AGENDA AND NOTICE OF A PUBLIC MEETING OF THE
LOS ANGELES HOMELESS SERVICES AUTHORITY COMMISSION

Friday, May 24, 2019
9:00 a.m.

Los Angeles Homeless Services Authority
811 Wilshire Boulevard, 5th Floor
Los Angeles, CA 90017

<table>
<thead>
<tr>
<th>AGENDA NO.</th>
<th>ITEM AND DESCRIPTION</th>
<th>PRESENTER</th>
<th>PAGE</th>
</tr>
</thead>
</table>
| 1.0       | **Call to Order/Roll Call/Establishment of Quorum**  
**Agenda Items** - The public will have an opportunity to speak to any agenda item when the item is called and before action is taken. A Request to Speak Form must be submitted to the Secretary prior to the completion of the agenda item. The Chair will determine the order of speaking and unless the Chair grants more or less time, the speaker's limit is **two (2) minutes** on each agenda item, subject to the **total 20-minute period**.                                                                                                                                                                                                                     |          |      |
| 2.0       | **Consent Calendar**  
(Unless a Commissioner removes an item listed in this section or a Request to Speak form on the item is received by the Chair from a member of the public, this section will be voted upon without debate or presentations.)                                                                                                                                                                                                                                                                                                                                 |          |      |
| 2.1       | Review and approve the minutes from the Special Commission Meeting held Friday, April 26, 2019.                                                                                                                                                                                                                                                                                                                                                       |          | 4    |
| 2.2       | Review and approve the Recommendations for the 2017 Request for Statement Qualifications (RFSQ).                                                                                                                                                                                                                                                                                                                                                        |          | 9    |
| 2.3       | Review and approve the review results and recommendations for the Request for Training Provider Qualifications – Centralized Training Academy for certification as a qualified training provider.                                                                                                                                                                                                                                                                   |          | 12   |
| 2.4       | Review and approve the Quality Review Results for the 2019 Transitional Housing Evaluation RFP and authorize Executive Director to enter into contract with the recommended provider.                                                                                                                                                                                                                                                                  |          | 15   |
| 2.5       | Review and Approve California Emergency Solutions and Housing Program (CESH) Authorizing Resolution and Certification of Administrative Entity Letter.                                                                                                                                                                                                                                                                                                             |          | 25   |
| 2.6       | Authorize Executive Director to enter into grant agreements with the Department of Housing and Urban Development (HUD) pursuant to the 2018 Continuum of Care Notice of Funding Availability (NOFA) award as announced to LAHSA on February 6, 2019. Terms for these grant agreements will be for                                                                                                                                                                                                                   |          | 34   |
the period between February 1, 2019 and January 31, 2020 for funding allocated to LAHSA, the lead agency for the Los Angeles Continuum of Care, by HUD. In the event that funding period or amount allocated from HUD is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into sub-recipient agreements as deemed appropriate.

2.6 Authorize Executive Director to enter into agreements and amendments with sub-recipients for activities in Fiscal Years 2018-2019 and 2019-2020, funded by the United States Department of Housing and Urban Development (HUD), City of Los Angeles’ Housing & Community Investment Department (HCIDLA), City of Los Angeles Homeless Emergency Aid Program (City HEAP), County of Los Angeles’ (County) Chief Executive Office (CEO) and/or State Homeless Emergency Aid Program (HEAP) funds as shown on the attachment, subject to funding being allocated to LAHSA. In the event that funding period or amount allocated from HUD, HCIDLA, City, CEO and/or the State is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into agreements as deemed appropriate.

2.7 Authorize LAHSA’s Executive Director to enter into Purchase Agreements and purchase real property located at 12860 Arroyo Street, Sylmar, CA 91342 (the Sylmar Armory) from the State of California, contingent upon receipt of clearance, pursuant to Government Code Section 65402, from the City of Los Angeles that the purchase conforms with the City’s General Plan; and contingent upon availability of funding, as may be required to effect the purchase, and to execute a Lease Agreement with LAFH upon completion of the Purchase. In the event that clearance from the City or funding for the purchase is/are not forthcoming, authorize the Executive Director to not enter into Purchase and Lease Agreements as deemed appropriate.

2.8 Review and approve Delegated Authority Policy for Purchasing and Contracts.

2.9 Review and approve FY 2019-20 Proposed LAHSA Budget.

2.10 Review and approve Letters of Support:
   2.10 (a) SB 369 – Lowering Barriers for Safe Parking Participants.
   2.10 (b) SB 18 – Funding for Homeless Prevention.

2.11 Review and approve LAHSA Comment Letters:
   2.11 (a) HUD Rule on Assistance to Mixed-Status Families.
   2.11 (b) Federal Regulations in Opportunity Zones.
2.12 Review and approve the threshold and quality review results of the 2019-2021 LAHSA A-133 Single Audit Request for Proposals (RFP) and authorize Executive Director to enter into contract with the recommended firm.

3.0 Executive Director Report.  
Peter Lynn

4.0 Chief Program Officer Report.  
Heidi Marston

5.0 Review and approve the Quality Review Results for the 2018 Interim Housing RFP, hear potential appeals, and authorize Executive Director to enter into contracts with the recommended providers.

5.1 Families
5.2 Adults and Transition Age Youth

6.0 Presentation on LAHSA Automation and Technology.  
Aamir Shaikh
Andrew Angeles

7.0 Presentation on report to Board of Supervisors regarding Family Coordinated Entry System (CES).  
Paul Duncan
Josh Hall

8.0 Report on the Programs & Evaluation Committee Meeting held on Thursday, May 16, 2019.  
Commissioner Martin

Commissioner Greuel

10.0 Report on the Policy & Planning Committee Meeting held on Friday, May 17, 2019.  
Commissioner Kamin

11.0 Report on the Audit Committee Meeting held on Friday, May 17, 2019.  
Commissioner Pearson

12.0 Commissioner updates and agenda requests for future meetings.  
Commissioner Bernard

13.0 Public Participation
Each Public Participant speaker is limited to two (2) minutes and may address any topic within the Commission’s jurisdiction. A Request to Speak Form must be filled out and submitted to the Secretary prior to the beginning of Public Participation. Subject to the total 20-minute period, each Public Participation speaker is limited to two (2) minutes.

Adjournment

Packets of materials on agenda items are available to the public during normal business hours at 811 Wilshire Boulevard, 6th Floor, Los Angeles, CA 90017. For further information, you may call 213-683-3333. Upon request, sign language interpreters, materials in alternative formats and other accommodations are available to the public for LAHSA meetings. All requests for reasonable accommodations must be made at least three working days (72 Hours) in advance of the scheduled meeting date. For additional information, contact LAHSA at (213) 683-3333 or TTY (213) 553-8488.
To: LAHSA Commission
From: Kelli Pezzelle, Manager, Procurement
Date: May 24, 2019

CC: Peter Lynn, Executive Director
Paul Duncan, Acting Director, Procurement and Performance Management
Daniel Fisher, Associate Director, Operations, Procurement and Performance Management

Re: Quality Review Results and Recommendations for the 2018 December Interim Housing Request for Proposals (RFP) – Family Programs

Committee Action Requested: Review and approve the Quality Review Results and Recommendations for the 2018 December Interim Housing RFP Family Program and authorize the Executive Director to enter into contracts with the recommended proposers.

Background: The Los Angeles Homeless Services Authority (LAHSA) released the 2018 December Interim Housing RFP on December 14, 2018 and held a mandatory proposers’ conference on January 30, 2019. The submission deadline for this RFP to LAHSA was February 27, 2019 at 2:00PM. Funding for this program will be funded with Measure H- Strategy E8.

Quality Review Criteria: The 2018 December Interim Housing RFP established quality criteria to determine that proposers have the potential to successfully operate the program being proposed for funding. Each proposal’s content, responsiveness, conciseness, clarity, relevance, and adherence to the instructions in this RFP are considered when scoring each category. Final scoring is based on the proposal as submitted. Proposals must receive an aggregate score of 75 points or more to be recommended for funding.

The criteria outlined in the RFP include:

<table>
<thead>
<tr>
<th>Table 1: Quality Review Scoring Matrix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scoring Area</td>
</tr>
<tr>
<td>Program Design</td>
</tr>
<tr>
<td>Program Readiness</td>
</tr>
<tr>
<td>Past Performance</td>
</tr>
<tr>
<td>CES Alignment</td>
</tr>
<tr>
<td>Program Budget /Cost Efficiency</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
</tr>
</tbody>
</table>
**Quality Review Results** - Based upon an evaluation of the criteria detailed above, it was determined that three proposals scored above the 75-point threshold.

Staff is working with The Salvation Army to gather more information regarding their site and zoning.

Staff recommends the proposals in Table 2 be awarded conditioned upon the correction of any deficiencies that were revealed during the facility review process.

<table>
<thead>
<tr>
<th>Agency</th>
<th>SPA</th>
<th>Population</th>
<th>Component</th>
<th>Units Requested</th>
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<th>Overall Score</th>
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<tbody>
<tr>
<td>First To Serve, Inc.</td>
<td>6</td>
<td>Families with Children</td>
<td>Crisis</td>
<td>10</td>
<td>$ 456,250</td>
<td>89.6</td>
<td>$ 292,000</td>
<td>10</td>
<td>Conditional</td>
</tr>
<tr>
<td>First To Serve, Inc.</td>
<td>6</td>
<td>Families with Children</td>
<td>Bridge</td>
<td>22</td>
<td>$ 1,281,150</td>
<td>80.2</td>
<td>$ 438,000</td>
<td>15</td>
<td>Conditional</td>
</tr>
<tr>
<td>The Salvation Army</td>
<td>4</td>
<td>Families with Children</td>
<td>Crisis</td>
<td>10</td>
<td>$ 292,000</td>
<td>99.4</td>
<td>Pending</td>
<td>Pending</td>
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</tr>
</tbody>
</table>

**Staff Recommendations:**

Staff recommends the approval of the Quality Review Results and Recommendations as detailed in this memorandum.
2018
December Interim Housing RFP
Quality Review Results & Recommendations
Family Program
May 2019
Objective

LAHSA seeks to fund new interim housing and services in the County of Los Angeles for families who are experiencing homelessness.
Overview

Funding Sources:

• Measure H Strategy E8

Contract Term:

• 07/1/2019 – 6/30/2022
Eligible Applicants

This funding opportunity is open to government agencies, and non-profit organizations that are certified before the release of the RFP as qualified bidders/proposers for receiving one or more of the available funding sources through the LAHSA RFSQ process.

