2019 COC PROGRAM NEW PROJECTS
REQUEST FOR PROPOSALS (RFP)

Revised per Addendum #3

RFP Released: July 26, 2019
Mandatory In-Person Proposers Conference: August 2, 2019, 10 AM – 12 PM
Written Questions Due: August 6, 2019, 2 PM
Submission Deadline: August 19, 2019, 12 PM
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A. DESCRIPTION OF WORK

1. Objective

Each year, the U.S. Department of Housing and Urban Development (HUD) releases a nationally competitive Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Program. The Los Angeles Homeless Services Authority (LAHSA), as the HUD-designated collaborative applicant for the Los Angeles CoC (LA CoC), coordinates this Request for Proposals (RFP) for new permanent housing projects funded through HUD that are reallocated by the LA CoC as well as HUD permanent housing bonus funds.

LAHSA is issuing this RFP in collaboration with the Housing Authority of the City of Los Angeles (HACLA) and the Los Angeles County Development Authority (LACDA), hereinafter referenced as the participating Public Housing Authorities (Participating PHAs). This RFP solicits proposals for Permanent Supportive Housing (PSH) expansion projects for homeless individuals, families or youth that meet the definition of DedicatedPLUS, new DedicatedPLUS PSH projects; and Joint Transitional Housing and Rapid Re-housing (Joint TH-RRH) projects for transition age youth (TAY), and survivors (ages 18+) of Domestic Violence (DV), with or without minor children. The purpose of this RFP is to determine which new permanent housing projects and which TH-RRH projects serving youth and which projects serving survivors (ages 18+) of Domestic Violence (DV), with or without minor children will be included in the LA CoC FY2019 CoC Program Competition application to HUD. Through the CoC Program NOFA Competition, HUD will determine the awards for the FY2019 CoC Program. New projects that are recommended for inclusion in the FY2019 LA CoC Program Competition application to HUD will be listed in accordance with the LA CoC FY2019 CoC Priority Listing policy approved by the LAHSA Commission.

All new projects that are awarded funding will be subject to the terms and conditions of the FY2019 CoC Program NOFA and any HUD issued revisions or addenda to that NOFA. The FY2019 CoC Program NOFA can be viewed at the following URL: https://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-Competition-NOFA.pdf

Revisions and addenda may be issued in order to communicate changes, revisions or corrections to this RFP. Funding for new and/or expansion projects under this RFP will come from the reallocation of low performing CoC Program projects and/or HUD bonus funds. Reallocation is the process by which a CoC shifts funds from existing eligible renewal projects to new projects. In addition, the LA CoC is eligible to apply for up to 10% of the LA CoC’s Final Pro Rata Need (FPRN) for the PSH Bonus and up to $5 million in Domestic Violence Bonus funding. All award recommendations are subject to the approval of the LAHSA Commission and final approval by HUD.

Agencies receiving funds under any program component are required to participate in the existing LA CoC Coordinated Entry System (CES), and in the Homeless Management Information System (HMIS); or a comparable HUD approved system of record (domestic violence programs only).

The eligible projects include:

- Project or Tenant Based Permanent Supportive Housing projects, new or an expansion of CoC program-funded projects (Proposers may state a subpopulation preference,
however should not impose target population restrictions in their proposals for new or expanded PSH projects to facilitate the matching process through the LA CoC CES system.

- Rapid Re-housing
- Joint Component Transitional Housing and Rapid Re-housing.

Note: Minimum requests as listed in Exhibit E are in place for ease of HUD grant application and contract management. In cases where this minimum threshold presents a challenge, agencies are encouraged to create partnerships and or collaborations with other providers to achieve this threshold.

### 2. Funding Available

HUD will determine the awards for the FY2019 CoC Program. Available funding for this RFP is subject to change based on HUD’s release of the Final Pro Rata Need (FPRN) in 2019, and final approval of the FY2019 CoC Program Reallocation Policy by the LA CoC Board and the LAHSA Commission. These policies inform the total amount of funding available for reallocation under this RFP.

No funds are available under this RFP for capital costs (i.e., new construction, acquisition, or rehabilitation).

**Unit Rate**

New project applications must adhere to 24 CFR 578.51(f) and must request the full published Fair Market Rate (FMR) amount per unit. Project applications for rental assistance cannot request more than 100 percent of the published FMR.

### 3. Funding Priorities

The funding priorities for this RFP will be decided by the LA CoC Board and approved by the LAHSA Commission.

LAHSA reserves the right to apply as the lead applicant for any eligible components, with one or more subrecipients, if it is determined by the LAHSA Commission that such an arrangement would create the most competitive application possible nationally and be in the best interests of the CoC in its ongoing efforts.

### 4. Eligible Applicants

The LA CoC is comprised of Los Angeles County excluding the cities of Glendale, Long Beach, and Pasadena.

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1 This component combines two existing program components - transitional housing and rapid rehousing - in a single project to serve individuals and families experiencing homelessness. Projects must have a Housing First approach and program participants may only receive up to 24-months of total assistance. One of the two components of the Joint TH-RRH may be subcontracted to another provider. For example, a provider may be awarded a joint component grant to directly provide the Transitional Housing and also subcontract with another provider to provide the Rapid Re-Housing services. Please refer to Section I.M. of this RFP regarding Joint Offers.
Eligible applicants for this RFP are:

- PHAs in the LA CoC;
- Non-profit organizations that were certified as qualified bidders for Continuum of Care (CoC) funds through the LAHSA Request for Statement of Qualification (RFSQ) process; and
- Non-profit organizations who have not yet been RFSQ certified for CoC funds, but meet the following minimum qualifications:
  1. Are a legally incorporated non-profit organization
  2. Have current Internal Revenue Service (IRS) 501 c3 tax exempt status
  3. Are in good standing with the State of California and are not suspended or debarred from contracting with the Federal Government, State of California, County of Los Angeles, City of Los Angeles or any of LAHSA’s partner agencies
  4. Have an assigned DUNS Number and an active System for Award Management (SAM) account.
  5. Are able to demonstrate the provision of services or housing/shelter (for a minimum of two (2) years) to persons experiencing homelessness
  6. Apply for and obtain RFSQ certification for CoC funds by the December 2019 LAHSA Programs & Evaluation Committee meeting
- Other government agencies within the LA CoC.

Please Note: LAHSA will not contract with Non-profit agencies who do not achieve RFSQ certification for CoC funds by the December 2019 LAHSA Programs & Evaluation Committee meeting even if the proposed project has been conditionally awarded by HUD.

