substitute for a floor plan. Areas shown on floor plan must be detailed and labeled.) a) Entrances/Exits. b) Location of bathroom facilities. (toilets and showers) c) Location of staff offices/work areas. d) Indicate areas that are accessible to the physically disabled.	No Limit
3.	A copy of the site's emergency evacuation plan, both written and graphical.	No Limit
4.	Please submit the following documents: a) Certificate of Occupancy. b) Status of site control (i.e. lease agreement, title deed, option to purchase etc.).	No Limit

ATTACHMENT 11–BOARD RESOLUTION AUTHORIZING APPLICATION FOR FUNDS

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

ATTACHMENT 12 – SIGNATURE AND ASSURANCE

- 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.

Authorized Signature (Chairperson of Board or other officer)

Date

Typed name and title

Signature, Executive Director or comparable officer

Date

Typed name and title

ATTACHMENT 13 – LETTER OF REPRESENTATION

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 14 – CURRENT PROOF OF IRS 501 (C)(3) STATUS

Please attach.

ATTACHMENT 15 – ARTICLES OF INCORPORATION

Please attach.

ATTACHMENT 16 – DISCLOSURE OF LOBBYING ACTIVITIES

Please complete and attach the following form from <http://www.whitehouse.gov/omb/grants/sfillin.pdf>

ATTACHMENT 17 – CODE OF CONDUCT

HUD's competitive funding Notice of Funding Availability (NOFAs) contain the requirement that an applicant must provide a copy of their Code of Conduct prior to entering into an agreement with HUD. Failure to provide a copy of an organization's Code of Conduct will prohibit applicants from receiving HUD funding.

The Code of Conduct:

1. Must prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, and agents for their personal benefit in excess of minimal value;
2. Outline administrative and disciplinary actions available to remedy violations of such standards,
3. Describe the method to be used to ensure that all officers, employees and agents of the organization are aware of the Code of Conduct, and
4. Must be written on company letterhead that provides a mailing address, authorized official name, and telephone number.

To reduce the paperwork burden on applicants and HUD staff, starting in FY 2005, HUD will provide a look-up listing of all Code of Conducts that were submitted with the FY 2004 NOFA applications. Applicants/grantees who have a Code of Conduct posted at this website will not have to submit one with their FY 2008 grant application, unless the name of the organization or authorized official has changed.

To find if your organization has a Code of Conduct on file, check at the following website link:

<http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm>