CITY AND COUNTY OF LOS ANGELES

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR CERTIFICATION AS A QUALIFIED BIDDER FOR LAHSA FUNDING OPPORTUNITIES

Revised per Addendum #4 – 7/11/19

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Deadline for Application Submission: OPEN
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I. DESCRIPTION OF THE REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)

1. LAHSA History & Background
In December of 1993, the Los Angeles County Board of Supervisors and the Los Angeles Mayor and City Council created the Los Angeles Homeless Services Authority (LAHSA) as an independent, Joint Powers Authority. LAHSA's primary role is to coordinate the effective and efficient utilization of federal and local funding in providing services to homeless people throughout Los Angeles City and County (City and County).

LAHSA is the lead agency in the Los Angeles Continuum of Care (CoC), which is the regional planning body that coordinates housing and services for homeless families and individuals in Los Angeles County. LAHSA coordinates and manages federal, state, county and city funds for programs that provide shelter, housing and services to homeless persons in Los Angeles City and County.

On February 9, 2016, the Los Angeles County Board of Supervisors and the Los Angeles City Council approved a historic set of coordinated strategies to combat homelessness. In response to the attendant increase in resources directed to our homeless services delivery system, LAHSA intends to streamline and evolve the process by which it procures homeless services, and in doing so strengthen our service providers’ capacity to serve their clients and expand their reach.

2. Purpose of the Request for Statement of Qualifications (RFSQ) Solicitation
The purpose of the Request for Statement of Qualifications (RFSQ) is to seek qualified bidders for LAHSA funding opportunities. Nonprofit 501 (c)(3) social service organizations must be certified as qualified bidders before they can apply for Request for Proposals (RFPs) issued by LAHSA. Government agencies do not need to apply through the RFSQ process to be a certified bidder.

Certification as a qualified bidder for LAHSA funding opportunities through the RFSQ process is not a guarantee of funding and no funding will be awarded through the RFSQ process.

The RFSQ replaces the threshold review component previously included in each of LAHSA’s RFPs. This change simplifies the procurement process for potential providers by establishing threshold prior to the time pressures and proposal writing needs of an RFP. The majority of LAHSA RFPs no longer contain threshold review and are open only to certified bidders. This open RFSQ solicitation evaluates an agency’s capacity to administer government contracts by reviewing the following:

1) Financial Stability,
2) Financial Capacity,
3) Organizational Capacity,
4) Organizational Experience

3. Eligible Applicants
This RFSQ is open to nonprofit organizations that will coordinate with community-based homeless systems of care to provide the housing and services outlined in this RFSQ for the benefit of homeless individuals, families, Transition Age Youth (TAY) and victims of domestic violence. All applicants must demonstrate at least two years of experience providing homeless services.

4. Evaluation Timeline
RFSQ applications are reviewed on a rolling, monthly basis. Completed applications are due by the first of each month. The evaluation of an agency’s submitted RFSQ application will be completed within 30 days of the monthly deadline. Recommendations for certification will be presented to the Programs and Evaluation Committee of the LAHSA Commission at the following month’s regularly scheduled meeting.

Agencies are encouraged to plan ahead and apply for certification through the RFSQ process as early as possible and at least 60 days prior to release of an RFP. Agencies must be certified as qualified bidders prior to the release of a LAHSA funding opportunity to be eligible to apply for that opportunity. For example, if an RFP is tentatively scheduled to be released in July, an agency must have submitted its RFSQ application by May 1st to be evaluated by May 30 and recommended for certification at the June Program and Evaluation (P&E) Committee meeting.

5. Evaluation Process
Each application submitted will first be reviewed for completeness. A completed application consists of responses to all application questions and the uploading of all required agency documentation. Only applications that are complete will be evaluated.

Agencies that submit incomplete applications or who fail to upload all required agency documentation will be notified in writing of their application’s incomplete status and informed that their application will not be evaluated until the missing documentation and/or responses are provided. Incomplete applications will be designated as nonresponsive and closed after a period of 90 days.

The application responses and agency documentation submitted will then be evaluated per the methodology described in the following sections for the four areas listed in the table below resulting in a numerical grade. Agencies must receive an overall passing grade (a minimum score of 15 out of a possible 20 points) and submit all required documents to be certified as a qualified bidder for LAHSA funding opportunities.
### Scoring Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Financial Stability</td>
<td>5</td>
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<tr>
<td>Financial Experience</td>
<td>5</td>
</tr>
<tr>
<td>Organizational Capacity</td>
<td>5</td>
</tr>
<tr>
<td>Organizational Experience</td>
<td>5</td>
</tr>
</tbody>
</table>

Agencies that do not achieve the overall passing grade or fail to submit their required agency documentation will not be qualified to bid. LAHSA will notify agencies of their RFSQ evaluation failure in writing including a description of the areas that were found to be deficient and will offer to provide a debriefing that focuses on the improvements needed for the agency to be approved through the RFSQ evaluation and certification process.

An applicant who fails to achieve a passing score or fails to submit all required documentation will have 30 calendar days from the receipt of their failure letter to correct any deficiencies. Reevaluation of updated or resubmitted documentation may delay the certification of the applicant as a qualified bidder for LAHSA funding opportunities. Failure on the part of an applicant to correct any deficiencies noted within the 30-day period will result in their application being designated as nonresponsive and closed. Agencies whose applications have been designated as nonresponsive and closed will be informed in writing that they must submit a new RFSQ application in order to be evaluated and certified through the RFSQ process.

### 6. Application Process

**a) Application Submission**

The RFSQ application will be available via the MyOrg portal on the LAHSA website. If your organization does not have an active MyOrg account, please complete the “Create Account” form available online at: [https://www.lahsa.org/portal/user/create-account](https://www.lahsa.org/portal/user/create-account). If you have any issues with MyOrg, please contact LAHSA’s IT department at websupport@lahsa.org.

In order for an application to be considered complete, all of the following must be completed and submitted prior to the submission deadline:

1. RFSQ Application – completed in MyOrg
2. Submission of All Required Agency Documents – uploaded in MyOrg

RFSQ applications are only accepted via electronic delivery no later than 2:00 p.m. (Pacific Time) on the 1st of each month. RFSQ applications will not be accepted via facsimile, U.S. Mail, package delivery/messenger service or in person. Electronic submission is mandatory. RFSQ applications received on the 1st of each month after 2:00 p.m. (Pacific Time) will be reviewed the following month.

**b) Qualification for Restrictive Funding Sources**

Agencies must indicate the types of funding for which they wish to be qualified to bid in the
application and provide the required agency documentation demonstrating that they are in compliance with the regulatory requirements of that funding source.