For the PSH projects, non-profit organizations and government agencies may elect to apply directly under the previously mentioned Participating PHAs as a subrecipient (subcontractor) or under LAHSA as a subrecipient (subcontractor).

Organizations applying as subrecipients under LACDA must be outside of the boundaries of the City of Los Angeles and in an unincorporated area of the County or in one (1) of the sixty-three (63) participating cities as specified in Exhibit I. LACDA will require that any agency coming in for a proposal (new/expansion) will need to be at a 100% performance level. LACDA may be open to exceptions; however, the agency must contact Sander Schmidt, sander.schmidt@lacda.org and/or Ruby Miles, Supervisor, ruby.miles@lacda.org directly before submitting a proposal.

Other PHAs in the LA CoC may apply directly through this RFP with or without a non-profit organization as their subrecipient.

For the Joint TH-RRH projects, non-profit organizations and government agencies may NOT elect to apply directly under the Participating PHAs as a subrecipient (subcontractor). Eligible applicants for the Joint TH-RRH should select to apply under LAHSA as a subrecipient (subcontractor).

Only currently funded CoC PSH projects are eligible for PSH Expansion grants.
Applicants seeking to renew funding for existing CoC Program funded projects must go through a separate process. For more information regarding renewal funding, please check with the grantee (i.e.; LAHSA, LACDA, HACLA).

The term “Proposer” herein refers to eligible applicants as defined in this section.

The list of RFSQ certified agencies can be viewed at the following link: https://www.lahsa.org/documents?id=1334-exhibit-i-certified-agencies-funding-sources.pdf

Instructions on how to become a LAHSA qualified bidder can be viewed at the following link: https://www.lahsa.org/news?article=214-request-for-statement-of-qualifications-rfsq-for-certification-as-a-qualified-bidder-for-lahsa-funding-opportunities

5. Geographic Area Served

Each proposal must clearly identify the Service Planning Area (SPA) within the LA CoC in which the proposed project will be located and the region it will serve. Final funding allocation will be made according to the quality review results, established funding priorities as defined in this RFP, and the need for services in each SPA. Proposals with sites located in SPAs encompassing the LA CoC and another CoC must be located within the LA CoC and must provide services in compliance and collaboration with the LA CoC CES. Projects located and services provided within the cities of Glendale, Long Beach, and Pasadena are not eligible under this RFP as these cities are not part of the LA CoC.

LAHSA reserves the right to adjust allocation of funding to promote broad geographic distribution of the system components across SPAs. If an insufficient number of qualified proposals are received or if the proposals received are deemed non-responsive or not qualified as determined by LAHSA, LAHSA reserves the right to re-issue the RFP, execute a sole-source contract with a provider, or otherwise ensure that services are provided by other means in a manner consistent with component requirements.

6. Eligible Population

This RFP seeks to fund:

<table>
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<th>Project Type</th>
<th>Eligible Population</th>
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<tbody>
<tr>
<td>CoC Program-funded Permanent Supportive Housing</td>
<td>Adult individuals, families or youth who meet the definition of DedicatedPlus</td>
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<tr>
<td>Rapid Re-housing</td>
<td>Survivors and families of survivors of Domestic Violence</td>
</tr>
<tr>
<td>Joint Transitional Housing and Rapid Re-housing</td>
<td>Survivors and families of survivors of Domestic Violence</td>
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<tr>
<td>Joint Transitional Housing and Rapid Re-housing</td>
<td>Youth (18+)</td>
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7. Core Principles

The following principles are required for all system components funded under this RFP. Proposers must review the Scope of Required Services (SRS) for each required activity to develop a response to this RFP. The SRSs can be found in Exhibit A.

Housing First
According to the webinar Core Principles of Housing First and Rapid Re-Housing issued by HUD and the United States Interagency Council on Homelessness (USICH), the Housing First approach is based on the following principles:

1. Housing is safe and affordable;
2. Housing is low barrier without preconditions such as service participation requirements;
3. All people can achieve housing stability in permanent housing; supports may look different; Everyone is “housing ready”;
4. Improved quality of life, health, mental health, and employment can be achieved through housing;
5. Right to determination, dignity and respect;
6. Configuration of housing and services based on household’s needs and preferences.

For more information, please review the USICH resource at the link below:

Harm Reduction
Harm reduction policies, procedures, and practices aim to reduce the negative consequences of behaviors that are detrimental to the participant’s health and well-being (i.e., abuse of drugs and/or alcohol, failure to be medication compliant, engaging in criminal activity, prostitution, choosing to sleep outside, etc.). In housing settings, harm reduction is intended to prevent a participant’s loss of housing and/or termination from the program based solely on his or her inability to stop engaging in harmful behaviors.

Programs incorporating a harm reduction model must utilize all interventions possible, short of termination from the program, to enable the participant to reduce or minimize their risky behaviors, while at the same time assisting them to move into and become stabilized in permanent housing. Harm reduction is not intended to prevent the termination of a participant whose actions or behavior constitute a threat to the safety of other participants and staff. Organizations must develop a set of policies and procedures to be implemented in the event of such behavior on the part of a participant.

Trauma-Informed Care
Trauma-informed care requires that every part of the program’s design and operation be approached with an understanding of trauma and the impact it has on those receiving services. Traumatic experiences can impact how clients receive services provided and the environment in which those services are delivered.
Establishing a safe and supportive environment are principal aspects of trauma-informed care. To do so, a program must ensure that all staff receive training on traumatic stress and its impact, as well as the relationship between trauma and mental health, substance use, and homelessness. Training should detail how working with trauma survivors can impact staff, and how these issues can impact their work. Staff training in crisis management may include learning how to help clients identify triggers, express their feelings safely, use healthy coping skills, in addition to helping clients develop safety and self-care plans prior to a crisis.

**Cultural Competency**

Programs funded under this RFP must consider cultural and linguistic factors in addressing the needs of populations to be served. Subpopulation identities may include, but are not limited to, race and ethnicity, gender and gender identity, sexual orientation, economic class, age, family status, language spoken and understood, physical and mental disabilities, living situation, etc. Proposers must demonstrate the capacity to accommodate special populations within the proposer’s general population (i.e., youth, LGBT, disabled clients, veterans, victims of domestic violence) throughout all levels of the organization, from organizational vision and mission statement, to policy implementation, and to service delivery procedures and philosophies. Effective communication requires, at a minimum, the provision of service and information in appropriate language, at appropriate educational and literacy levels, and in the context of the individual’s cultural identity.