_Government Agencies do not have to be certified through the RFSQ application process._

Proposers must be certified for each applicable funding source. Qualified bidders for L.A. County General Funds will be eligible to receive State HEAP funds.
Quality Review

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<td>Program Budget /Cost Efficiency</td>
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# Quality Review Results and Recommendations

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<td>Pending</td>
<td>Pending</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$730,000</td>
<td></td>
<td>25</td>
<td></td>
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Los Angeles
HOMELESS SERVICES AUTHORITY
Working Together to End Homelessness in Los Angeles
Staff Recommendation: Approve the quality review results and funding recommendations for the 2018 December Interim Housing Request for Proposals (RFP).
Questions?
May 14th 2019

TO: Chair, Program and Evaluation Committee
Los Angeles Homeless Services Authority
811 Wilshire Blvd, 6th Floor,
Los Angeles, CA 90017

RE: 2018 Interim Housing RFP- Process Appeal

Aviva Family and Children’s Services (Aviva) would like to request a process appeal to the decision for the 2018 Interim Housing RFP based on the following:

1. The RFP process both application and review, did not make allowances for new agencies starting a new interim housing program. The application process seemed weighted to agencies already providing services.
   a. Questions about the RFP were answered 15 days before the due date of the application and only by electronic submission, as a new agency new to the LAHSA process this made it difficult to accurately complete portions of the RFP.
   b. The “Past Performance” section of the RFP was geared towards agencies already providing housing and for new agencies applying it was difficult to determine what type of reports would meet the requests
   c. Site review- a part of this process included a site review. Because we are a new agency and we are renovating our site at this time we were unable to meet some of the requirements in the site review although our project completion date would meet the needs of this contract.
   d. CES Alignment- was a necessary component of the application. As a new agency we have been attending CES meetings and partnering with other agencies but did not necessarily meet the requirement outlined in the RFP.

Aviva has a long history of providing excellent services to the Los Angeles community and proposed to provide 42 new bridge beds through this RFP. We believe the process does not allow the flexibility that new providers need in order to qualify.

We appreciate your consideration to our request for an appeal.

Kim Peterson, Vice President of Change Management
kpeterson@aviva.org, 323-876-0550 ext. 1180
Commission Action Requested:
Consider and act upon the appeal submitted by Hamburger Home dba Aviva Family and Children’s Services under the 2018 December Interim Housing Request for Proposals (RFP).

Background:
Hamburger Home dba Aviva Family and Children’s Services applied for the Bridge Housing system component that did not score at least seventy-five (75) points. In a letter dated, May 13, 2019, Hamburger Home dba Aviva Family and Children’s Services was notified that their proposal failed to score at or above the seventy-five (75) point funding threshold and therefore does not meet LAHSA’s quality criteria as specified in the RFP.

On May 15, 2019, Hamburger Home dba Aviva Family and Children’s Services submitted an appeal letter that responds to their category scoring breakdown summary.

LAHSA Response:
Hamburger Home dba Aviva Family and Children’s Services submitted an appeal that is not a process appeal. Although LAHSA respects their opinion and overall feedback on our RFP scoring and process, LAHSA only accepts process appeals. As stated in the RFP (page 17), a process appeal is “an appeal based upon LAHSA’s failure to abide by its by its established procedures in making funding recommendations.”

Conclusion:
Based on our review of the proposer’s response letter, we found no procedural errors. LAHSA has established and must consistently apply standard procedures for quality review to all proposals submitted for funding competition under this RFP. Since there were no procedural errors, we must recommend denial of this appeal.

LAHSA supports the good work that Hamburger Home dba Aviva Family and Children’s Services does in its community serving people experiencing homelessness. This decision to not recommend Hamburger Home dba Aviva Family and Children’s Services is not a comment on the organizations’ ability to provide homeless services and their commitment to serving the population.

Staff Recommendation:
Staff recommends a denial of this appeal as there were no procedural errors in the Quality Review Process.
To: LAHSA Commission  
From: Kelli Pezzelle, Manager, Procurement  
Date: May 24, 2019  
CC: Peter Lynn, Executive Director  
     Paul Duncan, Acting Director, Procurement and Performance Management  
     Daniel Fisher, Associate Director, Operations, Procurement and Performance Management  
Re: Quality Review Results and Recommendations for the 2018 December Interim Housing Request for Proposals (RFP) - Adults and Transitional Age Youth

Committee Action Requested: Review and approve the Quality Review Results and Recommendations for the 2018 December Interim Housing RFP adult and transitional age youth programs and authorize the Executive Director to enter into contracts with the recommended proposers.

Background: The Los Angeles Homeless Services Authority (LAHSA) released the 2018 December Interim Housing RFP on December 14, 2018 and held a mandatory proposers’ conference on January 30, 2019. The submission deadline for this RFP to LAHSA was February 27, 2019 at 2:00PM. Funding for this RFP is made available through State HEAP and Measure H funds.

Staff presented the initial recommendations to the Programs and Evaluation Committee in May. There were two proposals that staff recommended be disqualified because of the sites’ permitting. The proposer appealed the recommendations and the committee agreed to delay the decision until more information could be gathered.

Quality Review Criteria: The 2018 December Interim Housing RFP established quality criteria to determine that proposers have the potential to successfully operate the program being proposed for funding. Each proposal’s content, responsiveness, conciseness, clarity, relevance, and adherence to the instructions in this RFP are considered when scoring each category. Final scoring is based on the proposal as submitted. Proposals must receive an aggregate score of 75 points or more to be recommended for funding.

The criteria outlined in the RFP include:

<table>
<thead>
<tr>
<th>Scoring Area</th>
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</tr>
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<tbody>
<tr>
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<td>35</td>
</tr>
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<td>Program Readiness</td>
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</tr>
<tr>
<td>Past Performance</td>
<td>20</td>
</tr>
<tr>
<td>CES Alignment</td>
<td>15</td>
</tr>
</tbody>
</table>
Quality Review Results - Based upon an evaluation of the criteria detailed above, it was determined that seven of the eleven proposals scored above the 75-point threshold. Two of the proposals were initially recommended to be disqualified because they were not permitted as shelter. Based on the guidance of the Programs and Evaluation Committee, staff is working with the proposers to gather more information and plan to present updated recommendations to the committee in June.

Staff recommends the proposals in Table 2 be awarded conditioned upon the correction of any deficiencies that were revealed during the facility review process. The proposals in SPA 2 and 8 are being prioritized because of the lack of interim housing programs in those areas.

<table>
<thead>
<tr>
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<th>Overall Score</th>
<th>Amount Recommended</th>
<th>Beds Recommended</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catholic Charities Of Los Angeles, Inc.</td>
<td>8</td>
<td>Adults</td>
<td>Bridge</td>
<td>40</td>
<td>$730,000</td>
<td>93.7</td>
<td>$730,000</td>
<td>40</td>
<td>Conditional</td>
</tr>
<tr>
<td>Bridge to Home SCV</td>
<td>2</td>
<td>Adults</td>
<td>Crisis</td>
<td>30</td>
<td>$393,338</td>
<td>78.0</td>
<td>$438,000</td>
<td>30</td>
<td>Conditional</td>
</tr>
<tr>
<td>Home At Last Community Development Corporation</td>
<td>6</td>
<td>Adults</td>
<td>Crisis</td>
<td>70</td>
<td>$1,022,000</td>
<td>91.1</td>
<td>$934,400</td>
<td>64</td>
<td>Conditional</td>
</tr>
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</table>

Table 2: 2018 December Interim Housing Quality Review Results and Award Recommendations

Staff is gathering more information to inform the recommendations regarding the proposals in Table 3 and plan to present updated recommendations to the committee in June.

<table>
<thead>
<tr>
<th>Agency</th>
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<tbody>
<tr>
<td>The Midnight Mission</td>
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<td>Special Service for Groups</td>
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<td>Women</td>
<td>Enhanced Bridge</td>
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<td>84.5</td>
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<tr>
<td>Special Service for Groups</td>
<td>6</td>
<td>Seniors</td>
<td>Enhanced Bridge</td>
<td>20</td>
<td>$438,000</td>
<td>83.7</td>
<td>PENDING</td>
<td></td>
</tr>
<tr>
<td>Society of St. Vincent de Paul</td>
<td>4</td>
<td>Adults</td>
<td>Bridge</td>
<td>50</td>
<td>$912,500</td>
<td>82.7</td>
<td>PENDING</td>
<td></td>
</tr>
</tbody>
</table>

Table 3: 2018 December Interim Housing Quality Review Results - Pending

The proposals in Table 4 did not score above the 75-point threshold and are not recommended for funding.
Staff Recommendations:
Staff recommends the approval of the Quality Review Results and Recommendations as detailed in this memorandum.

<table>
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<tbody>
<tr>
<td>Bridge to Home SCV</td>
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<td>Adults</td>
<td>Bridge</td>
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<td>Bridge</td>
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<td>71.5</td>
<td>$</td>
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<tr>
<td>Hamburger Home</td>
<td>4</td>
<td>TAY Individuals; Women</td>
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<td>Hope Of The Valley Rescue Mission</td>
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<td>Adults</td>
<td>Crisis</td>
<td>50</td>
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<td>64.5</td>
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</table>
2018 December Interim Housing RFP

Quality Review Results & Recommendations – Adults and TAY

May 2019
Objective

LAHSA seeks to fund new interim housing and services in the County of Los Angeles for adults and transition age youth (TAY) who are experiencing homelessness.
Overview

Funding Sources:

• State of California HEAP
• Measure H E8

Contract Term:

• 07/1/2019 – 6/30/2022
Eligible Populations and Programs

- Adults
- TAY
- Women
- Seniors

- Crisis Housing
- Bridge Housing
- Enhanced Bridge Housing
Eligible Applicants

This funding opportunity is open to government agencies, and non-profit organizations that are certified before the release of the RFP as qualified bidders/proposers for receiving one or more of the available funding sources through the LAHSA RFSQ process.

*Government Agencies do not have to be certified through the RFSQ application process.*

Proposers must be certified for each applicable funding source. Qualified bidders for L.A. County General Funds will be eligible to receive State HEAP funds.
## Quality Review

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## Quality Review Results and Recommendations

### 2018 December Interim Housing Quality Review Results and Award Recommendations

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Total $2,102,400

134

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Los Angeles

HOMELESS SERVICES AUTHORITY

Working Together to End Homelessness in Los Angeles

Supported by funding from

L.A. COUNTY MEASURE H

REAL HELP. LASTING CHANGE.
### Quality Review Results and Recommendations

<table>
<thead>
<tr>
<th>Agency</th>
<th>SPA</th>
<th>Population</th>
<th>Program</th>
<th>Beds Requested</th>
<th>Amount Requested</th>
<th>Overall Score</th>
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## Quality Review Results and Recommendations

### 2018 December Interim Housing Quality Review Results - Under Threshold

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<th>Agency</th>
<th>SPA</th>
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<th>Program</th>
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Staff Recommendation: Approve the quality review results and funding recommendations for the 2018 December Interim Housing Request for Proposals (RFP).
May 15, 2019

Chair, Programs and Evaluation Committee
Re: December 2018 Interim Housing RFP – Quality Review Results Appeals
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017

Re: 2018 Interim Housing RFP – Process Appeal

We are writing to submit a Process Appeal to the Quality Review Results that Special Service for Groups, Inc., (SSG) received regarding application #12990 in response to the 2018 Interim Housing RFP. LAHSA materially failed to follow procedures specified in the RFP in a manner that negatively impacted our application results for our Enhanced Bridge Housing Project at 1422 S. Wilton Place to fill a gap for an underserved subpopulation of Transwomen or gender non-conforming adults.