While all public funding contains restrictions, additional organizational structure or capacity levels are required by certain types of federal, state or local funding sources, i.e., Emergency Solutions Grant (ESG) or funds received through the Los Angeles County Department of Public Social Services (DPSS) or the Department of Children and Family Services (DCFS). Agencies will be evaluated by their ability to manage both City and County general funds, federal funds, and more restrictive types of public funding as later detailed in this solicitation. Agencies must be certified to manage specific sources of restrictive public funds in order to be eligible to apply for programs that are funded by that source.

c) Technical Assistance
LAHSA can provide technical assistance during the RFSQ process. An RFSQ webinar is available on LAHSA’s website at: https://www.lahsa.org/videos?v=232-request-for-statement-of-qualification-. Please review this RFSQ webinar prior to submitting your application. A Frequently Asked Questions (FAQ) document for this RFSQ is available for your reference. You may direct your questions regarding this RFSQ to fundingopportunities@lahsa.org with the subject line, “RFSQ – Q&A”. Please be sure to include your name and title, the name of the provider you represent and the best telephone number to reach you if a LAHSA representative needs to speak with you for further clarification.

7. Potential Funding Sources
There are no funds available through this RFSQ.

Potential funding for housing and homeless services may be made available through a Request for Proposals (RFP), a Request for Bid (RFB), or through a sole source contract from one or more of the following funding sources: City of Los Angeles General Funds (City GF), County of Los Angeles General Funds (County GF), City of Los Angeles Emergency Solutions Grant (City ESG), County of Los Angeles Emergency Solutions Grant (County ESG), State of California Emergency Solutions Grant (State ESG), City of Los Angeles Community Development Block Grant (City CDBG), County of Los Angeles Department of Public Social Services (County DPSS), County of Los Angeles Department of Children and Family Services (County DCFS), U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC), County of Los Angeles Measure H Special Fund (Measure H).

Pre-certification

Agencies that were funded by LAHSA, who passed a review of their organizational capacity and financial stability through threshold evaluations conducted in Requests for Proposals (RFP) issued between May 19, 2016 and August 25, 2017 were automatically certified as qualified bidders for the funding sources with which they were currently contracted and for City and County General funds if not currently funded by those sources. Agencies that passed a threshold review during this period but were not funded were certified to apply for City and County General Funds as they are the least restrictive of LAHSA’s funding sources. Additionally, all agencies who were currently receiving HUD CoC funding were certified to
apply for CoC funding and City and County General funds if not currently funded by those sources. Agencies that did not pass or failed a threshold review in an RFP during this period and agencies who wish to be certified for more restrictive sources of funds must apply through the RFSQ process. A list of certified agencies can be found at the link in Exhibit I.

a) Restrictive Regulatory Requirements for HUD CoC and ESG Funds
HUD CoC and ESG funding mandates that agencies receiving these funds are required to have specific organizational structure requirements that ensure the participation of homeless persons in policy making decision and program operations.

Agencies who wish to be qualified to bid for CoC and ESG funded programs must clearly demonstrate their compliance with the following regulations through agency documentation submitted in the RFSQ process.

HUD – Continuum of Care (CoC)
Regulations on Homeless Participation
§24.CFR.578.75g Participation of Homeless Individuals

(g) Participation of homeless individuals.
(1) Each recipient and subrecipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or subrecipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or subrecipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.

(2) Each recipient and subrecipient of assistance under this part must, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project.

HUD – Emergency Solutions Grant (ESG)
Regulations on Homeless Participation
§24.CFR.576.405 Homeless participation.
(a) Unless the recipient is a State, the recipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policy-making entity of the recipient, to the extent that the
entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG).

(b) If the recipient is unable to meet requirement under paragraph (a), it must instead develop and implement a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG). The plan must be included in the annual action plan required under 24 CFR 91.220.

(c) To the maximum extent practicable, the recipient or subrecipient must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.

b) **Restrictive Regulatory Requirements for DPSS and DCFS Funds**

DPSS and DCFS have specific data encryption requirements governing the transmission and storage of client information. Agencies who wish to be qualified to bid for DPSS or DCFS funded programs must clearly demonstrate their ability to comply with the following regulations through agency documentation submitted in the RFSQ process. Please note that your organization may be required to adhere to the data encryption regulations listed below if your LAHSA-funded program handles participants’ personal information (PI), protected health information (PHI) and/or medical information (MI).

**County of Los Angeles DPSS and DCFS Funds**

**Data Encryption Regulations**

Agencies that electronically transmit or store personal information (PI), protected health information (PHI) and/or medical information (MI) shall comply with the encryption standards set forth below. PI is defined in California Civil Code Section 1798.29(g). PHI is defined in Health Insurance Portability and Accountability Act of 1996 (HIPAA), and implementing regulations. MI is defined in California Civil Code Section 56.05(j).

1. **Stored Data**

Workstations and portable devices (e.g., mobile, wearables, tablets, thumb drives, external hard drives) require encryption (i.e. software and/or hardware) in accordance with: (a) Federal Information Processing Standard Publication (FIPS) 140-2; (b) National Institute of Standards and Technology (NIST) Special Publication 800-57 Recommendation for Key Management – Part 1: General (Revision 3); (c) NIST Special Publication 800-57 Recommendation for Key Management – Part 2: Best Practices for Key Management Organization; and (d)
2. Transmitted Data

All transmitted (e.g. network) County PI, PHI and/or MI require encryption in accordance with: (a) NIST Special Publication 800-52 Guidelines for the Selection and Use of Transport Layer Security Implementations; and (b) NIST Special Publication 800-57 Recommendation for Key Management – Part 3: Application-Specific Key Management Guidance. Secure Sockets Layer (SSL) is minimally required with minimum cipher strength of 128-bit.

3. Certification

Complete and submit the Data Encryption Policy Certification Form (see Exhibit VII).

8. Financial Stability

a) Definition of Acceptable Financial Stability

Financial stability is represented by an organization’s ability to effectively facilitate the accounting functions of its business. Specifically, as it relates to exhibiting that it has the capacity and ability to maintain steady cash flow and fulfill all financial obligations while also achieving commitments stated in its mission statement and core values.

The following are the minimum requirements that an agency must comply with to demonstrate acceptable financial stability:

1. The organization follows accounting practices which conform to accepted standards, i.e., Financial Accounting Standards Board (FASB) Statements of Financial Accounting Standards.
2. An independent audit or review of the organization’s financial condition is conducted annually by a Certified Public Accountant (CPA).
3. The organization has established written fiscal policies and procedures and follows them consistently.
4. Has an appropriate financial and accounting system, with well-documented policies and procedures that are adhered to by all, updated as needed, and have effective checks and balances.
5. A complete set of internal control policies that are documented and consistently adhered to, as well as periodically reviewed and updated. The procedures are understood and used by staff. A process exists for assessing financial risk.
6. The organization prepares monthly financial statements (i.e., Balance Sheet, Statement of Activities and Statement of Cash Flows).
7. The organization has external sources of financing (i.e., line of credit, term loans, fund raising activities).
8. Reliable funding sources that enable the organization to identify with a reasonable degree of predictability how much money it will raise in each year.
9. Strong cash position and reserves to cover delays in funding, and collecting accounts receivable.
10. Low or moderate risk, including total outstanding debt, recurring operating losses and negative net worth or fund balance.