8. **Performance Outcome**

HUD has identified housing stability and increased income as major goals for CoC Homeless Assistance Programs. Programs funded under this RFP will be expected to achieve the following performance outcomes within the grant year:

**Performance Outcomes for the PSH Program**
- 80% of participants maintained or exited to permanent housing
- 15% maintained or increased income from all sources
- 95% occupancy rate

**Performance Outcomes for the Joint TH-RRH Program**

**Performance Outcomes for the Joint TH Component**
- 45% exited to permanent housing
- 10% or less minimized exits to unknown destination
- 15% maintained or increased income from all sources
- 95% occupancy rate

**Performance Outcomes for the Joint RRH Component**
- 65% exited to permanent housing
- 15% increased income from all sources
- 70% moved-in within 120 days of enrollment

**Performance Outcomes for the PH-RRH Program**
- 65% exited to permanent housing
- 15% increased income from all sources
- 70% moved-in within 120 days of enrollment
9. Budget, Match and Leverage

Proposers are required to submit a competitive budget, for a twelve-month contract term, which will allow them to operate at an optimal level. A budget template has been provided with this RFP that provides for a line item budget by category. Using the budget template provided, proposers must submit a complete budget for the total cost of the proposed project, including the request to LAHSA, and any other funding sources being leveraged. Documentation of leverage must be submitted in FileShare at the time applicants submit require documentation mentioned in Section C.1. HUD allows for the reimbursement of indirect costs at either an Approved Indirect Cost Rate (most recent approval letter from the cognizant federal agency with written confirmation that the funding is allowed to be used as match must be submitted in FileShare), or up to the de Minimus rate of 10%.

NOTE: PSH proposers that intend to use program income as match must provide an estimate of how much program income will be used for match.

NOTE: Joint TH-RRH proposers must demonstrate that the proposed project will provide enough rapid re-housing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This must be demonstrated by identifying a budget that has twice as many resources for the rapid re-housing portion of the project than the TH portion, or by demonstrating that the budget and units are appropriate for the population being served by the project.

MATCH AND LEVERAGE

Joint TH-RRH Projects
Due to the limited resources available and the requirements of the funder, all Joint TH-RRH applications will need to be able to demonstrate match in order to meet the needs of the population(s) they intend to serve. HUD requires match (cost sharing) to be provided by the recipient to match the grant funds provided by LAHSA through this RFP at a minimum of 25% percent, cash and/or in-kind (24 CFR 578.73). Documentation of match must be uploaded to FileShare.

LAHSA encourages leveraging of funding from other sources to enrich programming. As part of the Quality Review process all Joint TH-RRH proposals will be evaluated with regard to the level of leveraged funds that are committed to the project.

PSH Projects
Proposals for the Permanent Supportive Housing project type should include the Intensive Case Management Services (ICMS) match in their budget. Applicants who are proposing to work with the Department of Health Services (DHS) for their ICMS services do not need to provide a letter of commitment. Applicants who are proposing to work with another ICMS provider must submit letters of commitment for leveraged resources with the proposal. The ICMS match amount provided by the Department of Health Services (DHS) will be equal to 25% of the funding request for the proposed project.
RRH

HUD requires match (cost sharing) to be provided by the recipient to match the grant funds provided by LAHSA through this RFP at a minimum of 25% percent, cash and/or in-kind (24 CFR 578.73). Documentation of match must be uploaded to FileShare. LAHSA encourages leveraging of funding from other sources to enrich programming. As part of the Quality Review process all RRH proposals will be evaluated with regard to the level of leveraged funds that are committed to the project.

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<thead>
<tr>
<th>Required Supportive Services/Operations</th>
<th>Eligible to be Funded by this RFP</th>
<th>Provided through Match/Leveraged Services</th>
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<tr>
<td>Standardized Assessment</td>
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<tr>
<td>Case Management</td>
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<td>Housing Search and Placement</td>
<td>X</td>
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<tr>
<td>Direct Financial Assistance</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Housing Stabilization Services</td>
<td>X</td>
<td></td>
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<tr>
<td>Crisis Intervention</td>
<td>X</td>
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<tr>
<td>Physical Health Care</td>
<td>X</td>
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<tr>
<td>Mental Health Care</td>
<td>X</td>
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<tr>
<td>Substance Abuse/Recovery Services</td>
<td>X</td>
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<td>Education/Life Skills</td>
<td>X</td>
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<td>Legal Services</td>
<td>X</td>
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<td>Transportation</td>
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Proposals for Joint TH and RRH projects must provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. Providers must identify a budget that has twice as many resources for the rapid rehousing portion of the project than the TH portion.
Further details regarding eligible activities and program design details can be viewed in the program’s Scope of Required Services (SRS).

10. Timeline Standards

The Proposer is expected to demonstrate the ability to begin new project operation in the year 2020, with a recommended start date of October 1, 2020, and to fully utilize grant funds within the proposed contract term. The Proposer is expected to initiate the approved projects promptly, in accordance with the requirements of CoC Program Interim Rule and is subject to the terms of the FY2019 CoC Program NOFA. Upon publication of a Final Rule for the Continuum of Care Program, the Final Rule will govern the grant agreement instead of the Interim Rule. Proposals for DedicatedPLUS projects must comply with the expanded definition of chronically homeless as stated in the FY2019 CoC Program NOFA.

Proposals must document how the project will begin housing the first program participant within six months of the award.

Grant terms, and associated grant operations, may not extend beyond the availability of funds. Proposers must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85.

11. Facility

Proposers must obtain site control for the facility in which services and housing will operate and submit evidence of site control (FileShare) to LAHSA with the proposal. Facilities must be
appropriate to the type of services being provided and must be located within proximity to community amenities including access to public transportation.

Proposers must be able to demonstrate that they can provide enough space for the proposed staffing levels. In addition, each facility must have a private space for the staff to use for confidential interviews for project-based programs. Scattered-site programs can provide an off-site meeting space.

12. Due Diligence and Regulatory Compliance

Proposers are required to provide updated information regarding the financial condition and principal agents of the organization and project partners on an annual basis, as described in the Request for Statement of Qualification for Certification as a Qualified Bidder (RFSQ). Financial condition is evidenced by recent balance sheets, or income statements, current audited financial statements and internal financial statements, including Statements of Financial Position and Statements of Activities, while principal agent information is evidenced by resumes for all key principals/partners of the organization. In order to ensure regulatory compliance, the evaluators will perform due diligence on all proposals to verify the accuracy of the information provided.