First, the review process demonstrated a serious lack of attention to detail, which begs into question the accuracy with which procedure was implemented overall. The initial review of at least one document led to erroneous analysis because LAHSA had reviewed only one of four pages of the submitted document. This error only came to light during a clarifying conversation about a proposed site on May 9, 2019. Additionally, communication by LAHSA during the clarifying and results process has been so incomplete and inaccurate as to jeopardize our eligibility and ability to submit an appeal. The results notification letter was addressed to an incorrect address and emailed to someone other than the primary contact for SSG, as well as lacked any detail regarding the basis for our disqualification.

Second, the process for confirming that our proposed site met all qualifications was inefficient, causing concern that staff conducting the analysis may not be properly informed or trained. In particular, LAHSA conducted at least one site visit to our proposed housing site, at which point no concerns were raised about the CoF0, depriving SSG of the opportunity to clarify our basis for considering the CoF0 appropriate in a more thorough and timely fashion. Furthermore, the RFP Q&A indicated that, when it comes to what would be considered a responsive CoF0, “other uses will be determined on a case-by-case basis from the local Building and Safety Department,” our application results thus appear to be highly dependent on the knowledge and judgment of LAHSA staff, which makes a timely, thorough and effective review process essential to appropriate results.

Considering that there was an element of judgment involved in determining “appropriate use,” we also assert that applying the following stipulation from the RFP and providing an opportunity to clarify or correct our CoO within the 60-day window from award, as stated in the RFP, would have been a more effective and correct implementation of procedures as stated in the RFP:
“Qualifying proposers that do not submit a CoO that lists an appropriate use as the building’s designated use at the time of application submission will be recommended for award conditioned upon LAHSA receiving the documentation within 60 days of award announcement.

Finally and most importantly, we contend that ultimately such a judgment call about “appropriate use” was based on incomplete or incorrect interpretation of applicable regulations. In the City of LA, another “appropriate use” for Interim Housing is Transitional Housing with Supportive Services. The definitions of transitional housing and interim housing are nearly identical (see Definition of Interim Housing in the attached document, which clearly includes Crisis and Bridge Housing). Transitional Housing is allowed as a by-right use in any residential zone per City of LA Memo dated 11/15/18 (also attached).

But for LAHSA’s errors in these areas, SSG is confident that we would have been a successful proposer because we would have established that our proposed site meets the program criteria and would not have been disqualified due to deficient documentation. Given the substantial local need for Enhanced Bridge Housing such as SSG proposed, it is incumbent on LAHSA to ensure that review of documentation is conducted at the highest standard.

You may contact Veronica Lewis, Division Director, at (323) 948-0414 or vlewis@hopics.org or Elizabeth Berger, Development Director, at (213) 553-1882 or eberger@ssg.org, should you have any questions or need any further information. Thank you for your consideration.

Sincerely,

Herbert K. Hatanaka, DSW
Executive Director
Special Service for Groups, Inc. (SSG)

Veronica Lewis, MPA
Division Director
SSG/HOPICS

Attached:
Exhibit I - Overview re Cofo details
Exhibit II - LADBS Memo - Transitional & Supportive Housing
Exhibit III - 2019 Interim Housing Minimum Service and Operations Standards
Exhibit IV - Zimas Profile of the Property
RFP Requirements:

1. RFP seeks to “fund interim housing and services in the County of Los Angeles for adults, transitional age youth (TAY) and families who are experiencing homelessness
2. Certificate of Occupancy “must list ‘shelter’ or other appropriate use as the building’s designated use

Arguments:

1) RFP explicitly includes the option for “other appropriate use” besides shelter
2) In the City of LA, another “appropriate use” for Interim Housing is Transitional Housing with Supportive Services
3) The definitions of transitional housing and interim housing are nearly identical
   a. See Definition of Interim Housing below; clearly includes Crisis and Bridge Housing
4) Transitional Housing is allowed as a by-right use in any residential zone per City of LA Memo dated 11/15/18

Support:

1) Definition of Interim Housing
   2019 Los Angeles City and County Interim Housing Minimum Service and Operations Practice Standards
   
   “Interim Housing is an intervention that provides people experiencing homelessness with temporary housing intended to resolve their immediate experience of unsheltered homelessness, to connect participants to permanent housing opportunities in their communities, and to provide various other services. Interim Housing, as defined by Los Angeles County, includes Crisis Housing, Winter/Seasonal Shelter, Bridge Housing, Recovery Bridge, Recuperative Care, Stabilization Housing, and Safe Haven programs.”

   *In the standards, the footnote to this paragraph indicates that Transitional Housing is technically categorized as Interim Housing

2) Definition of Transitional Housing and Supportive Housing
   City of Los Angeles Inter-Departmental Correspondence: Clarification Regarding Supportive Housing and Transitional Housing
   
   “As defined in LAMC Section 12.03, Transitional Housing is defined as ‘a building where housing linked to Supportive Services is offered, usually for a period of up to 24 months, to facilitate movement to permanent housing for persons with low incomes who may have one or more disabilities, and may include adults, emancipated minors, families
with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, and homeless people.’”

“Supportive Services are defined in LAMC 12.03 to include ‘Services that are provided on a voluntary basis to residents of Supportive Housing and Transitional Housing, including, but not limited to, a combination of subsidized, permanent housing, intensive case management, medical and mental health care, substance abuse treatment, employment services, benefits advocacy, and other services or service referrals necessary to obtain and maintain housing’.”

3) Supportive Housing and Transitional Housing are residential uses
City of Los Angeles Inter-Departmental Correspondence: Clarification Regarding Supportive Housing and Transitional Housing

“California Government Code Section 65583 states in relevant part:

‘Transitional housing and supportive housing shall be considered a residential use of property, and shall be subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.’

Projects that meet the definition of Supportive Housing and Transitional Housing are residential uses and as such are permitted in any zones which allow a residential use.’”

4) Certificate of Occupancy for 1422 Wilton Place lists a residential use and property is in a zone that allows a residential use
LADBS

Use per Certificate of Occupancy: Duplex (residential)  
Zoning: R3-1-O (residential)

Question for LAHSA:

- What other “appropriate use” is there in the City of LA for Interim Housing other than Transitional Housing with Supportive Services?
CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: November 15, 2018

TO: Public Counters
Department of City Planning Staff
Department of Building and Safety Staff

FROM: Kevin J. Keller, AICP
Executive Officer, Department of City Planning

SUBJECT: Clarification Regarding Supportive Housing and Transitional Housing

The purpose of this memo is to provide guidance on zoning code regulations as they apply to the development of Supportive Housing and Transitional Housing, in a manner consistent with California Government Code Section 65583 and the Los Angeles Municipal Code (LAMC), as of the date of this memo. This memo provides guidance on five areas of clarification related to Supportive Housing, Transitional Housing and Supportive Services.

1. Supportive Housing and Transitional Housing are residential uses.

California Government Code Section 65583 states in relevant part:

Transitional housing and supportive housing shall be considered a residential use of property, and shall be subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.

Projects that meet the definition of Supportive Housing and Transitional Housing are residential uses and as such are permitted in any zones which allow a residential use. Consistent with state law, Supportive Housing and Transitional Housing should be subject only to the standards that are applied to other residential uses in the same zone. For this purpose, Transitional Housing and Supportive Housing are defined in Sections 50675.2 and 50675.14 of the California Health and Safety Code, respectively.

2. Supportive Services are included in the definitions of Supportive Housing and Transitional Housing, and are accessory to the residential use.

The following are definitions from the Los Angeles Municipal Code (LAMC) and California Health and Safety Code.
Supportive Housing: As defined in California Health and Safety Code Section 50675.14(b)(2), "Supportive Housing means housing with no limit on length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community."

This definition is consistent with the definition provided in LAMC 12.03, which further specifies that "any Floor Area used for the delivery of Supportive Services shall be considered accessory to the residential use."

Transitional Housing: As defined in LAMC Section 12.03, Transitional Housing is defined as "a building where housing linked to Supportive Services is offered, usually for a period of up to 24 months, to facilitate movement to permanent housing for persons with low incomes who may have one or more disabilities, and may include adults, emancipated minors, families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, and homeless people."

Supportive Services: Supportive Services are defined in LAMC 12.03 to include, "Services that are provided on a voluntary basis to residents of Supportive Housing and Transitional Housing, including, but not limited to, a combination of subsidized, permanent housing, intensive case management, medical and mental health care, substance abuse treatment, employment services, benefits advocacy, and other services or service referrals necessary to obtain and maintain housing."

3. Supportive Services, when provided in conjunction with Supportive Housing or Transitional Housing, do not subject the project to any additional requirements.

Supportive Services, whether provided directly onsite or linked to outside providers, normally will require some physical space within the residential building dedicated to providing those services, including but not limited to: case management offices, community rooms, demonstration kitchens, recreational facilities, medical or health clinics, and counseling and referral facilities. Those services are intended for residents of the building only. Supportive Services that are provided onsite for use of residents are to be considered accessory to the residential use, and should not subject the project to any additional requirements, including maximum square footage limits when otherwise complying with total floor area regulations of the underlying zone. As such, the inclusion of qualified Supportive Services in conjunction with Supportive Housing or Transitional Housing does not require the provision of additional automobile parking.

4. Supportive Housing projects shall not be required to utilize LAMC Section 14.00 A.13 ("Density Bonus for Qualified Permanent Supportive Housing.").

LAMC Section 14.00 A.13 provides a voluntary incentive program to qualifying Supportive Housing Projects. Supportive Housing projects are not required to utilize the incentives and
procedures in that Zoning code section. The adoption of that Subdivision by Ordinance No. 185,492 does not in any way invalidate the applicability of Government Code Section 65583, and Supportive Housing Projects may continue to use that Government Code Section in conjunction with other affordable housing incentive programs.

5. Supportive Housing and Transitional Housing shall not be required to utilize LAMC Section 14.00 A.12 ("Interim Use of Motels for Supportive Housing or Transitional Housing").

LAMC Section 14.00 A.12 provides a voluntary, streamlined pathway to facilitate the interim use of an existing motel, Hotel, Apartment Hotel, Transient Occupancy Residential Structure, or Hostel as Supportive Housing or Transitional Housing. The adoption of that Subdivision by Ordinance No. 185,489 does not in any way invalidate the applicability of Government Code Section 65583, and Supportive Housing and Transitional Housing Projects may continue to use that Government Code Section in conjunction with other affordable housing incentive programs.