*b) Agency Information Required*

All of these [Core Documents] must be uploaded in MyOrg

**Audited Financial Statements:**
1. For agencies with budgets $500,000 and under, if Audited Financial Statements are not available, LAHSA will accept a Financial Statement Review, conducted and certified by an outside CPA, for the last two fiscal years; or an IRS Form 990, with certification of submission to the IRS for the last two years, is required to be submitted (Note: within 18 months of receiving LAHSA funding the submission of financial statements that have either been reviewed or audited by a CPA is required).

2. For agencies with budgets over $500,000, LAHSA requires Audited Financial Statements certified by an outside CPA for the last two (2) fiscal years

3. For agencies with Federal Expenditures over $750,000, LAHSA requires Audited Financial Statements certified by an outside CPA for the last two (2) fiscal years and an accompanying Single Audit as required by regulation under Title 2 of the Code of Federal Regulations Part 200 Subpart F.

**IRS Form 990:**
An IRS Form 990, with certification of submission to the IRS for the last two years, is required to be submitted.

**Cost Allocation Plan:** Detailed plan for the allocation of all costs for all departments and programs funded from multiple sources (both private and governmental). The plan must be the most recent annual cost allocation plan. The plan should encompass costs for the entire organization and include shared, direct and indirect costs, including cost allocation methodology.

**Fiscal Policies and Procedures:** Most recent update of the complete policies and procedures that include internal controls, funding, financial management, procurement, cash disbursements, cash management activities.

**Board-Approved Organization Budget for the Current Fiscal Year:** Organization budget (current fiscal year) that has board approval. Submission must include evidence of board approval such as board meeting minutes.
c) **Financial Stability Evaluation**

LAHSA staff will utilize risk assessment tool to evaluate whether an organization is presenting sound financial management practices. The goal of this evaluation is to determine if an organization can continue operating both financially and programmatically for a reasonable period of time. Utilizing the information presented in the audited financial statements and/or 990s, LAHSA staff will use key ratios such as debt ratio, liquidity ratio, accounts receivable to total current assets test, working capital test, defensive interval, savings ratio, and direct services cost ratio, to evaluate an agency’s financial stability.

9. **Financial Capacity**

**a) Definition of Acceptable Organizational Experience and Capacity**

- Experience: An organization’s experience directly related to carrying out homeless services is of critical importance. All non-governmental Applicants must have been incorporated and have been operational as a non-profit 501(c)(3) organization providing housing and/or services to homeless persons for at least two years. However, agencies that have been providing services to homeless persons under the auspices of another incorporated 501(c)(3) organization for at least two years and have since obtained their own 501(c)(3) status may be eligible for funding under this RFSQ.

The following are the minimum requirements that an agency must comply with to demonstrate acceptable organizational experience, administrative and fiscal capacity.

1. Minimum of two (2) years of experience in providing one or more types of supportive services or housing to homeless persons.
2. Demonstrates the capabilities, resources, and facility locations that are comparable to the services that are required and requested.
3. Provides a list of references and comparable projects that have been recently completed, including the total project budget, date completed, and key point of contact, telephone, and email address.
4. Organizational structure, including departments, reflecting the key personnel, staffing, including management, fiscal and programmatic and their positions, and resumes.
5. Include a list of subrecipients or subcontractors that can assist or support the organization in providing the services requested.
6. The organization has a clear and meaningful mission or purpose statement that is reflected in its projects and activities.
7. The agency is currently not suspended from contracting with LAHSA.
8. The organization is legally registered, has appropriate tax status, and complies with its legal, tax, statutory and labor obligations.
9. An organization whose structure is in line with its mission, goals and programs, has systems in place to ensure coordination among departments and functions, can improve efficiency and effectiveness.

10. Documented strategy for community engagement. Actively engages community and beneficiaries in planning, and service provision and monitoring. Integrates affected families and community views into program design and revision.

11. Workplans address objectives, targets, indicators, strategies, timelines, monitoring, and budget. Project is fully and appropriately staffed. Monitoring is conducted regularly. Regular review and revisions of data is also conducted.

b) Agency Documentation Required

   All of these Core Documents must be uploaded in MyOrg

1. Articles of Incorporation: Including By-laws and any amendments.
2. Business License(s): From applicable City and or County jurisdictions. Varies based on location of organization and programs and proposed program. If no business license for any jurisdiction, explanation is required.
3. California (CA) Active Business Entity: Applicant must provide a screenshot printout of Proof of Active status from https://businesssearch.sos.ca.gov or submit a CA Certificate of Good Standing from the CA Secretary of State that is no more than 6 months old.
4. Facilities Documentation: Include documentation of site control for administrative office as listed in RFSQ application. Documentation must include Leases, Letter of Agreement, Certificates of Occupancy and any Conditional Use Permits (CUP) if applicable.
5. Executive Leadership/Senior Management Team: Resumes or short biographies that provide work related experience to assess the organization’s capacity.
6. Insurance: Evidence of current General Liability and Workers Compensation Insurance
7. Organizational Charts: Organization-wide including all administration, departments and programs. Chart presented should be organization-wide including all administration, departments and programs and should clearly depict the oversight and supervision of all administrative, fiscal and programmatic activities. The chart should highlight the positions within each department and identify the individuals that are currently filling each position.
8. ADA/ADAA Certification Form: Complete and submit the ADA/ADAA Certification Form.
9. IRS tax exempt status (determination) (501(c)3 letter: Include screenshot printout of current proof of active non-profit status from www.irs.gov/Charities-&-Non-Profits/Search-for-Charities
10. Board of Directors/Trustees List:
   i. Indicate homeless or formerly homeless person sitting on board (HUD regulation §24.CFR.576.405 [42 USC 11375](d))
   ii. If applicable, under, the Nonprofit Integrity Act of 2004, a list of Audit Committee members and charter.
11. Conflict of Interest Policy
12. Complete list of Current Funding Sources: Submit a document/spreadsheet that lists your
organization’s funding sources (e.g., federal grants, city/county/local grants, private foundation grants, miscellaneous grants)

13. In accordance with Los Angeles County Code, Chapter 2.160 (County Ordinance 93-0031), each person/firm submitting a response to this RFSQ application must certify in writing that such Applicant and each County lobbyist and County lobbyist firm, as defined by Los Angeles County Code 2.160.010, retained by the Applicant, is in full compliance with Chapter 2.160 of the Los Angeles County Code.