13. Joint Offers

Where two or more proposers desire to submit a single proposal in response to this RFP, they should do so as a prime contractor and subcontractor relationship, rather than as a joint venture or informal team. LAHSA intends to contract with single organizations and not with multiple organizations doing business as a joint venture.

Where two or more Proposers desire to propose as a collaborative partnership without the prime-subcontractor structure, each proposer should complete a separate proposal submission, including a Memorandum of Understanding (MOU) between the partnering organizations.

14. Proposed Contract

The Proposer, if selected through this RFP and subsequently selected for award by HUD, shall be required to enter into a written agreement with LAHSA. Sample contracts may be found for respective Housing Authorities on the LAHSA website: https://www.lahsa.org. The proposed contract may be modified to incorporate other pertinent terms and conditions set forth in this RFP, including those added by addendum, and to reflect the Proposer’s offer or the outcome of the contract negotiations, if any, conducted with the Proposer. Exceptions to the terms and conditions of the proposed contract must be declared in the proposal. Proposers unable or unwilling to comply with HUD, LAHSA or the designated Housing Authorities’ policies and procedures need not apply.

Corrective actions may be imposed on an agency for noncompliance with regulations, contract requirements and other applicable professional standards. Should an agency fail for any reason to comply with the contractual obligations of their contract, LAHSA reserves the right to take remedial action at its discretion as set forth in LAHSA’s Remedial Action Policy. LAHSA, at its discretion, may
impose any of the following remedial actions for cause: Notice of Noncompliance, Withholding of Payment, Probation, Suspension, Termination and/or, Debarment.


15. Subcontractors

All subcontractors proposed to carry out any portion of the performance of services will require LAHSA approval prior to contracting. Proposers must submit the Subcontractor Profile Form by the Proposal Submission Deadline. Proposers must submit a copy of their organization’s policies/procedures for selecting and entering into contracts with subcontractors and monitoring subcontractor performance. The proposer must submit a specific plan for monitoring subcontractor(s) in the performance of their subcontract, which includes programmatic and fiscal areas of review, potential corrective actions that will be imposed if the subcontractor is noncompliant or not performing and planned monitoring dates and timetables for resolution of findings.

16. No Commitment to Award

Issuance of this RFP and receipt of proposals is not a commitment to award a contract. LAHSA expressly reserves the right to postpone proposal opening or award for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proposer concurrently, or to cancel all or part of this RFP.

17. Remedial Action

Corrective actions may be imposed on a provider for noncompliance with regulations, contract requirements and other applicable professional standards. Should a provider fail for any reason to comply with the contractual obligations of their contract, LAHSA reserves the right to take remedial action at its discretion as set forth in LAHSA’s Remedial Action Policy or the policies of LAHSA’s funders. LAHSA, at its sole discretion, may impose remedial actions for cause including but not limited to the following: Notice of Noncompliance, Withholding of Payment, Probation, Suspension, Termination and/or, Debarment.

Further information on LAHSA’s Remedial Action Policy can be found at the following link: https://www.lahsa.org/documents?id=1546-agency-remedial-action-policy.pdf
B. PROPOSAL CRITERIA AND EVALUATION PROCESS

1. Overview

Only complete proposals received by the submission deadline will be submitted for a Quality Review, and will be evaluated by a panel, which will be referred to as the “Evaluation Panel.” Complete proposals will be scored independently based on the criteria outlined in the Quality Review section of this RFP. Proposals must receive an aggregate score of 75 points or more to be recommended for funding. Final funding recommendations will be based on the overall score of the proposal and geographic distribution of funds.

Quality review results and final funding recommendations will be posted on the LAHSA website and presented to the LAHSA Commission for approval.

| Table 4: Estimated RFP Timeline* |
| ITEM | DATE |
| RFP Release | July 26, 2019 |
| Mandatory In-Person Proposers Conference | August 2, 2019, 10 AM – 12 PM |
| Written Questions Due | August 6, 2019, 2 PM |
| Submission Deadline | August 19, 2019, 12 PM |
| Quality Review Approval | September 2019 |
| Tentative Contract Start | October 1, 2020 |

*Timelines subject to change at LAHSA’s sole discretion.

2. Quality Review

All complete proposals will be evaluated based on program design, CES alignment, target population, past performance, budget, cost efficiency, regional capacity building, program readiness, and any other identified HUD priorities. Each proposal’s content, responsiveness, conciseness, clarity, relevance, and strict adherence to the instructions in this RFP will be considered when scoring each category. Final scoring will be based on the complete proposal as submitted.

| Table 5: Quality Review Scoring Matrix |
| Scoring Area | Points Allotted |
| Program Design | 45 |
| Program Readiness | 15 |
| Past Performance | 15 |
| CES Alignment | 15 |
| Program Budget /Cost Efficiency | 10 |
| Total Points Possible | 100 |
Program Design

The proposal must demonstrate an understanding of program requirements and the needs of the population it proposes to serve. Proposals will be evaluated on the demonstration of the utilization of best practices in their proposed program and the accessibility of the program to diverse participants. There must be a clear link between services and the target population’s advancement towards housing placement and stability as outlined in this RFP.

The Proposer’s understanding of Housing First, Harm Reduction, and Trauma-Informed Care principles, and the extent to which such concepts are embedded into the proposed program’s design will be evaluated.

All Proposals must provide specific strategies for assisting participants to locate and retain housing. Proposals will be evaluated on the demonstration of evidence-based practices utilized in the development of the proposal, the strength of the implementation plan, long-term sustainability, and potential for impact on the proposed region.

The services and housing provided must directly relate to HUD goals that promote residential stability and increased skill level or income in order to prepare homeless persons to live more independently. The proposal will be evaluated on the use of supportive services, staffing and supervision plans to assist the population it proposes to serve in achieving these goals. The proposal will also be evaluated on the appropriateness of the facility for serving the proposed population in relation to the number of participants served as well as the location of the facility in relationship to community amenities.

The Evaluation Panel will assess whether the proposal makes the program open to all eligible populations regardless of sexual orientation, gender identity, marital status, race, color, religion, national origin, age, or disability status. Proposers will be evaluated on the extent to which they demonstrate (1) an understanding of the unique demographic challenges of their participants, (2) experience serving these participants, and (3) how their staffing and programming decisions are tailored to meeting the needs of the populations they will be serving.