For questions, please contact Cally Hardy in the Department of City Planning at (213) 978-1643, or cally.hardy@lacity.org.
INTERIM HOUSING OVERVIEW
Interim Housing is an intervention that provides people experiencing homelessness with temporary housing intended to resolve their immediate experience of unsheltered homelessness, to connect participants to permanent housing opportunities in their communities, and to provide various other services. Interim Housing, as defined by Los Angeles County, includes Crisis Housing, Winter/Seasonal Shelter, Bridge Housing, Recovery Bridge, Re recuperative Care, Stabilization Housing, and Safe Haven programs (see Glossary for definitions).\textsuperscript{1,2}

INTERIM HOUSING PRACTICE STANDARDS
These Interim Housing Practice Standards establish minimum requirements for the operation of Interim Housing programs in Los Angeles City & County, to which such programs (formerly known as “emergency shelters” within Los Angeles County) shall adhere. This document is not intended to stand on its own and shall be read in conjunction with other funders’ contractual requirements. Standards will be reviewed on an annual basis, and may be amended to best reflect current best practice, priorities and stakeholder feedback.

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1. Philosophy & Design
2. System Collaboration
3. Admission, Intake & Assessment
4. Case Management
5. Housing & Services Plan
6. Staff Training
7. Program Operations & Additional Service Standards
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   b. Program Administration
   c. Data Collection & Documentation
   d. Security, Health, & Safety
   e. Medication Management & Storage
   f. Food Preparation & Meals
   g. Restrooms, Showers, & Laundry
   h. Environment

Appendix A – Glossary
Appendix B – Grievance Policies & Procedures and Termination Policies & Procedures
Appendix C – ADA Compliance

\textsuperscript{1} Transitional Housing, while technically categorized as Interim Housing, will have separate Practice Standards developed.
\textsuperscript{2} Augmented Winter Shelters are exempt from these standards.
1. PHILOSOPHY & DESIGN

Programs shall be required to serve all participants with a Housing First approach. The Housing First philosophy is based on the premise that stable housing is a critical determinant of health, education, employment, and other positive outcomes related to well-being. Housing First programs do not require any preconditions for admittance. Instead, the focus is on quickly moving people experiencing homelessness into permanent housing with needed services. In practice, this means that participants shall not be rejected or exited from Interim Housing due to lack of sobriety or income, or based on the presence of mental health issues, disabilities, or other psychosocial challenges.

Programs shall also ensure that a Harm Reduction approach is used in serving participants. Programs using Harm Reduction strategies work with participants to reduce the negative consequences of continued use of alcohol, drugs, or non-compliance with medications rather than establishing no-tolerance policies, or termination assistance based on a participants’ inability to achieve sobriety or due to medication non-compliance. Program service strategies shall include all possible approaches to assisting participants in their efforts to reduce or minimize risky behaviors, while at the same time helping participants move into, and stabilize in, permanent housing. This approach has its limits, of course: Harm Reduction approaches are not intended to prevent the termination of a participant whose actions or behavior constitute a threat to the safety of other participants or staff.

In addition to implementing a Housing First model which incorporates Harm Reduction techniques, all programs shall incorporate Trauma Informed Care into their delivery of services. Trauma Informed Care is an organizational structure and service framework that involves, understanding, recognizing, and responding to the effects of all types of trauma. Trauma Informed Care emphasizes physical, psychological, and emotional safety for participants, families, and service providers alike, and helps participants rebuild a sense of control, personal empowerment and reduce re-traumatization. In practice, Trauma Informed Care services account for trauma in all aspects of service delivery and prioritize the trauma survivor’s safety, choice, and control. Trauma Informed Care services create and promote a culture of nonviolence, learning, and collaboration.

Programs shall develop and maintain a set of policies for educating and training program staff on Housing First, Harm Reduction strategies, and Trauma Informed Care.

2. SYSTEM COLLABORATION

1. Programs shall participate fully in the greater Los Angeles County homelessness assistance system, including the Los Angeles Coordinated Entry System (CES).
2. To ensure coordination with the CES, program staff shall participate in all relevant CES and SPA-level activities, including system and service coordination meetings.
3. Programs shall leverage resources through active collaboration with other programs that provide services to participants within their respective communities.
4. Programs funded by LAHSA shall accept referrals according to LAHSA Interim Housing Scope of Required Services.
5. Programs funded by the Los Angeles County Health Agency shall accept referrals at the direction of applicable Health Agency department.
6. Interim Housing programs in which the funder does NOT yet and refer the participants shall prioritize referrals for those who are the least likely to resolve their homelessness without assistance. This includes those with the most acute need of Interim Housing, specifically people who are unsheltered and/or identified for the program by an Outreach Coordinator or an Outreach Team.

3. ADMISSION, INTAKE, & ASSESSMENT
   1. Programs shall not establish supplementary admission requirements or criteria in addition to those established by program funders.
   2. Whenever possible, programs shall work to divert participants seeking program entry by encouraging them to re-connect with family or friends who could temporarily or permanently house them. If resources are needed to successfully divert a person from entry into the homeless system, a referral shall be made to a CES Diversion/Prevention program (when available).
   3. For participants the program is unable to divert,
      a. programs shall confirm within HMIS that CES assessment tool has been completed.
      b. If no tool has been completed, program staff shall complete or update the appropriate CES assessment tool (e.g. VI-SPDAT, Family-SPDAT, or Next Step Tool for Youth) as part of the intake and assessment process.³
   4. Completion of CES assessment shall not be a barrier to program entry.⁴ If participant is unable to complete the CES assessment at time of entry, the participant shall be given an opportunity to complete the assessment as soon as possible if no other viable housing options are identified through diversion strategies.
   5. Programs shall make an attempt to serve families intact regardless of family composition.
   6. Programs shall pursue reasonable accommodations to better-serve all participants, including, but not limited to, ADA.
   7. Programs shall ensure that participants are provided safe and adequate Interim Housing accommodations and services based on each participant’s self-identified gender identity.
   8. During Intake, programs shall orient participants to all program guidelines and expectations.

4. CASE MANAGEMENT ⁵
   1. All programs shall provide Case Management services.
   2. Case Management services shall include at least the following: An assessment of housing and service needs within seven days of admittance, the establishment of a Housing and Services Plan, and connections to community resources and opportunities.
      a. Interim Housing programs operating temporary/seasonal programs (i.e. Winter Shelter or other cold/wet weather programs) shall offer Case Management services and Housing Stability Plans for all participants who have stayed seven or more consecutive days or by participant request.
   3. Case Management shall coordinate all permanent housing activities with any additional Case Managers and/or other staff assisting participants with obtaining permanent housing opportunities.
      a. Interim Housing staff shall serve as point of contact for program participants, to maintain contact and facilitate communications with housing search and placement programs,

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³ Refer to Los Angeles County Coordinated Entry System assessment policies.
⁴ Refer to Los Angeles County Coordinated Entry System assessment policies.
⁵ Department of Public Health SAP-C Recovery Bridge beds are excluded from Case Management standard.
property owners, property managers, landlords, etc., to assist participants with activities related to securing permanent housing placement.

4. Case Management shall make rapid connections to a broad continuum of resources and shall promote the participant’s active involvement in their Housing and Services Plan while emphasizing the temporary nature of their stay in the Interim Housing program.

5. Case Management services shall always be voluntary and participant-centered. It is the responsibility of the Interim Housing program to offer these services as frequently as needed to support participants. Case Management services shall be offered no less than once a week or as required by the funder.

6. Programs shall provide space for the provision of Case Management. Such spaces shall ensure privacy and confidentiality, as well as safety and security, for both participant and program staff.

5. HOUSING & SERVICE PLANNING

1. Following Intake and Assessment, Case Managers shall develop Housing and Services Plans that focuses on finding permanent housing for each individual or family, and also provide supportive services in coordination with the participant and any Case Managers and/or other staff assisting participants with obtaining permanent housing opportunities.

2. The Housing and Services Plan shall identify the participant’s needs, goals, actions to be taken, and progress towards goals. The Housing and Services Plan shall ensure that participants’ Interim Housing stay is as short as possible. Housing and Services Plans shall be updated as the participants’ needs and/or goals change, and as steps are completed or updated.

3. Program staff shall continuously engage participants who do not progress on their plans or who are not willing to address Housing and Services Plan action steps. Continuous engagement shall be offered no less than once a week or as required by the funder.

4. Programs shall assist participants with a range of funded and leveraged activities that address the participants’ goals (as stated in their Housing and Service Plans), including but not limited to:
   a. Assistance obtaining identification and other documents that are required for securing permanent housing;
   b. Enrollment in eligible mainstream resources (TANF, SSI/SSDI; health insurance, public benefits);
   c. Connections to substance abuse, mental health, physical health, employment/vocational, educational services, legal assistance, money management, subsidized childcare, food resources as well as life skills coaching. Programs shall also make efforts to provide participants reasonable access to phone and transportation resources.
   d. When a referral is made to any community service, case managers shall provide a warm handoff and a follow up to ensure the linkage has been made.

6. STAFF TRAINING

1. Programs shall establish and document a regular process for onboarding new staff and regularly update the training procedures for current staff.

2. Program trainings shall include a review of all Interim Housing program policies and procedures, including those discussed in these practice standards.

3. All Interim Housing staff shall receive training upon hire or upon request by funder and/or program management to ensure competency within the following core areas:
a. Program Operations;
   b. Effective interactions with participants;
   c. Housing First & Low Barrier Practices;
   d. Harm Reduction;
      i. Overdose Prevention and Intervention
   e. Trauma Informed Care, including Secondary Trauma;
   f. Mental Health First Aid;
   g. Non-Violent Crisis Intervention;
   h. Stages of Change/Motivational Interviewing;
   i. Equal Access Gender Identity Policy;
   j. Emergency evacuation procedures (for single structure housing);
   k. Domestic Violence & Safety Planning;
   l. CPR, First Aid, & Communicable Disease procedures; and
   m. Cultural Responsiveness (which shall be reflective of population and community served).

4. Certificates and other documentation that verify training attendance shall be maintained for each employee and documented in the employee’s file.

5. Program staff considered Mandated Reporters of suspected child and senior abuse and must report suspicions of child or senior abuse as required by California Law.
   a. Programs must be prepared to provide proof that their staff have been trained in the legal requirements of being a mandated reporter.

7. PROGRAM OPERATIONS & ADDITIONAL SERVICE STANDARDS

7a. Program Operations
   1. Hours of operations shall be made known to participants. Interim Housing programs shall accommodate participants who require supportive services during evening and weekend hours.
   2. Programs shall develop and implement a language access policy and procedure to ensure that all participants receive necessary program information according to their needs. The following components shall be included in the policy and procedure:
      a. Strategies for meeting the needs of those with visual and/or hearing impairments; and
      b. Written materials and program forms in languages that reflect the population being served.
   3. Program shall accept all eligible participants with Service Animals per ADA and must provide reasonable accommodations for Emotional Support Animals.
   4. Programs shall develop a process for distributing and communicating program rules to participants that is approved by the funder and includes the following components: Program expectations, participant responsibilities, and guidelines that outline behaviors that will lead to termination from the program. Program rules shall be Trauma Informed and not punitive. Program shall explore all options to continue providing temporary housing and services to program participants who have violated program rules, short of program termination.
   5. Programs shall develop and provide participants with a written policy that outlines participants’ rights upon admission. A statement of these rights, and how they are to be operationalized in

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6 Refer to Los Angeles County Coordinated Entry System assessment policies.
7 Refer to Los Angeles County Coordinated Entry System access policies.
8 Refer to Los Angeles County Coordinated Entry System access policies.
that specific program, shall also be posted in the facility, and shall include instructions for
grievances. The rights to be specified shall include, but are not limited to:

a. The right to be treated with dignity and respect;
b. The right to religious liberty;
c. The right to privacy;
d. The right to be treated with cultural sensitivity;
e. The right to self-determination in identifying and setting goals;
f. The right to present complaints and grievances;
g. The right to have an advocate present during appeals and grievance processes;
h. The right to have all records and disclosures maintained according to the written
   standards and rules regarding confidentiality and privacy;
i. The right to review their records and external disclosures of any personal participant
   information, as governed by the written program standards and rules regarding
   confidentiality and privacy;
j. The right to be clearly informed, in understandable and applicable language, about the
   purpose of the services being delivered;
k. The right to leave and return to the facility at reasonable hours in accordance with the
   program rules and standards, unless coordinated by site management; and
l. The right to stay in facility 24 hours per day, except during required facility maintenance
   or non-operational hours per funder contract.
   i. Temporary/seasonal Interim Housing programs (i.e. Winter Shelter) that are
      funded for 14-hour operations shall allow participants access to program
      facility 24 hours per day during periods of inclement weather, as directed by
      the funder.