14. **Grievance Policy Certification Form**: Complete and submit the Grievance Policy Certification Form.

15. **Suspension and Debarment Form**: Complete and submit the Suspension and Debarment Form.

16. **Fictitious Business Name Statement**: Complete and submit your DBA (doing business as) documentation if applicable.

**10. Organizational Capacity**

**a) Organizational Capacity Evaluation**

Agency responses and documentation submitted will be evaluated to determine the level of capability, and capacity of the applicant. The information submitted in application responses and agency documents uploaded by the applicant must coincide and demonstrate that the organization has the capacity to effectively oversee and manage its fiduciary responsibilities related to agency operations, and to efficiently administer its funded programs.

**11. Organizational Experience providing Supportive Services / Housing**

Agencies seeking certification as a qualified bidder for LAHSA funding opportunities must demonstrate a minimum of at least two (2) years’ experience in providing one or more of the following types of supportive services/housing intervention for persons experiencing homelessness. Agencies must provide, or be willing to provide, services and/or housing in coordination with the Coordinated Entry System for the population(s) served. Agencies must provide, or be willing to provide, services and/or housing that is low barrier, and that operates in accordance with Housing First, harm reduction, and trauma informed care principles.

**a) Supportive Services & Housing Categories**

**Bridge Housing**

Bridge Housing (formerly known as Reserved Crisis Housing) provides a safe and supportive 24-hour, reserved residence for individuals in a shelter setting. Individuals served in Bridge Housing have been identified through CES as meeting a certain set of criteria for prioritization, and who are either on a path to housing or are creating a housing plan. Bridge housing works to assist individuals, youth, and families move as quickly as possible into permanent housing and provides a secure and stable landing ground for case planning and coordination of services. If appropriate, youth may also move into transitional housing. Bridge Housing programs work in collaboration with LAHSA and receive referrals from CES for Single Adults,
Youth, and Families.

**Case Management**
Case management is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services to meet individual needs.

**Coordinated Entry System (CES) Lead Agency**
A community based non-profit service provider funded to provide coordination of all components and functions of the Coordinated Entry System in a specific geographic region. This includes but is not limited to: coordinating standardized assessments and coordinating access to housing and supportive services for those experiencing homelessness in Los Angeles County. CES Lead Agencies can lead one or multiple systems, e.g. CES for Single Adults, and/or CES for Youth, and/or CES for Families.

**Crisis Housing**
Crisis Housing is a short-term, first come first served, emergency shelter setting that receives clients who walk in or are referred. Crisis Housing provides a safe and supportive 24-hour residence for homeless individuals, youth and families as they work to satisfy their immediate housing/shelter needs. In addition to providing immediate shelter and stabilization services, Crisis Housing also works with clients to create housing plans and help clients towards their housing goals.

**Diversion**
Diversion is a strategy aimed to identify alternative housing solutions for at-risk adults, youth, and families by identifying various support systems that exist within a clients’ network and identify alternative resources to keep at-risk groups from entering into the homelessness system. Diversion strategies may include utilizing conflict resolution services, family reunification, transportation assistance, time limited case management housing services, and/or leveraging community resources.

**Family Solutions Center (FSC)**
A community based non-profit service provider funded to provide coordinated access to housing and supportive services in a specific geographic region. These services include, standardized assessments, regional coordination, prevention/diversion, and rapid rehousing. Each FSC is specifically designed for homeless families in L.A. County.

**Homelessness Prevention**
Homelessness Prevention assistance is a temporary service designed to support those that are at-risk of becoming homeless by utilizing financial and non-financial prevention strategies that can allow for an individual, youth or family to either maintain their current housing, or rapidly move to alternative housing. Prevention assistance can take the form of temporary financial and/or non-financial assistance, and works to ensure that various resources for homeless programs and clients are maximized for those literally homeless, Prevention assistance also alleviates situations in which those at-risk enter into the homeless services...
continuum, which can be a traumatizing experience. Financial prevention assistance services may include eviction prevention rental assistance, utility payments, legal services, and/or employment development.

**Housing Location**
Housing Location is the activity of finding available housing to be rented by an individual or household seeking to exit homelessness into housing. Housing Locators build working relationships with landlords within the community, identifying available and appropriate housing units, cataloging unit specifications, calculating monthly rent amounts, and determining that the housing meets or exceeds habitability and rent reasonableness standards. This includes, but is not limited to, building relationships with landlords and property management companies, reviewing and negotiating leases with landlords/property managers and conducting unit site visits. Housing Location may include landlord mediation services as well.

**Housing Navigation**
Housing Navigation is the process by which homeless clients that have entered the CES system are provided ongoing engagement, document collection, and case management services in order to facilitate a match to an appropriate housing resource. In the context of CES, outreach workers, case managers, and other homeless service providers may provide housing navigation assistance.

**Housing Retention**
Housing Retention refers to services and supports provided to an individual or household after permanent housing is attained. Housing Retention services focus on coordinating and delivering services that promote long term housing stability. Housing Retention services may include, but are not limited to: home visits, information and referral, assistance with budgeting/money management, and assistance with accessing County services and the services provided by community partner agencies. In order to support housing stability, housing retention services should be provided in person at a minimum of once a month. When serving youth or higher vulnerable individuals and families, Housing Retention services are often provided on a weekly basis.

**Independent Living Program**
Independent Living Program (ILP) Transitional Housing is a safe and supportive 24-hour residence for homeless youth who exited the Foster Care System between the ages of 18-21. ILP is a federally funded program that serves eligible foster youth for up to 36 months or until their 21st birthday, whichever is earlier. The ILP program may be operated in site based or scattered site settings. ILP programs provide case management services including comprehensive assessment, linkage to mainstream benefits, housing stabilization, life skills, money management, education and/or employment support, substance abuse and mental health services or referrals, crisis intervention, and supports to increase permanent connections.
Outreach
In the context of the CES system, Outreach is defined as the activity of engaging a homeless individual, youth or family through the process of rapport building with the goal of linking that individual to a permanent housing resource. Outreach and engagement is an ongoing process that “involves creativity, flexibility, may take months or years, and involves establishing a relationship” to connect a client to services. Outreach and engagement should be approached in a client-centered manner and participation should be voluntary.

Outreach Coordination
Outreach Coordination is the planning and ongoing coordination of outreach activities in a region. This should include a coordinated, multi-disciplinary approach that ensures adequate geographic coverage and the use of best practices in outreach.