The proposal should describe a plan to meet the requirements of the Americans with Disabilities Act/ Americans with Disabilities Amendments Act (ADA/ADAA) through their program delivery and site. Proposers should reference LAHSA’s Equal Access with Gender Identity Policy (previously known as HUD rule) and the 2010 Service Animal Policy:

The Evaluation Panel will examine the Proposer’s plan to serve participants with limited English proficiency and their access to translation services. The Panel will additionally assess the extent to which grievance and feedback policies are operationalized and accessible to its clients.

The Evaluation Panel will evaluate the management/staff structure articulated in the proposal, along with the submitted organization chart. The proposal should detail mechanisms for ongoing and consistent staff supervision and an internal quality assurance monitoring system.
**Program Readiness**
The panel will evaluate the Proposer’s ability to implement the program upon award of the HUD grant. The timeframe between grant award and program implementation is of critical importance in this area. For purposes of this element, readiness will include consideration of the earliest date a client will be placed into housing and an assessment of the processes and systems proposed to meet these dates. The review panel will assess the Proposer’s experience working with the proposed target population, managing basic organization operations (including financial accounting systems), and developing and implementing program services. Additionally, the Proposer’s experience leveraging Federal, State, local, and private sector funds will be evaluated.

**Past Performance**
The Proposer’s past performance under LAHSA funded contracts and previous federal and local awards will be taken into consideration. The panel will evaluate the proposed projects based on the ability of the Proposer to meet performance outcomes (e.g. permanent housing upon exit, retention of permanent supportive housing and increased income from all sources). Programs that demonstrate the ability to meet or exceed performance outcomes will achieve higher scores than programs that do not. Each program type applied for may have a separate past performance score.

Proposers must submit back-up documentation for program outcomes. LAHSA and the Evaluation Panel reserve the right to request additional data to verify information submitted with the proposal.

Applicants that are proposing to operate programs for survivors of DV will also have their past performance evaluated based on their answers to the DV specific questions in the application.

**Coordinated Entry System Alignment**
Proposals will be evaluated on the potential of impact on the proposed region, how the proposed project fits into and meets the unmet need in the region, as well as the extent to which the proposed project is integrated with service and housing providers and coordinated with other systems of care (health care, education, etc.) within the region. This evaluation will include an assessment of linkages with other components in the continuum, collaboration with the LA CoC coordinated assessment and intake efforts, within the Proposer’s program and provider network or with other agencies within the region.

PSH Projects must fill vacancies using the LA CoC CES priority lists to house people from the community in which they are operating. PSH Programs will be integrated with local outreach efforts to ensure effective engagement of the target population.

All programs must be aligned with the local CES to ensure effective engagement of and allocated resources for the targeted population.

**Program Budget/Cost Efficiency**
The Evaluation Panel will evaluate the feasibility, cost-effectiveness, reasonableness, and accuracy of the budget. (Applicant is to use LAHSA provided budget template – See Exhibits). It will also evaluate the extent to which additional funding and resources are committed to the proposed project. The Evaluation Panel will evaluate cost effectiveness by comparing the amount requested to the number of households served and/or the level of services provided. The proposal should describe and specify
the source and dollar amount of other public and private funding and resources that will be or have been leveraged to complete the proposed project. Strength of financing commitments will also be considered in the proposal evaluation.

**Bonus Points**
Five bonus points will be awarded for currently funded CoC DV programs that apply for the TH-RRH or RRH programs that serve survivors of DV.
C. GENERAL INSTRUCTIONS

1. Proposal Submittal

Proposal Application
The RFP, application documents, and budget template will be made available online at https://www.lahsa.org/funding following the approval for release from the LAHSA Commission. Proposers must respond to this funding opportunity by completing the online application and submitting supporting documents into their Agency FileShare account. **Only complete proposals will be reviewed.** For a proposal to be considered complete, all of the following must be completed and submitted prior to the submission deadline:

- MyOrg RFP Application
- Subcontractor Program Profile uploaded to FileShare (if applicable)
- Written commitment from PHA if applicant is seeking sponsorship uploaded to FileShare – PSH projects only (email correspondence is acceptable)
- Budget Template and supporting leverage documents uploaded to FileShare
- HUD form 2880 uploaded to FileShare
- Past Performance Report Submission Coversheet & Supporting Report with matching data
- Suspension and Debarment Form

Applicants who are not RFSQ Certified for CoC funds must upload the following documents into FileShare:

- Articles of Nonprofit Incorporation
- Proof of IRS 501 c3 status
- Evidence of assigned DUNS Number and System for Award Management (SAM) registration
- Evidence of a minimum of two years provision of services or housing to persons experiencing homelessness

FileShare
Prior to submitting a new project application, applicants are required to have an active FileShare account. The documents listed above should be placed in the folder that corresponds to this funding opportunity within the “Funding Opportunities” or “New Funding Opportunities” folder of their FileShare account. LAHSA reserves the right to reject documents and deem an application incomplete if documents are placed in the incorrect folder.

MyOrg
The RFP application will be available via the MyOrg portal on the LAHSA website.

2. Due Date

Complete proposals must be RECEIVED by electronic delivery no later than **12:00 PM (Pacific Time), August 19, 2019.** Proposals submitted after 12:00 PM, August 19, 2019 will not be accepted.
A complete proposal includes submission of the required items listed in Section C.1.

Electronic Submission is mandatory. Applications will not be accepted via facsimile or paper submission. Incomplete proposals will not be reviewed.

**Incomplete proposals will not be reviewed.** Proposal amendments and/or addendums submitted to LAHSA after the proposal deadline will not be reviewed. However, LAHSA reserves the right to request clarification of unclear or ambiguous statements made in the proposal.

### 3. Mandatory Proposers Conference

Proposers are required to attend an in-person Mandatory Proposers Conference to take place on:

**August 2, 2019, 10:00 AM – 12:00 PM**


**Pre-registration is recommended.**

LAHSA is unable to provide individualized technical assistance during an open RFP. All technical assistance will be provided during the Mandatory Proposers’ Conference and through the timely submission of written questions as detailed in this section.

Proposers are encouraged, but not required to submit questions in writing at least two (2) days prior to the Mandatory Proposers’ Conference. Questions regarding this RFP may be submitted to fundingopportunities@lahsa.org with the subject line, “2019 CoC Program New Projects RFP–Q&A”. Please be sure to include your name and title, the name of the provider you represent and the best telephone number to reach you if a LAHSA representative needs to speak with you for further clarification.

After the Proposers Conference, questions will be accepted via email only at fundingopportunities@lahsa.org with the subject line, “2019 CoC Program New Projects RFP–Q&A” until **August 6, 2019, 2:00 PM**. LAHSA will post written responses to all received questions on the LAHSA website no later than five (5) business days from the date questions are due.