6. Safe Surrender posters shall be posted in a common area within the facility.
7. Suspected child or elder abuse and/or neglect from dependent adults shall be reported to the
   proper authorities according to State of California Mandated Reporting laws.
8. Programs shall maintain a daily census of participants.
9. Programs shall not require participants to perform chores or work duties.
10. Programs shall permit participants, during their period of stay, to report the program address as
    their legal residence for purposes such as receipt of mail and school and voter registration. If
    program safety policies prohibit listing address, program may provide an alternate address.
11. Programs shall establish policies and procedures with respect to participant satisfaction and
    grievances (see Appendix B: Grievance Policies & Procedures for more details).
12. Programs shall establish and procedures policies with respect to ADA Compliance in accordance
    with all applicable laws (see Appendix C: ADA Compliance for more details).

7b. Program Administration
1. Programs shall not require participants to take part in religious activity.
2. Programs shall not deny participation on the basis of race, religion, ancestry, color, national
   origin, sex, sexual orientation, gender identity, age, or disability. However, facilities may serve a
   particular target population as directed by the funder.⁹

⁹ Refer to Los Angeles County Coordinated Entry System nondiscrimination policies.
3. Publicly funded programs shall not charge participants for housing or other services (including surrendering cash and non-cash benefits).
4. Program staff shall be made identifiable through uniform attire or identification badges.
   a. Programs operating Interim Housing in confidential locations shall be exempted from this requirement to ensure the safety and security of participants and staff.
5. Programs shall maintain an organizational chart which lists all staff funded under the Interim Housing program.
6. Programs shall maintain clear and comprehensive job descriptions for all staff positions.
7. Programs shall maintain a quality assurance plan that outlines a process for the integration of participant feedback into revisions to program policies and procedures.
8. Programs serving youth/minors, and/or families with children, shall identify/designate staff that are responsible for coordinating with the McKinney-Vento Liaison(s) within the local school districts and/or charter schools so that the Interim Housing programs shall assist families, youth, and minors to:
   a. Reconnect homeless youth back into school;
   b. Ensure homeless K-12 students have access to the resources, materials and support(s) to stay in school and fulfill their academic goals;
   c. Connect the student(s) to educational services which may not be available on the local school campus.
   d. Connect homeless children under the age of 5 to Head Start, public schools, etc.
   e. Connect TAY back to high school, college, job training, etc.

7c. Data Collection & Documentation
1. Programs shall maintain participant records that include documentation of all participant assessments, Housing and Services Plans, referrals, placements, interventions, or follow-up activities.
2. Programs shall enter data into the funders’ data systems as required by funders. Data reported shall align with all policies and procedures outlined by funders.
3. Files containing participant information shall be stored in a secure and locked location (to maintain confidentiality). Documents shall only be accessible by authorized personnel.

7d. Security, Health, & Safety
1. Programs shall develop written policies and procedures that address universal precautions, tuberculosis control, and disease prevention, and are in compliance with Department of Public Health guidelines.
2. Programs shall ensure that at least one staff per shift has been trained in and has an up-to-date certification for CPR and emergency first aid procedures. For adult only facilities, at least one staff per shift shall have an Adult CPR/AED certification. For family sites, at least one staff per shift shall have an Adult and Pediatric CPR/AED certification.
3. Programs shall establish a policy and procedure for all entry and exits that includes sign in/out procedure for all participants.
4. Programs shall develop a policy and procedure for emergencies, disasters, and security, including the stockpiling of appropriate quantities of water and food rations. The plan shall include policies and procedures for:
   a. Reporting a fire or other emergency;
b. Emergency evacuations, including the differences in evacuation procedures depending on the type of evacuation and exit route assignments;
c. Assisting participants in their evacuation;
d. Accounting for all participants and staff after evacuation;
e. Staff performing rescue or medical duties;
f. Deterring theft and protect participant and staff from harm; and
g. Crisis interventions when staff are required or permitted to call 911, make a police report, or perform other non-violent interventions.

7e. Medication Management & Storage
1. Interim Housing programs shall develop and implement a policy, subject to review and approval by program funder, regarding participant medication and its storage. The policy shall address medication storage, documentation, and medication support, refrigeration, and shall include a secured and locked location for medicine storage such as a medication cabinet, locker, or drawer.

7f. Food Preparation & Meals
1. The program shall provide three meals per day to each participant: a breakfast, a lunch, and a hot dinner, or meals on another schedule as defined by funder contract.
   a. Meal plans and schedules shall be made weekly and posted in common areas. Any changes to the menu or schedule shall also be posted in common areas.
   b. Meals shall be served in an area specifically designated for meal consumption where adequate space for comfortable, seated dining is available to each participant.
   c. Programs shall accommodate participants who have special dietary needs due to medical necessity or religious beliefs.
   d. Meals shall be nutritionally adequate in accordance with U.S. Department of Agriculture guidelines.
   e. Participants shall have access to drinking water throughout the day.
2. If meals are not prepared on site, programs shall provide catered meals, or otherwise make arrangements that ensure each participant is provided with adequate meals.

7g. Restrooms, Showers, & Laundry
1. Interim Housing programs shall provide participants access to showers, sinks, and toilets.
   a. Access to showers, sinks, and toilets shall be made available according to participant gender identity, in compliance with all applicable federal, state, and/or local mandates.
2. Programs shall ensure that all sheets, towels, and blankets are laundered weekly or more frequently as needed.
3. If applicable, laundry equipment (washers/dryers) shall be provided free of charge to participants and include access to free detergent. If washers and dryers are not onsite, programs shall provide assistance with accessing laundromat services (i.e. funds for detergent, tokens, etc.).

7h. Environment
1. Programs shall ensure that the facility is clean and complies with Department of Public Health Interim Housing Facilities Standards and all other applicable building, safety, and health codes.
2. Programs shall maintain a heating and ventilation system that maintains a comfortable temperature.
3. Programs shall establish a housekeeping and maintenance plan that ensures a safe, sanitary, clean, and comfortable environment, and work diligently to prevent and eliminate insect and rodent infestations.

4. Programs shall provide trash receptacles throughout the facility. Trash shall be taken out of the facility into a localized dumpster and/or wheeled trash can multiple times within a shift or whenever full.

5. Programs shall provide each participant with a bed (or crib/bassinet for infants) and clean bedding that includes towels, sheets, a blanket, and a pillow.\(^{10}\)

6. Programs shall provide access to storage for participants’ personal belongings during their stay.

7. Family Sites Only:
   a. Programs shall ensure that all furniture is child-safe and install childproof safety latches for drawers and cabinets with dangerous items.
   b. Programs shall provide baby changing stations and/or a safe place to change diapers.

\(^{10}\) Winter shelters may provide cots for beds.
Appendix A. Glossary

Assessment
An evaluation of a participant’s strengths and barriers in achieving housing stability and other outcomes related to stability. The information provided through the assessment informs program referrals and Housing and Services Planning.

Bridge Housing
Temporary/interim housing that serves to “bridge” persons directly from homelessness to housing, via a reserved bed that facilitates placement into permanent housing. Beds are prioritized for high-acuity persons, persons matched to housing resources, and persons exiting institutions.

Coordinated Entry System (CES)
The Los Angeles County Coordinated Entry System (LA County CES) facilitates the coordination and management of resources that comprise the homeless crisis response system in the county. CES allows users to efficiently and effectively connect people to interventions that aim to rapidly resolve their housing crisis. CES works to connect the highest need, most vulnerable persons in the community to available housing and supportive services equitably.

Coordinated Entry System (CES) Assessment
The Los Angeles County Coordinated Entry System utilizes a triage and prioritization assessment tool called the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT). This tool is implemented as part of CES to assist in prioritization of housing program resources based on participant vulnerability.

Crisis Housing
Short term, low-barrier emergency shelter for participants experiencing a housing crisis, targeting those who are homeless or at imminent risk of becoming homeless. Crisis Housing provides clients with stability as they are quickly assessed for diversion, family reunification, self-resolution of homelessness, and/or connection to appropriate and eligible longer-term housing resources.

Diversion
A strength-based, creative problem-solving conversation with people experiencing immediate housing crisis and who are currently seeking assistance through the homeless response system. Examples of diversion can include conflict resolution, family reunification, and one-time financial assistance that will assist with an alternative housing solution (short or long term) outside of the homeless response system.

Equal Access Gender Identity Policy
On August 25, 2017, the LAHSA Board of Commissioners adopted its policy on equal access in accordance with an individual’s gender identity in the Los Angeles Continuum of Care. This policy, titled Equal Access and Gender Identity (EAGI), requires that contractor, programs, shelters, other buildings and facilities, benefits, services and accommodations, regardless of funding source, ensure equal access to an individual in accordance with their gender identity.

Family
Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child
Handout B: Interim Housing Practice Standards

who is temporarily away from the home because of placement in foster care is considered a member of the family.

Funder
Funder refers to any public or private agency or organization that provides direct financial contribution, as well as fiscal and programmatic administration and oversight, to non-profit organizations, community-based organizations, etc., for the operation and services of Interim Housing facilities and programs.

For the purposes of these Standards, funders may include, but not be limited to: Los Angeles Homeless Services Authority (LAHSA); Los Angeles County Department of Children and Family Services (DCFS); Los Angeles County Department of Public Social Services (DPSS); Los Angeles County Department of Health Services (DHS); Los Angeles County Department of Mental Health (DMH); Los Angeles County Department of Public Health (DPH); Housing and Community Investment Department of the City of Los Angeles (HCIDLA)

Harm Reduction
Harm reduction is a set of practical strategies that reduces the negative consequences associated with drug use, including safer use, managed use, and non-punitive abstinence.

Housing First
Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to safe, stable housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to safe, stable housing.

Intake
Capturing basic client data into a database upon entry into a program (e.g., capturing and loading required data to HMIS upon entry to emergency shelter). This process shall also begin to identify a participants’ service needs and lay the foundation for a housing plan to return the participant to stable housing.