Permanent Housing (PH)
Permanent Housing is community-based housing without a designated time limit. Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) are both types of Permanent Housing interventions. Permanent housing includes, but is not limited to, a house, apartment, or shared living arrangement with a lease/rental agreement in place.

Permanent Supportive Housing (PSH)
Permanent supportive housing is community-based housing, informed by a Housing First approach, in which formerly homeless individuals, youth, and families with disabilities are housed as soon as possible, with indefinite leasing or rental assistance, and paired with various supportive services such as pre-and-post housing case management to assist homeless persons with creating a foundation to rehabilitation, improved health, establishing stable income, and achieving housing stability. Permanent Supportive Housing programs typically target those experiencing multiple barriers to housing, and those that are unable to maintain housing stability without supportive services.

Rapid Re-housing (RRH)
Rapid Re-housing is a category within Permanent Housing. Rapid re-housing connects families, individuals, and youth experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. Rapid re-housing programs help families, individuals and youth living on the streets or in emergency shelters solve the practical and immediate challenges to obtaining permanent housing while reducing the amount of time they experience homelessness, avoiding a near-term return to homelessness, and linking to community resources that enable them to achieve housing stability in the long-term. Rapid re-housing is an important component of a community’s response to homelessness. A fundamental goal of rapid re-housing is to reduce the amount of time a person is homeless by rapidly provide stable and safe housing.

Regional Coordination
In the context of the Coordinated Entry System, Regional Coordination refers to the
oversight of SPA-wide partnerships across public and private entities that ensures homeless persons are fully supported and connected to housing and services within their respective communities. Regional coordinated access to housing and services ensures that a homeless person does not have to go to multiple agencies to obtain housing and services assistance, and tracks individuals, youth, and families through the homeless service system, to housing.

**Transitional Housing**
A type of service enriched temporary housing for homeless persons or households with special needs in which the length of stay is time limited. Length of stay may vary depending on the program and target population, and should be based upon assessed client need to support their movement into permanent housing. Transitional Housing are most commonly utilized for homeless persons or households with special needs, such as households fleeing domestic violence, unaccompanied minors, transition age youth (TAY) ages 18-21, pregnant or parenting youth, youth who identify as lesbian, gay, bisexual, transgender, queer (LGBTQ), or are fleeing commercial and sexual exploitation, domestic violence, and intimate partner violence.

**Winter Shelter Program**
The Winter Shelter program for homeless individuals is a seasonal, low barrier emergency shelter that provides safe and supportive 14-hour or 24-hour shelter during inclement weather. Winter shelters are required to have specific hours of operation for sheltering, and must be able to remain open to participants on a 24-hour basis in specific situations. Winter Shelter programs provide round-trip transportation to and from the shelter locations, from designated pick-up and drop-off sites.

**b) Agency Information Required**
- Agency must provide a complete description of the supportive service or housing provided to homeless persons in the RFSQ application. At a minimum, responses should include the following: Type of service or housing provided, source of funds, number of persons served, and outcomes achieved by the program.
- Any findings or concerns issued by a funding source or oversight entity to the agency regarding services and/or housing provided and a description of how these issues or concerns were cleared.

**c) Evaluation of Homeless Supportive Services / Housing Experience**
Agency application responses and documentation submitted will be evaluated to confirm that the agency has had two (2) years of experience in providing one or more of the types of supportive services or housing described above. Additionally, it will be confirmed that the agency has received no findings of a serious nature, and that all findings or concerns issued by funders have been cleared in a timely manner.

**12. Qualification Approval Process**
Agencies that have been evaluated through this RFSQ process and found to have achieved
the established threshold levels of capacity and experience set forth in this solicitation will be
recommended for certification as qualified bidders to the Programs & Evaluation (P&E)
Committee of the LAHSA Commission. The P&E Committee will vote to accept or reject the
staff recommendations.

Staff will present its recommendations for certification to the P&E Committee on a monthly
basis, contingent upon having received RFSQ applications by the 1st day of the previous
month.

RFSQ applications that fail to demonstrate achievement of the established threshold levels in
the solicitation will not be presented to the P&E Committee. LAHSA will notify the applicant
in writing of the reason(s) they failed the threshold evaluation and will schedule a meeting
with the agency to provide a detailed explanation of areas requiring improvement. LAHSA
will work with the agency to identify the steps needing to be taken to cure any deficiencies.
Agencies may reapply once their deficiencies have been cured. However, agency applicants
may submit a process appeal regarding LAHSA’s decision to not recommend the agency for
certification. Appeals will be presented to the Programs & Evaluation Committee of the
LAHSA Commission who will make the final determination to accept or deny the appeal.

Agencies who are certified as qualified bidders through this RFSQ process will be
reevaluated for maintaining their certification on an annual basis. The annual reevaluation
will utilize the updated financial and organizational information that is required to be
reported on an annual basis and will take place after the agency has submitted this
documentation after the close of their fiscal year.

An Agency’s certification as a qualified bidder will be rescinded if any of the following occur:
   a) The agency closes its doors and ceases doing business.
   b) The agency files for bankruptcy under Chapter 7 of the IRS Code.
   c) The agency is debarred by the City, County, State or Federal Government.
   d) The agency receives findings of a serious nature from another funding source.
   e) The agency has had its funding terminated for cause by another funding source.
   f) The agency is placed on probation,
   g) In the event that the Applicant has any contract(s) with LAHSA suspended or
terminated, it shall not be eligible for funding under any RFP released by LAHSA for a
   period of five (5) years starting from the effective date of suspension or termination.
   h) LAHSA at its sole discretion reserves the right to rescind an agency’s certification if
   other serious organizational or financial deficiencies occur.

The threshold qualification process established by this open RFSQ solicitation removes the
threshold approval procedure from LAHSA’s Request for Proposals (RFP) process for the
funding sources to which it applies, thus reducing the time frame for performing proposal
evaluations and making funding recommendations. Additionally, the RFSQ process will allow
LAHSA to provide technical assistance and capacity building support to agencies when
needed.
In implementing this new process all agencies, currently-funded by LAHSA, who have passed a review of their organizational capacity and financial stability through threshold evaluations conducted in Requests for Proposals (RFP) issued since May 19, 2016 shall automatically be certified as qualified bidders for the funding sources with which they are currently contracted and for City and County General funds if not currently funded by those sources. Agencies that passed a threshold review during this period but were not funded shall be certified to apply for City and County General funds as they are the least restrictive of LAHSA’s funding sources. Additionally, all agencies who are currently receiving HUD Continuum of Care (CoC) funding will be certified to apply for CoC funding and City and County General funds if not currently funded by those sources. Agencies that did not pass or failed a threshold review in an RFP during this period and agencies who wish to be certified for more restrictive sources of funds must apply through the RFSQ process. An initial list of certified agencies can be found at the link in Exhibit I.