Proposers are responsible for checking the LAHSA website to obtain current information and responses. Any omission or error made by any Proposer under this RFP for failure to obtain information posted regarding this RFP on the LAHSA website at https://www.lahsa.org/funding is the sole responsibility of proposer and is not a basis for appeal of any adverse score or evaluation under this RFP.

Questions regarding renewals for FY2019 CoC Program Competition can be submitted via email to nofa@lahsa.org. A schedule of any additional technical assistance being offered by LAHSA in preparation for the HUD 2019 Continuum of Care Program Competition will be available online at [https://www.lahsa.org/news?article=547-fy2019-coc-program-nofa&ref=funding](https://www.lahsa.org/news?article=547-fy2019-coc-program-nofa&ref=funding)
Visit https://www.lahsa.org/contact-us and click on the “Join Our Mailing List” button to opt-in to email communications; select Funding Opportunities from the email lists as well as any others from which you wish to receive updates.

Proposers are encouraged to subscribe to the Funding Opportunities mailing list to receive email notices pertaining to this RFP and other funding opportunities.

4. RFP Addenda/Clarifications

If it becomes necessary to revise any part of this RFP after the RFP is released, a written addendum will be posted on the LAHSA website at http://www.lahsa.org/funding. It is the responsibility of the proposer to review any publicly available addendum or information on the LAHSA website prior to submission of the proposal. If a proposer does not have access to the LAHSA website, they may call (213) 683-3333 and request a printed copy of any addenda via fax or mail. LAHSA is not responsible for information requested within three (3) days of the due date of the proposal under this RFP.

5. Process Appeals

After Quality Review of the proposal evaluation process, LAHSA will notify all Proposers of its Quality Review Results. **Within two business days of notification of the Quality Review Results** on the LAHSA website, proposers may file a Process Appeal, which is an appeal based upon LAHSA’s failure to abide by its established procedures in making funding recommendations. Process Appeals contesting the outcome of an RFP and/or a disagreement with, or objection to, the points awarded is not a sufficient basis for a Process Appeal.

The Process Appeal must be in writing and shall be limited to two (2) typed pages. The appeal must clearly state the factual grounds on which the appeal is based. All Process Appeal requests must be on an organization's letterhead and entitled “2019 CoC Program New Projects RFP – Process Appeal”. Please do not include cover letters with the appeal request.

Process Appeals will be presented to the Programs and Evaluation Committee of the LAHSA Commission. The Programs and Evaluation Committee will make a recommendation and forward its recommendations to the LAHSA Commission. The LAHSA Commission will make the final decision regarding all Process Appeals. In the situation where the Programs and Evaluation Committee is unable to meet, the appeals shall be presented directly to the LAHSA Commission.

A Process Appeal must meet all of the following criteria, to be considered.

1. The person or entity requesting the appeal must be a proposer;
2. The request for the appeal must be submitted by the date and time specified by the RFP;
3. The person or entity requesting the appeal must assert in appropriate detail with factual reasons that LAHSA materially failed to follow procedures specified in its RFP document.
4. The request for the appeal must set forth sufficient detail to demonstrate that, but for LAHSA's alleged failure, the proposer would have been a successful proposer.
All Process Appeals must be in writing and emailed timely to fundingopportunities@lahsa.org or received at the following address:

Chair, Programs and Evaluation Committee  
Re: 2019 CoC Program New Projects RFP – Quality Review Results Appeals  
Los Angeles Homeless Services Authority  
811 Wilshire Blvd., 6th Floor  
Los Angeles, CA 90017
D. PROPOSAL CONDITIONS AND RESERVATIONS

A. All costs of proposal preparation shall be borne by the Proposer organization. LAHSA shall not, in any event, be liable for any pre-contractual expenses incurred by the Proposer in preparation and/or submission of the proposal. The Proposer shall not include any such expenses as part of the budget in the proposal.

B. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in the RFP.

C. Submission of a proposal shall constitute a firm and fixed offer to LAHSA that will remain open and valid for a minimum of 90 days from the application submission deadline. The proposal should always include the Proposer's best terms and conditions.

D. The proposal must set forth full, accurate, and complete information as required by this RFP. No changes or additions are allowed after the proposal deadline.

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

F. Responses to this RFP become the exclusive property of LAHSA. All proposals will be considered public documents, subject to review and inspection by the public at LAHSA’s discretion, in accordance with the California Public Records Act and other applicable laws. Exceptions will be those pages in each proposal which are designated by the Proposer as business or trade secrets and are marked as “TRADE SECRET” or “CONFIDENTIAL”. LAHSA shall not in any way be liable or responsible for the disclosure of any such records, including, but not limited to, those so marked if the disclosure is deemed to be required by law or by court order. Selection or rejection of a proposal does not affect these rights.

G. LAHSA reserves the right to communicate in writing with proposers, funders and/or organizations associated with the Proposer to obtain additional clarification of design of program, or Proposer fiscal and programmatic capacities, and to utilize this information in the evaluation process.

H. LAHSA reserves the right to conduct site visits of all proposing agencies if applicable.

I. LAHSA reserves the right to extend the RFP submission deadline should such action be in the best interest of LAHSA. Proposers may revise and re-submit their proposal in the event the deadline is extended.

J. LAHSA reserves the sole right to reject any or all proposals received in response to this RFP if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFP, or is not in the best interest of LAHSA.

K. LAHSA reserves the right to withdraw this RFP at any time without prior notice. Further, LAHSA makes no representation that any contract will be awarded to any Proposer responding to this RFP. LAHSA reserves the right to reject any or all submissions.

L. LAHSA reserves the right to negotiate services and costs with Proposers, including revision of program design as necessary to better meet LAHSA, the City of Los Angeles, County of Los Angeles, or HUD requirements.

M. A Proposer shall not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with LAHSA or any other funding source, a contract suspension, a termination for cause by LAHSA or any other funding source,
or outstanding financial obligations with LAHSA that have not been adequately resolved with LAHSA or any other funding source. In the event that the Proposer has any contract(s) with LAHSA suspended or terminated, it shall not be eligible for funding under any RFP released by LAHSA for a period of five (5) years starting from the effective date of suspension or termination.

N. If a Proposer is new and has not had a contract with LAHSA for a period of five (5) years then the organization will be subject to 100% documentation review and quarterly Monitoring visits.