Low Barrier
Policies and practices designed to “screen in” rather than screen out applicants with the greatest barriers to housing, such as having very low-income, poor rental history, or criminal history. Low Barrier is an active approach to the Housing First model that ensures homeless participants and families may quickly exit homelessness.

Motivational Interview Principles
A clinical approach that emphasizes a collaborative therapeutic relationship in which the clinician “draws out” the client’s own motivations and skills for change, thereby empowering the client.

Practice Standards
Practice Standards are minimum baseline requirements for each system component which all funders and funding administrators agree to adopt and incorporate into their program guidance and funding contracts with contractors.
Reasonable Accommodation
Under Title II of the Americans with Disabilities Act (ADA), a Reasonable Accommodation (RA)/Reasonable Modification (RM) is a modification in rules, policies, practices, or services, that is provided when such accommodations would be necessary to afford an individual with a disability equal opportunity to participate in programs and/or services of a covered agency. Provision of RA/RM could mean:
- Modification of rules, policies or practices;
- Removal of architectural or communication barriers; or
- Provision of auxiliary aids and services needed for an individual with a disability to utilize a public service.

Recovery Bridge
Recovery Bridge Housing (RBH) is a type of abstinence-based, peer supported housing that combines a subsidy for recovery residences with concurrent treatment in outpatient (OP), intensive outpatient (IOP), Opioid Treatment Program (OTP), or outpatient withdrawal management (OP-WM) settings. RBH is often appropriate for participants with minimal risk with regard to acute intoxication/withdrawal potential, biomedical, and mental health conditions. If there is risk potential, these concerns are to be managed by the treating provider.

Recoverative Care
Temporary housing in which participants receive health and mental health oversight, usually for an acute illness or injury.

Stabilization Housing
Temporary housing with case management and other supportive services for vulnerable participants, with the goal of improving participants’ health and increasing their housing security.

Safe Haven
Safe havens are supportive housing that shall not require participation in services and referrals as a condition of occupancy. Instead, it is hoped that after a period of stabilization in a safe haven, residents will be more willing to participate in services or referrals and will eventually be ready to move to more traditional forms of housing.

Transitional Housing
Transitional Housing is conceptualized as an intermediate intervention between emergency shelter/crisis housing and permanent housing. It is intended to be more long-term, service-intensive and private than emergency shelters, yet remains time-limited to stays of three months to three years. It is meant to provide a safe, supportive environment where residents can overcome trauma, begin to address the issues that led to homelessness or kept them homeless, and begin to rebuild their support network.

Trauma Informed Care
Trauma Informed Care is defined as: an organizational structure and treatment framework that involves understanding, recognizing, and responding to the effects of all types of trauma. Trauma Informed Care also emphasizes physical, psychological and emotional safety for both participant and providers, and helps participants rebuild a sense of control and empowerment. Trauma Informed services take into account an understanding of trauma in all aspects of service delivery and place priority on the trauma survivor’s safety, choice, and control. Trauma Informed Services create a culture of nonviolence, learning, and collaboration. Contractors must also develop sets of policies and procedures for educating and
training staff on Trauma Informed Care practices and how trauma may adversely affect aspects of a person’s development.

**Winter/Seasonal Shelter**  
A low-barrier to entry, hypothermia prevention program providing basic shelter operations (showers, two meals, a bed, open for a minimum of 14 hours).

**Warm Handoff (aka Linkages)**  
A personalized participant referral or transfer of care from one service provider to another. A warm handoff typically includes a face-to-face introduction between participant and providers to promote successful connections with the new provider and minimize any service disconnection.
APPENDIX B. GRIEVANCE POLICIES & PROCEDURES AND TERMINATION POLICIES & PROCEDURES

Grievance Policies & Procedures

1. The following are the Grievance and Termination Policies and Procedures minimum standards.
   b. Programs shall submit a copy of the Grievance Policies and Procedures and the Termination Policies and Procedures to the program’s funder(s) for review and approval.
   c. The Grievance Policies and Procedures and the Termination Policies and Procedures shall be discussed with participants during intake and copies offered to the participant.
   d. Programs shall maintain documentation of the participant’s signature acknowledging that the Grievance Policies and Procedures and Termination Policies and Procedures were discussed and offered to them or documentation that the client was unable/unwilling to sign the acknowledgement.
   e. Grievance Policies and Procedures and Termination Policies and Procedures shall be prominently displayed in common area(s) in the facility.

2. Grievance Policies and Procedures shall include, but are not limited to, the following:
   a. The identification of at least one staff and an alternate (by staff title, not name) who are responsible for addressing all grievances. The designated alternate shall be responsible for addressing grievances in which the designated staff is the subject of the grievance;
   b. Information about how the participant can file a grievance, including information about how they can contact assigned staff(s) and alternate(s) to file a grievance;
   c. A timeline not to exceed 72 hours in length, during which the participant will acknowledge of the grievance being received and a timeline not to exceed 10 business days during which the participant will receive a written decision about the grievance that includes the factors that led to the final determination;
   d. Information about how the grievance will be reviewed, including a discussion of what facts will be used in the review;
   e. Information about the appeal process to be entered into if the participant is not in agreement with the grievance decision including the identification of at least one staff and an alternate (by staff title, not name) who are responsible for a second level review of the grievance and a timeline not to exceed 72 hours in length, during which the participant will receive acknowledgement of the request for a second level review of the grievance being received and a timeline not to exceed 10 business days during which the participant will receive a second level written grievance decision that includes a statement of the factors that led to the final determination;
   f. Information about the appeal process to be entered into if the participant is not in agreement with the second level grievance decision that includes discussion of the client’s right to contact the Department of Public Health, the funder or Dispute Resolution Services for review of the programs decision, and the contact information for these entities;
   g. Request for Dispute Resolution Services may be referred to the:

   Office of the Los Angeles City Attorney Dispute Resolution Program
   City Hall
   200 N Spring Street, 14th Floor
   Los Angeles, CA 90012
   Office: (213) 978-1880
h. Discussion of how the confidentiality of the participant who filed a grievance and the written grievance will be ensured; and
i. Discussion of the receipt and outcome of all grievances will be documented and maintained including the date the grievance was submitted, the date the submission was acknowledged, the staff that addressed the grievance and the date the participant received the written grievance disposition.

Termination Policies and Procedures

1. Termination Policies and Procedures shall include, but are not limited to, the following:
   a. The reasons for terminations. These reasons might include possession of weapons, sexual misconduct, behaviors that are a danger to others, verbally/physically threatening behaviors, or direct observation of participant engaging in illegal activity on site;
   b. Contacting the funder, if required, prior to terminating the participant. Exceptions to this include behaviors necessitating calling 911 and situations requiring immediate termination that occur on the weekends and evenings. In these instances, and if required, the funder shall be contacted the following business day;
   c. Discussion of how participants will receive written notification of terminations and informed that they may appeal the decision by filing a grievance; and
   d. Discussion of how terminations will be documented, and the maintenance of any police reports or other documents associated with the termination such as written confirmation of meetings with the participants regarding their possibly being terminated.
APPENDIX C. ADA COMPLIANCE

The following section outlines requirements related to ADA compliance. If a site is unable to comply with any of the following standards, programs shall document that reasonable accommodations to meet the accessibility needs of participants was provided, and program must ensure that documentation of reasonable accommodations is filed for future monitoring.

1. Facilities shall be accessible to participants with mobility devices.
2. Facilities shall not have areas, in or out of the property, with broken, raised, or unlevel sidewalks or walkways, or stairs or steps with no identified accessible pathway to the entrance and/or curb cuts.
3. Entry into the facility shall be accessible to participants with limited mobility, including participants who use wheelchairs or scooters, manually-powered mobility aids such as walkers, crutches, or canes.
4. The exterior of the facility shall be accessible for participants with disabilities when approaching, entering or inside the location.
5. Programs shall provide at least one restroom with at least one stall with a five-foot turning radius.
6. All restrooms established under this section shall have handles for an individual using a mobility device to move themselves without assistance.
7. If parking is available at the facility, programs shall provide at least one ADA accessible van parking space for every 25 non-accessible parking spaces. The accessible space shall provide enough room for a van with a hydraulic side lift to go up and down without any issue.
8. All fire alarm systems and fire extinguishers shall be no more than 48 inches from the ground for easy access in case of an emergency.
9. All programmatic areas shall be accessible for an individual with a mobility device.
10. Programs shall provide at least one shower accessible for those with a mobility device, regardless of gender.
11. Program sites with more than 50 beds shall provide at least one accessible roll-in shower or at least two transfer ADA shower seats.
12. Programs shall provide accessible beds for persons with mobility disabilities designed for easy transfer from a mobility device.
13. If there are common/communal areas located at the facility, they shall be accessible for all participants, including those with mobility devices.
14. If there is a dining area located in the facility, it shall be accessible for all participants, including those with mobility devices.
15. Doors within the facility shall be equipped with a handle which can be opened with a closed fist rather than a knob.
16. Accessibility postings shall be posted in plain sight in a common area of the facility.
Handout C: Interim Housing Practice Standards Public Comment

Interim Housing Minimum Service and Operations Practice Standards
Public Comment Memo for December 2018 CES Policy Council

**Background:**

Efforts to seek input on the draft Interim Housing Practice Standards were conducted in an iterative fashion, starting with involved stakeholders/service providers to create a foundation for the Standards, followed by small group feedback sessions including people with lived experience of homelessness. Following an extensive revision process, the draft Practice Standards were published for a two-week public comment period from November 26 through December 7, 2018. The full list of consulted parties is as follows:

- Interim Housing Learning Community
- Lived Experience Advisory Board
- Homeless Youth Forum of Los Angeles
- Coordinated Entry System Leadership
- Coordinated Entry System Policy Council
- Public Comment (broader Los Angeles community)

In total LAHSA received 20 public responses as provided in the supplementary document. The following chart outlines the most common themes provided by written public comment and the Policy Council’s feedback at their November 28, 2018 meeting. A team of reviewers including LAHSA, DMH, DHS and HUD TA collectively reviewed the comments and integrated applicable changes directly to the revised version of the standards document. Other comments that did not impact change will be flagged for other policy or document input and consideration as relevant.

<table>
<thead>
<tr>
<th><strong>THEME #1</strong></th>
<th><strong>CONCERN</strong></th>
<th><strong>RESPONSE</strong></th>
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<tbody>
<tr>
<td>Applicability to Winter Shelter: Applicability of the IH Practice Standards for Winter Shelter programs given the augmented scope of services provided</td>
<td>The Standards have been amended to allow flexibility of requirements that would not be appropriate for running Winter Shelters, while ensuring those seeking shelter during inclement weather are able to do so. A footnote has been added to page 1 of the document to reflect this comment. Case management services will be offered to participants who consistently seek Winter Shelter, or those who request it, to increase access to stabilization plans and necessary services.</td>
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### #2 Applicability to Domestic Violence Programs:
Comments were raised regarding the specific need for flexibility or requirement exemption for domestic violence service and housing providers.