13. **Due Diligence and Regulatory Compliance**

Applicants are required to provide information regarding the financial condition and principal agents of the organization. Financial condition is evidenced by recent balance sheets, or income statements, current audited financial statements and internal financial statements, including Statements of Financial Position and Statements of Activities, while principal agent information is evidenced by resumes for all key principals/partners of the organization. In order to ensure regulatory compliance, the evaluators will perform due diligence on all applications to verify the accuracy of the information provided.

14. **Addenda/Clarifications**

Revisions and addenda to this RFSQ may be issued in response to written questions or to communicate revisions or corrections made by the funder. If it becomes necessary to revise any part of this RFSQ or provide additional information after the RFSQ is released a written addendum will be posted on the LAHSA website at [https://www.lahsa.org](https://www.lahsa.org). It is the responsibility of the Applicant to review any publicly available addendum or information on the LAHSA website prior to submission of the application. If an Applicant does not have access to the LAHSA website, they may call (213) 683-3333 and request a printed copy of any addenda via fax or mail.

15. **Appeals**

Applicants under this RFSQ may only submit process appeals, which are appeals based upon the evaluators’ failure to abide by their own established procedures. Appeals based on the outcome of the decision-making process will not be accepted. A disagreement with or objection to the pass or fail grade will not be a sufficient basis for an appeal.

Any appeal of the results of this RFSQ must be received within thirty (30) calendar days after LAHSA’s written notification to the agency of their certification status. The appellant must file a written statement specifying the grounds for appeal. The appeal shall be limited to two (2)
typed pages and must clearly state the grounds on which the appeal is based. All appeals should be on organization letterhead. LAHSA shall not be obligated to consider appeals received after the above-specified deadlines.

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

Procurement Unit – Procurement and Performance Management Department
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017

Appeals will be presented at the next regularly scheduled P&E Committee meeting.

II. APPLICATION CONDITIONS AND RESERVATIONS

A. All costs of application preparation shall be borne by the Applicant organization. LAHSA shall not, in any event, be liable for any pre-certification expenses incurred by the Applicant in the preparation and/or submission of the application.

B. Submission of an application shall constitute acknowledgement and acceptance of all terms and conditions contained in the RFSQ.

C. The application must set forth full, accurate, and complete information as required by this RFSQ.

D. LAHSA cannot certify, license or endorse grant writers. Applicants are free to select any grant writer. The responsibility for the performance of the grant writer rests with the Applicant.

E. Responses to this RFSQ become the exclusive property of LAHSA. All applications 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 application which are defined by the Applicant 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. Approval or rejection of an application does not affect these rights.

F. LAHSA reserves the right to communicate in writing with funders or organizations associated with the Applicant to obtain additional clarification of Applicant fiscal and programmatic capacities, and to utilize this information in the evaluation process.

G. LAHSA reserves the right to conduct site visits of all agencies applying through this RFSQ process.

H. LAHSA reserves the sole right to reject any or all applications received in response to this RFSQ if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFSQ, or is not in the best interest of LAHSA.
I. LAHSA reserves the right to withdraw this RFSQ at any time without prior notice. Further, LAHSA makes no representation that any contract will be awarded to any Applicant responding to this RFSQ. LAHSA reserves the right to reject any or all submissions.

J. An Applicant shall not be recommended for certification as a qualified bidder, regardless of the merits of the application submitted, if they have a history of contract non-compliance, a contract suspension, a termination for cause or with an outstanding financial obligation that has not been adequately resolved with LAHSA or any other funding source. In the event that the Applicant has in the past had any contract(s) with LAHSA that were suspended, terminated or involved in the Remedial Action Process, the Applicant 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 the suspension, termination or remedial action. Additionally, if the Applicant has been involved in the Remedial Action Process within the last 15 years, award of funding will be conditioned upon the Applicant showing that they have sufficient programmatic and fiscal capacity to manage a LAHSA contract. At LAHSA’s sole discretion, the Applicant may be required to find an organization currently receiving LAHSA funding that is in good standing to serve as a lead and administer the contract on the Applicant’s behalf.

K. Willful misstatements of information will result in non-recommendation for certification, regardless of the merits of the application submitted.

L. LAHSA reserves the right to verify information submitted in the application.

M. The Applicant 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 applications from the sponsor imposed by HUD.

N. The Applicant shall be ineligible to receive certification under this RFSQ if any officer or employee of the Applicant 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.

O. LAHSA reserves the right to require that an Applicant 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.

P. LAHSA reserves the right to waive minor technical deficiencies or any informality in a submitted application.

Q. Applications may be withdrawn by written request of the authorized signatory on provider letterhead at any time.

R. It is improper for any officer, employee or agent of LAHSA to solicit consideration, in any form, from an Applicant with the implication, suggestion or statement that the Applicant’s provision of the consideration may secure more favorable treatment for the Applicant in the certification of the agency or that the Applicant’s failure to provide such consideration may negatively affect LAHSA’s consideration of the Applicant’s submission. An Applicant shall not offer or give, either directly or through an intermediary,
consideration, in any form, to an officer, employee or agent of LAHSA for the purpose of securing favorable treatment with respect to the certification of the agency as a qualified bidder. An Applicant shall immediately report any attempt by an officer, employee or agent of LAHSA 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 Applicant’s submission being eliminated from consideration. Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

S. Upon the request of LAHSA, an Applicant whose RFSQ application is under consideration for the certification of the agency as a qualified bidder shall provide LAHSA with written authorization to request a credit report from a reputable credit agency to gain satisfactory evidence of the Applicant’s financial background, stability and condition.

T. In accordance with Los Angeles County Code, Chapter 2.160 (County Ordinance 93-0031), each person/firm submitting a response to this RFSQ application must certify in writing that such Applicant and each County lobbyist and County lobbyist firm, as defined by Los Angeles County Code 2.160.010, retained by the Applicant, is in full compliance with Chapter 2.160 of the Los Angeles County Code.

U. Notwithstanding a recommendation of a department, agency, individual, or other, the Programs and Evaluation Committee of the LAHSA Board of Commissioners retains the right to exercise the final decision concerning the approval of an application. The Board is the ultimate decision-making body and makes the final determinations.

III. CONTRACT CONDITIONS

While there is no funding available through this RFSQ process and certification as a qualified bidder is not a promise or a guarantee of receiving funding from LAHSA, if an agency who becomes certified as a qualified bidder should be offered and enter into a contract with LAHSA the following conditions will apply.