O. If an agency has been involved in the Remedial Action process as a result of contract noncompliance with LAHSA within the last fifteen (15) years, award will be conditioned upon the agency showing that they have sufficient programmatic and fiscal capacity or finding another LAHSA Contractor in good standing that is willing to serve as a lead agent to administer the LAHSA contract.

P. Willful misstatements of information will result in non-recommendation for funding, regardless of the merits of the proposal submitted.

Q. LAHSA reserves the right to verify information submitted in the proposal. The Proposer agrees that the Los Angeles Continuum HMIS will be the primary source of verification of program performance and outcome data for existing programs. LAHSA reserves the right to request additional data to verify information submitted with the proposal, at its sole discretion. If the information in the proposal cannot be verified and if LAHSA determines the errors are not willful, LAHSA reserves the right to adjust the rating points awarded.

R. If an insufficient number of qualified proposals are received or if the proposals received are deemed non-responsive or not qualified as determined by LAHSA, LAHSA reserves the right to re-issue an RFP, execute a sole-source contract with a vendor, or otherwise ensure that services are provided by other means in a manner consistent with the program requirements.

S. The Proposer must be in compliance with applicable civil rights laws and Executive Orders. There must be no outstanding findings of noncompliance with civil rights statutes, Executive Orders, or regulations, unresolved secretarial charge of discrimination issued under the Fair Housing Act, no adjudications of civil rights violations on a civil action or deferral of processing of proposals from the sponsor imposed by HUD.

T. The Proposer shall be ineligible to receive funding under this RFP if any officer or employee of the Proposer who would be involved in the administration of grant funds has been debarred by any government agency or has been convicted of a criminal offense related to the administration of funds or any member of its executive management, key staff, or any officers of its Board of Directors is or has been involved in any litigation or other legal matter that compromises the organization’s ability to carry out the project as awarded.

U. LAHSA reserves the right to fund all or a portion of a proposal and/or request that a Proposer collaborate with another in the provision of a specific service if it is in the best interest of LAHSA, the City of Los Angeles, the County of Los Angeles, or HUD.

V. LAHSA reserves the right to waive minor technical deficiencies or any informality in a submitted proposal.
W. Proposals may be withdrawn by written request of the authorized signatory on provider letterhead at any time prior to the LAHSA Commission’s actions on staff’s final recommendation for funding.

X. LAHSA reserves the right to deny funding a proposal for a new project, if the request is made by a current recipient that is found to have significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing grants.

Y. If a Proposer declines to implement the project or changes significant project specifications which are deemed relevant to the basis on which the award was granted thereby negating the funding award after the LAHSA Commission approves funding award(s) under a LAHSA competitive process, said provider shall not be eligible to apply for any other new project funding for a period of one year from the time of notice. Changes to significant project specifications include, but are not limited to, a change in the Service Planning Area in which the project is located or a change in the target population which the project serves. LAHSA may exempt a provider from this policy if it is deemed that the circumstances that facilitated the refusal to implement the project or change to significant project specifications was out of the reasonable control of the provider.

Z. It is improper for any officer, employee or agent of LAHSA to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer’s provision of the consideration may secure more favorable treatment for the Proposer in the award of the contract or that the Proposer’s failure to provide such consideration may negatively affect the LAHSA’s consideration of the Proposer’s submission. A Proposer shall not offer or give, either directly or through an intermediary, consideration, in any form, to an officer, employee or agent of LAHSA for the purpose of securing favorable treatment with respect to the award of the contract. A Proposer shall immediately report any attempt by an officer, employee or agent of LAHSA to solicit such improper consideration. The report shall be made to the Executive Director of LAHSA or to the County Auditor-Controller’s Employee Fraud Hotline (800) 544-6861. Failure to report such a solicitation may result in the Proposer’s submission being eliminated from consideration. Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

AA. Upon the request of LAHSA, a Proposer whose bid is under consideration for the award of the contract shall provide LAHSA with written authorization to request a credit report from a reputable credit agency to gain satisfactory evidence of the Proposer’s financial background, stability and condition.

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

CC. Notwithstanding a recommendation of a department, agency, individual, or other, the LAHSA Board of Commissioners retains the right to exercise the final decision concerning the selection of a proposal and the terms of any resultant Agreement, and to determine which
proposals best serves the interests of LAHSA. The Board is the ultimate decision-making body and makes the final determinations.

DD. A bid or proposal containing conditions or limitations regarding the basic program design or operation of the proposed program that are not in alignment with the requirements of the RFP may be deemed irregular (and nonresponsive) and may be rejected by LAHSA, in its sole discretion.
E. CONTRACT CONDITIONS

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

A. The initial recommendation for funding should not be construed as a finding that the proposed program complies with all requirements and conditions for a contract for grants. LAHSA reserves the right to fund all or a portion of a proposal and/or request that a Proposer collaborate with another in the provision of a specific service if it is in the best interest of LAHSA. A funding recommendation or offer to contract may be withdrawn upon failure of reasonable attempts to negotiate an agreement.

B. Contractors shall allow representatives of Funders to inspect facilities that are used in connection with the contracts made to implement system components funded under this RFP.

C. Successful Proposers will be required to satisfy LAHSA’s and other participating provider or entity’s insurance requirements. Additionally, all Proposers must comply with all contractual requirements. Contractors will name LAHSA and the City and/or County of Los Angeles as additional insured on general liability, professional liability (where required), auto liability (owned and non-owned), workers’ compensation, and errors and omissions policies (where required).

D. Contractors shall make available to representatives of Funders, upon reasonable notice, the fiscal records and/or client data records pertaining to the contract. Demographic information about clients will be regularly submitted to LAHSA in a manner consistent with agreements protecting client and/or provider confidentiality rights.

E. Contractors shall comply with reasonable requests from Funders concerning promotional activities related to the system component.

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

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

H. Contractors shall maintain any applicable licenses or permits, and meet any facilities code regulations required for the system component(s) funded under the contract.

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

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

K. Contractors will be required to submit a Code of Conduct which will address conflict of interest requirements.
L. Contractors may not enter into an agreement with a subcontractor for the provision of shelter or supportive services under any system component funded under this RFP, unless that subcontractor and its qualifications are fully described in the proposal, and the intention to subcontract is explicitly stated in the proposal or the use of the subcontractor has been approved in writing by LAHSA. Contractor shall remain liable for the performance of the subcontractor, and will require subcontractor to adhere to all provisions in the contract between LAHSA and Contractor.