The safety, security, and privacy of all participants will always be taken into account when considering program design and expectations, particularly when programs serve those fleeing or surviving domestic violence, sexual assault, or human trafficking. In addition to ensuring that adequate, in-person training is facilitated with the necessary providers, the CES Operations Guide (currently in development) enumerates specific practices to ensure the intake, assessment, and case management adequately preserve the safety of the participant. The Standards were also edited to allow additional flexibility for domestic violence providers to operate effectively and safely, for example utilizing alternate addresses and not requiring staff to wear identification badges. Trainings provided on domestic violence training topics will only be provided by domestic violence service providers and will always be delivered in person.

### #2 System Design:
Several comments expressed implementation concerns about the current assessment, prioritization, and referral processes. In particular, areas for improvements in CES administration were highlighted for consideration, such as timing of the assessment process, the connection between acuity score and priority order, and referral protocols.

The public comments brought forth reservations about client referrals sometimes failing to consider the needs of disabled clients.

Input noted for program guide development. This comment, along with other comments that were system-wide recommendations and broader than Interim Housing regarding assessment, prioritization, and referral processes will be shared with the Coordinated Entry System Policy Council.

Current referral forms and procedures should assist staff in identifying client needs and referring them to facilities with the appropriate accommodations.

### #3 Service Strategy Recommendations: Comments recommended the refinement or inclusion of service strategies, including:
- Critical Time Intervention
- Trauma-Informed Care

**Critical Time Intervention:** The focus of the Interim Housing Practice Standards is to outline and reinforce the minimum standards to which all programs in L.A. County will be held. Potential new avenues of service, such as Critical Time Intervention, have been noted for future opportunities to strengthen training curriculum.

**Trauma-Informed Care:** The definitions of Trauma-Informed Care were clarified throughout the document to be robust and oriented to prevent
<table>
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<tr>
<th>#4 Training Frequency: Comments expressed apprehension that additional staff trainings could become burdensome.</th>
<th>Traumatization or re-traumatization. These Standards seek to further embed a comprehensive understanding and utilization of Trauma-Informed Care principles and culture throughout the system. These concepts will continue to be taught to all providers during trainings.</th>
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<tbody>
<tr>
<td>#5 Emotional Support and Service Animals: Emotional Support and Service Animals language should be clarified with consideration of all possible scenarios facing IH facilities.</td>
<td>LAHSA and County partners agree that annual trainings for all staff could pose a barrier to programs. The Practice Standards have been amended to reflect that all staff need to be trained on the core curriculum outlined in the Standards upon hire and upon funder or program management request.</td>
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<td>#6 Data Management Practices: Public comment conveyed the desire for comprehensive data tracking placements, referrals, and diverted clients. For tracking client entry/exit, however, some facilities have more than one entrance and felt that this data would be difficult and unreliable.</td>
<td>The definitions of Emotional Support and Service Animals are aligned with federal, state, and local laws. The Standards outline expectations to provide access and accommodation to participants and their service or support animals. Reasonable accommodations could encompass transferring participants to a different Interim Housing site which is better equipped to serve them and their service or support animal.</td>
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<tr>
<td>#7 Meal Plans: The public elevated apprehensions that it is sometimes difficult to publish meal plans and schedules a week in advance. It is also difficult to accommodate preferences for all clients.</td>
<td>Outcomes of diversion efforts are captured in County Strategies A1 and A5 for Homeless Prevention Programs for Individuals and Families. LAHSA is currently working on expanding diversion training and data capture across CES. Interim Housing programs are expected to maintain policies and procedures which account for client safety and whereabouts. While this may not be an explicit entry/exit policy, the operations must provide a daily census and be in adherence with an emergency preparedness plan.</td>
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In recognition of these constraints, the Interim Housing draft was revised to provide more flexibility around posting timelines and clarity on accommodating dietary restrictions. LAHSA and County partners maintain that food provisions should accommodate medical necessities or religious beliefs. Clients should also be provided access to weekly meal plans and schedules and should be notified if either the meal plan or schedule changes during the week.
| #8 | **Privacy and Gender Identity:** Build out rules and facility requirements to responsibly handle showers/bathrooms for youth, families, transgender, or gender non-conforming individuals. | The Interim Housing Practice Standards draft aligns with federal, state, and local mandates requiring access to showers, sinks, and toilets according to participant gender identity. Family programs will be expected to maintain additional policies to preserve the safety and privacy of children. |
| #9 | **Operating Hours:** While the public appreciated a desire for increased intake hours and accessibility to serve clients, there was large concern over a lack of additional funding for increased hours and services. | Programs will not be expected to furnish additional hours if their project is not designed for such operations. These additional intake hours will be approved at the funder level to ensure effectiveness and proper fit. LAHSA and its County partners will, however, continue to seek additional funding to support the work to support and serve persons experiencing homelessness and those at risk of becoming homeless. |
| #10 | **Limited English Proficiency:** Commenters requested extensive additional standards to improve access to translators and translated materials for Limited English Proficiency, as well as training, hiring, and retaining bilingual staff. | The comments have been noted and will be utilized in developing Limited English Proficiency policies in the future. |
| #11 | **Procedural Recommendations:** Public comments raised an array of ideas for specific procedures to include in programmatic implementation. These included: assessment best practices, regular evaluation of staff knowledge, and recommended storage provision. In addition, commenters suggested that termination or suspension could be effective tools to occasionally modify participant’s behavior, while not permanently taking away their shelter bed. | Each funder may establish additional program operational requirements that go beyond the Practice Standards. Recommendations on assessment best practices, regular evaluation of staff knowledge, and storage provision will be noted for Program Guide development across all participating funders. The Interim Housing Practice Standards encourage the programs to develop a process and clearly communicate expectations of behavior and participation. However, termination as a means to influence client behavior is never appropriate or in alignment with Housing First. Funders may explore options outside of termination to improve client outcomes; additional procedures will be included in the Program Guides. |
PROPERTY ADDRESSES
1422 1/2 S WILTON PL
1420 S WILTON PL
1422 S WILTON PL
1424 S WILTON PL

ZIP CODES
90019

RECENT ACTIVITY
None

CASE NUMBERS
CPC-2008-1552-CPU
CPC-2004-2395-ICO
CPC-1986-603-GPC
CPC-1986-447-GPC
CPC-1958-8997
CPC-17137
CPC-13855-BL
ORD-17723
ORD-167121-SA14
ORD-128221
ORD-123825
ORD-111998
ZA-1993-479-A
ENV-2008-1781-EIR

Address/Legal Information

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<td>Lot/Parcel Area</td>
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<td>Thomas Brothers Grid</td>
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<tr>
<td>Page Reference</td>
<td>PAGE 633 - GRID H5</td>
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<tr>
<td>Assessor Parcel No.</td>
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<tr>
<td>Tract</td>
<td>THE W. G. NEVIN TRACT</td>
</tr>
<tr>
<td>Map Reference</td>
<td>M B 1-53/54</td>
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<td>Block</td>
<td>8</td>
</tr>
<tr>
<td>Lot</td>
<td>9</td>
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Jurisdictional Information

| Community Plan Area  | South Los Angeles |
| Area Planning Commission | South Los Angeles |
| Neighborhood Council | United Neighborhoods of the Historic Arlington Heights, West Adams, and Jeff |
| Census Tract #        | 2213.04            |
| LADBS District Office | Los Angeles Metro   |

Planning and Zoning Information

| Special Notes | None |
| Zoning        | R3-1-O |
| Zoning Information (ZI) | ZI-2477 South Los Angeles Community Plan Adoption |
|               | ZI-2452 Transit Priority Area in the City of Los Angeles |
| General Plan Land Use | Medium Residential |
| General Plan Note(s)   | Yes |
| Hillside Area (Zoning Code) | No |
| Specific Plan Area     | None |
| Subarea                | None |
| Special Land Use / Zoning | None |
| Design Review Board    | No |
| Historic Preservation Review | No |
| Historic Preservation Overlay Zone | None |
| Other Historic Designations | None |
| Other Historic Survey Information | None |
| Mills Act Contract     | None |
| CDO: Community Design Overlay | None |
| CPIO: Community Plan Imp. Overlay | None |
| Subarea                | None |
| CUGU: Clean Up-Green Up | None |
| NSO: Neighborhood Stabilization Overlay | No |
| POD: Pedestrian Oriented Districts | None |
| RFA: Residential Floor Area District | None |
| SN: Sign District      | No |
| Streetscape            | No |
| Adaptive Reuse Incentive Area | None |

This report is subject to the terms and conditions as set forth on the website. For more details, please refer to the terms and conditions at zimas.lacity.org (* - APN Area is provided "as is" from the Los Angeles County's Public Works, Flood Control, Benefit Assessment.)
Affordable Housing Linkage Fee

- Residential Market Area: Low
- Non-Residential Market Area: Low
- Transit Oriented Communities (TOC): Tier 1
- CRA - Community Redevelopment Agency: None
- Central City Parking: No
- Downtown Parking: No
- Building Line: 20
- 500 Ft School Zone: No
- 500 Ft Park Zone: No

**Assessor Information**

- Assessor Parcel No. (APN): 5073004007
- APN Area (Co. Public Works)*: 0.302 (ac)
- Use Code: 0500 - Residential - Five or More Units or Apartments (Any Combination) - 4 Stories or Less
- Assessed Land Val.: $261,777
- Assessed Improvement Val.: $516,450
- Last Owner Change: 10/29/1999
- Last Sale Amount: $218,002
- Tax Rate Area: 67
- Deed Ref No. (City Clerk): 429901
- 233982
- 2034236

**Building 1**

- Year Built: 1910
- Building Class: D7
- Number of Units: 3
- Number of Bedrooms: 6
- Number of Bathrooms: 5
- Building Square Footage: 4,252.0 (sq ft)

**Building 2**

- Year Built: 2006
- Building Class: D7B
- Number of Units: 1
- Number of Bedrooms: 1
- Number of Bathrooms: 1
- Building Square Footage: 717.0 (sq ft)

**Building 3**

- Year Built: 2006
- Building Class: D7B
- Number of Units: 5
- Number of Bedrooms: 4
- Number of Bathrooms: 4
- Building Square Footage: 2,816.0 (sq ft)

**Building 4**

- No data for building 4

**Building 5**

- No data for building 5

**Additional Information**

- Airport Hazard: None
- Coastal Zone: None
- Farmland: Area Not Mapped
- Urban Agriculture Incentive Zone: YES
- Very High Fire Hazard Severity Zone: No
- Fire District No. 1: No
- Flood Zone: None
- Watercourse: No

*APN Area is provided "as is" from the Los Angeles County's Public Works, Flood Control, Benefit Assessment.
Hazardous Waste / Border Zone Properties: No
Methane Hazard Site: Methane Zone
High Wind Velocity Areas: No
Special Grading Area (BOE Basic Grid Map A-13372): No
Oil Wells: None