Contractors will be required to comply with conditions set forth by LAHSA, the City of Los Angeles, the County of Los Angeles, the U. S. Department of Housing and Urban Development (HUD), and the U. S. Department of Health and Human Services hereafter referred to as "Funders". These conditions include, but are not limited to the following:

A. The initial recommendation for qualification for award of a contract should not be construed as a finding that the proposed program complies with all requirements and conditions for a contract or grant. LAHSA reserves the right to fund all or a portion of a proposal and/or require that a Applicant 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 for which Contractors were qualified for award under this RFSQ.

C. Qualified Applicants will be required to satisfy LAHSA’s and other participating provider 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 contract(s) for which Contractors were qualified for award under this RFSQ. Demographic information about clients will be regularly submitted to LAHSA in a manner consistent with agreements protecting client and/or provider confidentiality rights.

E. Contractors shall comply with reasonable requests from Funders concerning promotional activities related to program(s) for which Contractors were qualified for award under this RFSQ.

F. Contractors acknowledge that, as recipients of Federal funds, if applicable, they will be required to comply with Federal regulations pertaining to the use of such funds. It will be the Contractor’s responsibility to ensure compliance with applicable regulations.

G. All Contracts for which Contractors were qualified for award under this RFSQ shall include standard clauses and in some cases, certifications, requiring Contractor’s compliance with, but not limited to, the following regulations: non-discrimination, affirmative action, and equal opportunity; separation of church and state; Americans with Disabilities Act (ADA); conflict of interest; restrictions on lobbying; debarment; audits; rights in data; drug-free workplace; lead-based paint and Equal Benefits Ordinance.

H. Contractors shall maintain any applicable licenses or permits, and meet any facilities code regulations required for the program(s) funded under contract(s) for which Contractors were qualified for award under this RFSQ.

I. Contractors shall participate in information networking, training, and coordination meetings as directed by LAHSA or other Funders.

J. Contractors shall cooperate with related research and evaluation activities as directed by LAHSA or other Funders.

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 for which Contractors were qualified for award under this RFSQ, unless that subcontractor and its qualifications are fully described in the proposal to the applicable RFP, and the intention to subcontract is explicitly stated in the proposal or the use of the subcontractor has been approved in writing by LAHSA. Contractor shall remain liable for the performance of the subcontractor, and will require subcontractor to adhere to all provisions in the contract between LAHSA and Contractor.
M. Contractors will ensure that an annual financial audit is performed in compliance with Title 2 of the Code of Federal Regulations Part 200 (2 C.F.R. 200) Subpart Audit Requirements. Agencies that spend an aggregate of $750,000 or more of Federal funds per fiscal year will also be required to conduct a Single Audit. 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 RFSQ and any subsequent RFPs and committed to in the program proposal, including program leveraging commitments, otherwise Contractor risks immediate termination of contract and disqualification of Contractor as a Qualified Applicant under this RFSQ.

O. The responsibility for accuracy rests entirely with the Applicant. If a Applicant 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 RFSQ, LAHSA reserves the right to terminate said contract immediately, and disqualify Contractor as a Qualified Applicant under this RFSQ.

P. Contractor shall have in place an appropriate grievance procedure. Said grievance procedure must be in compliance with LAHSA’s grievance standards stated in program contract(s) for which Contractors were qualified for award under this RFSQ.

Q. In contracts for which Contractors were qualified for award under this RFSQ, LAHSA reserves the right to extend the duration of the program as well as to renegotiate the terms of the contract if an extension is granted.

R. Contractor agrees to participate in the Los Angeles Continuum of Care HMIS, or another HUD approved system of record. Said system shall be implemented during the term of contract(s) awarded, if any. LAHSA shall provide Contractor with the basic training required to use HMIS.

S. Contractor shall be required to possess a corporate seal.

T. Contract awards are made subject to approval of Contractor’s proposals in response to LAHSA RFPs, RFBs or other procurement methods, and subject to receipt of award of funds from Funders by LAHSA. Contractor agrees that if Funders do not provide funds for program, contract will be deemed null and void. LAHSA reserves the right to adjust funding levels based on the availability of funds and the quality of proposals received.

U. Contractor and subcontractor staff working with youth, either as employees or volunteers, who have a supervisory or disciplinary authority over minors must be fingerprinted and pass the background check, as required by California Penal Code Sec. 11105.3 and California Education Code Sec. 45125.1 and Sec. 10911.5 prior to working with youth. Fingerprinting and a background check may be required of other staff and volunteers depending upon how much contact the staff member will have with minors. The Contractor shall be responsible for obtaining security clearances for staff whose duties require a sufficient level of interaction with youth.

V. Contractor shall ensure that all employees and volunteers who have direct contract with clients have an annual tuberculosis (TB) test. Contractor shall retain documentation of the test results.
W. Contractors are subject to applicable City of Los Angeles and/or County of Los Angeles contracting requirements, which may include but are not limited to:
   a. Los Angeles County and City Child Support Compliance Program. Contractors shall 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).
   b. County Contractor Employee Jury Service Ordinance (Los Angeles County Code, Chapter 2.203).
   c. City of Los Angeles Living Wage and Equal Benefits Ordinances.
   d. City of Los Angeles Contractor Responsibility Ordinance.
   e. City of Los Angeles Iran Contracting Act of 2010.
   f. City of Los Angeles First Source Hiring 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(s) for which Contractors were qualified for award under this RFSQ.

Y. The Grant Agreement between LAHSA and its funders may be incorporated by reference into all contracts between LAHSA and the contracting agencies.

Z. Contractors acknowledge that LAHSA funds are not meant to replace or supplant other local sources of funding.

AA. The Applicant is hereby notified that, in accordance with LAHSA Fiscal Policies and Procedures (Section 5.4 – Agency Remedial Action Policy) implementing the Contractor Responsibility Ordinance, (Section 10.40 et seq., of Article 14, Chapter 1 of Division 10 of the Los Angeles Administrative Code), LAHSA may debar the Applicant from bidding on LAHSA contracts for a period of five (5) years, if the LAHSA Commission finds, in its discretion, that the Applicant does not possess the necessary quality, fitness, or capacity to perform work on LAHSA contracts.

BB. Contractor shall have in place appropriate policies and procedures relative to service animals for persons with disabilities. Said service animal policies and procedures must be in compliance with LAHSA’s policies and procedures as stated in the program contract. Contractor must participate in training offered by LAHSA regarding service animals and other ADA requirements, within three (3) months of beginning service under contract(s) for which Contractors were qualified for award under this RFSQ.