M. Contractors will ensure that an annual financial audit is performed in compliance with Title 2 of the Code of Federal Regulations Part 200 (2 C.F.R. 200 Subpart F – Audit Requirements) Subpart Audit Requirements, if it spends, in aggregate, $750,000 or more of Federal funds per fiscal year. Contractor shall submit a copy of the audit report to LAHSA within nine months after the end of the contractor's fiscal year.

N. Each Contractor must comply fully with all of the requirements specified in this RFP and committed to in the proposal, including program leveraging commitments, otherwise Contractor risks immediate termination of contract.

O. The responsibility for accuracy rests entirely with the Proposer. If a Proposer knowingly and willfully submits false performance or other false data, LAHSA reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance, or false financial or other false data submitted in response to this RFP, LAHSA reserves the right to terminate said contract immediately.

P. Contractor shall have in place an appropriate grievance procedure. Said grievance procedure must be in compliance with LAHSA’s grievance standards stated in the program contract.

Q. LAHSA reserves the right to extend the duration of the program as well as to renegotiate the terms of the contract if an extension is granted.

R. Contractor agrees to participate in data collection through the HMIS, or another HUD approved system of record. Said system shall be implemented during the term of the contract awarded. LAHSA shall provide Contractor with the basic data collection requirements.

S. Contractor shall be required to possess a corporate seal. In the absence of a corporate seal, a notary attestation of the Contractors signature must be provided along with the signed contract.

T. Awards are made subject to receipt of award of funds from Funders by LAHSA. Contractor agrees that if Funders do not provide funds for program, contract will be deemed null and void. LAHSA reserves the right to adjust funding levels based on the availability of funds and the quality of proposals received.

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

V. Contractor shall ensure that all employees and volunteers who have direct contract with clients have an annual tuberculosis (TB) test. Contractor shall retain documentation of the test results.

W. Contractors are subject to all applicable City of Los Angeles and/or County of Los Angeles contracting requirements.

X. Contractors shall be required to submit to LAHSA, or its designee, periodic status reports, including program expenditures, progress reports and recipient information. Failure to do so may result in termination of the contract.

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

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

AA. The Proposer is hereby notified that, in accordance with LAHSA Rules and Regulations implementing the Contractor Responsibility Ordinance, LAHSA may debar the Proposer from bidding on LAHSA contracts for a period of five (5) years, if the LAHSA Commission finds, in its discretion, that the Proposer does not possess the necessary quality, fitness, or capacity to perform work on LAHSA contracts.

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

CC. LAHSA reserves the right to terminate contracts awarded under this RFP if the Contractor is unable to commence services within three (3) months of the effective date of the contract. If a contract is terminated under these conditions, LAHSA may award the de-obligated funding to remaining Proposers who submitted proposals under the RFP and received fundable scores.

The following contract conditions apply to projects that include funding from HUD:

DD. Contractors agree that in the event the measurable goals/objectives fall below standard of successful performance measures as specified in the technical submission, LAHSA may suspend any future annual funding of the system component. Specific benchmarks of accomplishment will be included in the contract.
EXHIBIT A: Reference Materials


| Participating Cities | | | |
|---|---|---|
| Agoura Hills | El Segundo | Palmdale |
| Alhambra | Gardena | Paramount |
| Arcadia | Glendora | Rancho Palos Verdes |
| Artesia | Hermosa Beach | Rolling Hills |
| Avalon | Huntington Park | Rolling Hills Estates |
| Azusa | Irwindale | Rosemead |
| Bell | La Cañada Flintridge | San Dimas |
| Bell Gardens | La Habra Heights | San Gabriel |
| Bellflower | La Mirada | San Fernando |
| Beverly Hills | La Puente | San Marino |
| Calabasas | La Verne | Santa Clarita |
| Carson | Lakewood | Santa Fe Springs |
| Cerritos | Lancaster | Sierra Madre |
| Claremont | Lawndale | Signal Hill |
| Commerce | Lomita | South Pasadena |
| Covina | Lynwood | Temple City |
| Cudahy | Malibu | Walnut |
| Diamond Bar | Manhattan Beach | West Covina |
| Downey | Maywood | West Hollywood |
| Duarte | Montebello | West Lake Village |
| El Monte | Monterey Park | Whittier |
EXHIBIT C: Housing First in Permanent Supportive Housing Brief:
### Exhibit D

<table>
<thead>
<tr>
<th>Eligible Projects</th>
<th>Eligible Populations</th>
<th>Eligible Applicants</th>
<th>Funding source</th>
<th>Minimum Request</th>
<th>Eligible to be Funded by this RFP</th>
</tr>
</thead>
</table>
| PH - PSH          | DedicatedPlus        | RFSQ Certified or in the process (New Applicants) | Bonus and/or reallocation funds | $500,000 | Permanent Housing  
                     |                      |                     |                |                             | - Direct Financial Assistance |
|                   |                      |                     |                |                             | PH – PSH Expansion  
                     |                      |                     |                |                             | - Direct Financial Assistance |
|                   |                      |                     |                |                             | TH-RRH  
                     |                      |                     |                |                             | Transitional Housing  
                     |                      |                     |                |                             | - Leasing of Structure/Unit  
                     |                      |                     |                |                             | - Operating Costs  
                     |                      |                     |                |                             | - Supportive Service  
                     |                      |                     |                |                             | Rapid Re-Housing  
                     |                      |                     |                |                             | - Tenant-based Rental Assistance  
                     |                      |                     |                |                             | - Supportive Services  
|                   |                      |                     |                |                             | TH-RRH  
                     |                      |                     |                |                             | Transitional Housing  
                     |                      |                     |                |                             | - Leasing of Structure/Unit  
                     |                      |                     |                |                             | - Operating Costs  
                     |                      |                     |                |                             | - Supportive Service  
                     |                      |                     |                |                             | Rapid Re-Housing  
                     |                      |                     |                |                             | - Tenant-based Rental Assistance  
                     |                      |                     |                |                             | - Supportive Services  
|                   |                      |                     |                |                             | PH - RRH  
                     |                      |                     |                |                             | Permanent Housing  
                     |                      |                     |                |                             | - Direct Financial Assistance  
                     |                      |                     |                |                             | Rapid Re-Housing  
                     |                      |                     |                |                             | - Tenant-based Rental Assistance  
                     |                      |                     |                |                             | - Supportive Services  

* If LAHSA is awarded HUD YHDP funds, Youth TH-RRH proposals will be considered for funding under that program. If LAHSA is not awarded YHDP funds, then proposals will be considered for CoC funds. LAHSA expects to be notified in August 2019.