### Seismic Hazards

**Active Fault Near-Source Zone**
- Nearest Fault (Distance in km): 1.57096968
- Nearest Fault (Name): Puente Hills Blind Thrust
- Region: Los Angeles Blind Thrusts
- Fault Type: B
- Slip Rate (mm/year): 0.70000000
- Slip Geometry: Reverse
- Slip Type: Moderately / Poorly Constrained
- Down Dip Width (km): 19.00000000
- Rupture Top: 5.00000000
- Rupture Bottom: 13.00000000
- Dip Angle (degrees): 25.00000000
- Maximum Magnitude: 7.10000000

### Economic Development Areas

**Business Improvement District**: None
**Opportunity Zone**: No
**Promise Zone**: None
**Renewal Community**: Los Angeles
**Revitalization Zone**: Central City
**State Enterprise Zone**: None
**Targeted Neighborhood Initiative**: None

### Housing

Direct all Inquiries to: Housing+Community Investment Department
- Telephone: (866) 557-7368
- Website: http://hcidla.lacity.org

Rent Stabilization Ordinance (RSO): Yes
Ellis Act Property: No

### Public Safety

**Police Information**
- Bureau: West
  - Division / Station: Olympic
  - Reporting District: 2071

**Fire Information**
- Bureau: Central
  - Battalion: 11
  - District / Fire Station: 26
  - Red Flag Restricted Parking: No
<table>
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<tr>
<th>Case Number:</th>
<th>CPC-2008-1552-CPU</th>
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<tbody>
<tr>
<td>Required Action(s):</td>
<td>CPU-COMMUNITY PLAN UPDATE</td>
</tr>
<tr>
<td>Project Descriptions(s):</td>
<td>SOUTH LOS ANGELES NEW COMMUNITY PLAN PROGRAM</td>
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<tr>
<td>Case Number:</td>
<td>CPC-2004-2395-ICO</td>
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<tr>
<td>Required Action(s):</td>
<td>ICO-INTERIM CONTROL ORDINANCE</td>
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<td>Project Descriptions(s):</td>
<td>ICO TO REGULATE THE ISSUANCE OF PERMITS RELATED TO AUTOMOTIVE-RELATED USES, INCLUDING BUT NOT LIMITED TO AUTOMOBILE, TRAILER SALES, ETC</td>
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<td>Case Number:</td>
<td>CPC-1986-603-GPC</td>
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<td>Required Action(s):</td>
<td>GPC-GENERAL PLAN/ZONING CONSISTENCY (AB283)</td>
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<td>Case Number:</td>
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<td>Project Descriptions(s):</td>
<td>PLAN AND ZONE CONSISTENCY - SOUTH CENTRAL LOS ANGELES (HERB GLASCOW)</td>
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<td>Case Number:</td>
<td>CPC-1958-8997</td>
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<td>Case Number:</td>
<td>CPC-13855-BL</td>
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<td>Required Action(s):</td>
<td>BL-BUILDING LINE</td>
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<td>Project Descriptions(s):</td>
<td>Data Not Available</td>
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<tr>
<td>Case Number:</td>
<td>ZA-1993-479-A</td>
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<tr>
<td>Required Action(s):</td>
<td>A-PRIVATE STREET MODIFICATIONS (1ST REQUEST)</td>
</tr>
<tr>
<td>Project Descriptions(s):</td>
<td>BUILDING AND SAFETY APPEAL TO ALLOW A 4' REDUCED REAR YARD FOR AN ACCESSORY BLDG CURRENTLY USED AS A SINGLE-FAMILY DWELLING.</td>
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<tr>
<td>Case Number:</td>
<td>ENV-2008-1781-EIR</td>
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<td>Required Action(s):</td>
<td>EIR-ENVIRONMENTAL IMPACT REPORT</td>
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<td>Project Descriptions(s):</td>
<td>SOUTH LOS ANGELES NEW COMMUNITY PLAN PROGRAM</td>
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</table>
Address: 1422 1/2 S WILTON PL
APN: 5073004007
PIN #: 126B189 22
Tract: THE W. G. NEVIN TRACT
Block: 8
Lot: 9
Arb: None
Zoning: R3-1-O
General Plan: Medium Residential

City of Los Angeles
Department of City Planning

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**GENERAL PLAN LAND USE**

**RESIDENTIAL**
- Minimum Residential
- Very Low / Very Low I Residential
- Very Low II Residential
- Low / Low I Residential
- Low II Residential
- Low Medium / Low Medium I Residential
- Low Medium II Residential
- Medium Residential
- High Medium Residential
- High Density Residential
- Very High Medium Residential

**COMMERCIAL**
- Limited Commercial
- Limited Commercial - Mixed Medium Residential
- Highway Oriented Commercial
- Highway Oriented and Limited Commercial
- Highway Oriented Commercial - Mixed Medium Residential
- Neighborhood Office Commercial
- Community Commercial
- Community Commercial - Mixed High Residential
- Regional Center Commercial

**INDUSTRIAL**
- Commercial Manufacturing
- Limited Manufacturing
- Light Manufacturing
- Heavy Manufacturing
- Hybrid Industrial

**PARKING**
- Parking Buffer

**PORT OF LOS ANGELES**
- General / Bulk Cargo - Non Hazardous (Industrial / Commercial)
- General / Bulk Cargo - Hazard
- Commercial Fishing
- Recreation and Commercial
- Intermodal Container Transfer Facility Site

**LOS ANGELES INTERNATIONAL AIRPORT**
- Airport Landside / Airport Landside Support
- Airport Airside
- LAX Airport Northside

**OPEN SPACE / PUBLIC FACILITIES**
- Open Space
- Public / Open Space
- Public / Quasi-Public Open Space
- Other Public Open Space
- Public Facilities

**FRAMEWORK**

**COMMERCIAL**
- Neighborhood Commercial
- General Commercial
- Community Commercial
- Regional Mixed Commercial

**INDUSTRIAL**
- Limited Industrial
- Light Industrial
CIRCULATION

STREET

Arterial Mountain Road
Collector Scenic Street
Collector Street
Collector Street (Hillside)
Collector Street (Modified)
Collector Street (Proposed)
Country Road
Divided Major Highway II
Divided Secondary Scenic Highway
Local Scenic Road
Local Street
Major Highway (Modified)
Major Highway I
Major Highway II
Major Highway II (Modified)

FREeways

Freeway
Interchange
On-Ramp / Off-Ramp
Railroad
Scenic Freeway Highway

MISC. LINES

Airport Boundary
Bus Line
Coastal Zone Boundary
Coastline Boundary
Collector Scenic Street (Proposed)
Commercial Areas
Commercial Center
Community Redevelopment Project Area
Country Road
DWP Power Lines
Desirable Open Space
Detached Single Family House
Endangered Ridgeline
Equestrian and/or Hiking Trail
Hiking Trail
Historical Preservation
Horsekeeping Area
Local Street

Major Scenic Highway
Major Scenic Highway (Modified)
Major Scenic Highway II
Mountain Collector Street
Park Road
Parkway
Principal Major Highway
Private Street
Scenic Divided Major Highway II
Scenic Park
Scenic Parkway
Secondary Highway
Secondary Highway (Modified)
Secondary Scenic Highway
Special Collector Street
Super Major Highway

MSA Desirable Open Space
Major Scenic Controls
Multi-Purpose Trail
Natural Resource Reserve
Park Road
Park Road (Proposed)
Quasi-Public
Rapid Transit Line
Residential Planned Development
Scenic Highway (Obsolete)
Secondary Scenic Controls
Secondary Scenic Highway (Proposed)
Site Boundary
Southern California Edison Power
Special Study Area
Specific Plan Area
Stagecoach Line
Wildlife Corridor
SCHOOLS/PARKS WITH 500 FT. BUFFER

- Existing School/Park Site
- Planned School/Park Site
- Inside 500 Ft. Buffer

- Aquatic Facilities
- Beaches
- Child Care Centers
- Dog Parks
- Golf Course
- Historic Sites
- Horticulture/Gardens
- Skate Parks
- Other Facilities
- Park / Recreation Centers
- Parks
- Performing / Visual Arts Centers
- Recreation Centers
- Senior Citizen Centers
- Opportunity School
- Charter School
- Elementary School
- Span School
- Special Education School
- High School
- Middle School
- Early Education Center

COASTAL ZONE

- Coastal Zone Commission Authority
- Calvo Exclusion Area
- Not in Coastal Zone
- Dual Jurisdictional Coastal Zone

TRANSIT ORIENTED COMMUNITIES (TOC)

- Tier 1
- Tier 2
- Tier 3
- Tier 4

Note: TOC Tier designation and map layers are for reference purposes only. Eligible projects shall demonstrate compliance with Tier eligibility standards prior to the issuance of any permits or approvals. As transit service changes, eligible TOC Incentive Areas will be updated.

WAIVER OF DEDICATION OR IMPROVEMENT

- Public Work Approval (PWA)
- Waiver of Dedication or Improvement (WDI)

LAMC SECTION 85.02 (VEHICLE DWELLING)

- No vehicle dwelling anytime
- No vehicle dwelling overnight between 9:00 PM - 6:00 AM. Must comply with all posted parking restrictions
- Vehicle dwelling allowed. Must comply with all posted parking restrictions

OTHER SYMBOLS

- Lot Line
- Tract Line
- Lot Cut
- Easement
- Zone Boundary
- Building Line
- Lot Split
- Community Driveway
- Building Outlines 2014
- Building Outlines 2008
- Airport Hazard Zone
- Census Tract
- Coastal Zone
- Council District
- LADBS District Office
- Downtown Parking
- Fault Zone
- Fire District No. 1
- Tract Map
- Parcel Map
- Flood Zone
- Hazardous Waste
- High Wind Zone
- Hillside Grading
- Historic Preservation Overlay Zone
- Specific Plan Area
- Very High Fire Hazard Severity Zone
- Oil Wells
Commission Action Requested:
None at this time

Background:
Special Service for Groups submitted an application for the Bridge Housing system component in the December 2018 Interim Housing RFP. In a letter dated, May 13, 2019, Special Service for Groups was notified that their documentation regarding their Certificate of Occupancy (CofO) submitted did not meet LAHSA’s criteria as specified in the RFP and would not be recommended for funding under this RFP. The CofO documentation that was submitted for this application listed Duplex as the use for 1422 S. Wilton Place, Los Angeles, CA 90019.

On May 15, 2019, Special Service for Groups submitted an appeal letter that disagrees with the determination that was made regarding appropriate permit regulations for shelter sites receiving LAHSA funding.

LAHSA Response:
In the RFP, Section C - General Instructions, sub section 1: Proposal Submittal, LAHSA indicates that the CofO must indicate use of shelter or other appropriate use. LAHSA is waiting on information from the Los Angeles Building and Safety Department to make a determination.

Conclusion:
Based on our review of the proposer’s appeal and response letter, LAHSA is currently working with Special Service for Groups and awaiting new information regarding their permit status. It is LAHSA’s plan to bring new funding recommendations to the June 2019 P&E Meeting.

Staff Recommendation:
Staff recommends that no determination be made at this time and allow Special Service for Groups to provide new information to LAHSA staff regarding their permit status.