CC. LAHSA reserves the right to terminate contracts for which Contractors were qualified for award under this RFSQ if the Contractor is unable to commence services within three (3) months of the effective date of the contract. If a contract is terminated under these conditions, LAHSA may award the de-obligated funding to remaining Applicants who submitted proposals under the applicable RFP and received fundable scores.
The following contract conditions apply to projects that include funding from HUD:

DD. Contractors agree that in the event the measurable goals/objectives fall below standard of successful performance measures as specified in the technical submission, LAHSA may suspend any future annual funding of the program. Specific benchmarks of accomplishment will be included in the contract.
EXHIBIT I: LIST OF CERTIFIED AGENCIES AND FUNDING SOURCES

EXHIBIT II: CITY AND COUNTY OF LOS ANGELES HOMELESS STRATEGIES
City of Los Angeles, Comprehensive Homeless Strategy
http://clkrep.lacity.org/onlinedocs/2015/15-1138-S1_misc_1-7-16.pdf

County of Los Angeles, Approved Strategies to Combat Homelessness
EXHIBIT III: SAMPLE AGENCY ORGANIZATIONAL CHART
https://www.lahsa.org/documents?id=1395-rfsq-sample-organization-chart.pdf%27

EXHIBIT IV: ADA/ADAA CERTIFICATION FORM

EXHIBIT V: COUNTY LOBBYIST CODE CERTIFICATION FORM

EXHIBIT VI: GRIEVANCE POLICY CERTIFICATION FORM

EXHIBIT VII: DATA ENCRYPTION POLICY CERTIFICATION FORM

EXHIBIT VIII: SUSPENSION AND DEBARMENT FORM
IV. Glossary of Terms

ADA/ADAA Compliance
Applicant’s site for the provision of supportive services must be compliant with the Americans with Disabilities Act of 1990 and the American with Disabilities Act Amendments Act of 2008 (ADA/ADAA). The panel will evaluate Applicant’s compliance with the ADA/ADAA and any amendment thereto, in the areas of program access, physical access, communications access, employment practices and any reasonable accommodation process in place for persons with disabilities (for employees, program participants, and the public). The panel will also evaluate the Applicant’s past experience in resolving ADA complaints in a timely manner.

Complete Applications
A complete application in the context of this RFSQ solicitation process is defined as an application that includes detailed responses to all applicable question in the RFSQ application submitted through the MyOrg portal and the uploading of all required agency documents.

Coordinated Entry System (CES)
CES is a regionally based system that connects new and existing programs into a “no-wrong-door network” by assessing the needs of individuals and households experiencing homelessness and linking them with the most appropriate housing and services to end their homelessness. The goal of the CES is to streamline processes through which communities assess, house, and retain individuals and households experiencing homelessness; to ensure all our homeless neighbors are known and supported; to target and maximize limited housing resources; and comply with the federal mandate to adopt a standardized intake and coordinated assessment process for housing. The essential components of CES are: 1) a system that is low-barrier and easy to access; 2) a system that identifies and assesses people’s needs; and 3) a system that prioritizes and matches housing resources based on those needs. In Los Angeles County, there is a CES for Single Adults, for Youth, and for Families (formerly the Homeless Families Solutions System, or HFSS).

Core Capacity Assessment Tool (CCAT)
As part of your RFSQ submission, LAHSA offers your organization access to the Core Capacity Assessment Tool (CCAT). The CCAT is an online self-assessment that providers take to measure their organization’s baseline capacity in four main categories (leadership, adaptability, management, and technical capacities). Results of the CCAT will not impact your agency’s RFSQ application or certification.

Harm Reduction
Harm reduction is an aspect of a program’s or system’s design established by a set of policies and the resulting procedures and practices whose objective is to reduce the negative consequences of participants’ continued use of drugs and/or alcohol or failure to be medication compliant. In housing settings, harm reduction is intended to prevent a participant’s loss of housing and/or termination from the program based solely on his or her inability to stop using drugs or alcohol or failure to take prescribed medications. Programs
incorporating a harm reduction model must utilize all interventions possible, short of termination from the program to enable the participant to reduce or minimize their risky behaviors while at the same time assisting them to move into and become stabilized in permanent housing. Harm reduction is not intended to prevent the termination of a participant whose actions or behavior constitute a threat to the safety of other participants and staff. Organizations must develop a set of policies and procedures to be implemented in the event of such behavior on the part of a participant.

**Homeless**

An individual or family who belongs to one of the following categories:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
   
   (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
   
   (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
   
   (iii) An individual or family who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

2. An individual or family who will imminently lose their primary nighttime residence, provided that:
   
   (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
   
   (ii) No subsequent residence has been identified; and
   
   (iii) The individual lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

3. Not applicable; Intentionally Omitted;

4. Any individual or family who:
   
   (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual that has either taken place within the individual's primary nighttime residence or has made the individual afraid to return to their primary nighttime residence;
   
   (ii) Has no other residence; and
(iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

Homeless Management Information System (HMIS)
If funded by LAHSA, applicants must participate in the LA CoC HMIS implemented by LAHSA and adhere to all the implementation guidelines developed under HMIS. LAHSA will offer the approved and funded applicants with the schedule of classes for the basic training required to utilize HMIS. Failure to input complete, accurate and timely participant and project information on HMIS may result in reimbursement delay, payment reduction, or contract suspension. Awardees must be enrolled in and implemented onto HMIS prior to contract execution.

Projects dedicated to serving 100% domestic violence populations are required to utilize an alternate database system, not funded by LAHSA, which provides required HUD data sets.

Housing First
Housing First is an approach that offers permanent housing as quickly as possible for people experiencing homelessness, particularly for people with long histories of homelessness and co-occurring health challenges, while providing the supportive services people need to keep their housing and avoid returning to homelessness. The provider ensures that the supportive services that program participants need or want in order to retain housing and to increase income are offered, but are not required as a condition of housing, including links to mainstream programs or partner agencies (i.e. mental health services, substance abuse treatment, medical services, child care, etc.). Income, sobriety and/or participation in treatment or other services are voluntary and are not required as a condition for housing.

Incomplete Applications
An incomplete application in the context of this RFSQ solicitation process is defined as an application that does not include detailed responses to all applicable question in the RFSQ application submitted through the MyOrg portal and/or a failure to upload all required agency documents.

Matched
Matched is the CES process by which an individual is determined to be eligible or initially eligible for a housing resource, and is connected to, or “matched”, to that resource.

Qualified Bidder
In the context of this RFSQ solicitation a qualified bidder is an agency that has scored a minimum of 15 points out of a total of 20 points available through the evaluation of their application and has been certified by LAHSA as qualified to bid or apply for a LAHSA funding opportunity.

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

**Serious Nature**
In the context of this RFSQ, a finding or deficiency of a serious nature is defined as any issue that has the potential effect of causing the termination for cause of an agency’s funding, including, but not limited to violations of federal, state or local funding regulations, violations of law, or deliberate misrepresentations on the part of an agency applicant.