Request for Proposals (RFP) Past Performance Reports Submission Instructions

FY 2019 CoC RRH RFP

Organizations applying for LAHSA program funding will be evaluated on past performance of relevant program work during quality review of the RFP.

What to do?

Applying organizations must identify and submit two (2) reports per funded component for consideration. Reports must be clearly related (e.g. same program type, similar work or functions) to the services the organization is applying to undertake with LAHSA funding. The programs types generally accepted for this RFP are Rapid Re-Housing (RRH), Homeless Prevention, and Permanent Housing.

Organizations submitting reports must conform to the following order of precedence:

1. LAHSA-funded program reports with contract end date between July 1, 2016 – June 30, 2019
2. Federal, State, local, or other government program reports with contract end date between July 1, 2016 – June 30, 2019
3. Foundation or other philanthropy contract or grant program reports with contract end date between July 1, 2016 – June 30, 2019
4. Program reports funded through other private, unrestricted funding for period July 1, 2016 – June 30, 2019

All reports submitted must be accompanied with supporting documentation:

1. Reports Cover Sheet for each report being submitted
2. Supporting report itself
3. For Non-LAHSA Reports Only:
   a. Summary of program activities
   b. Description of the database or method used to collect program information, if not LA CoC HMIS
   c. Description of data quality assurance methods or procedures
   d. Description of data captured for program activities
   e. Reporting requirements to funder, if applicable

Report Format:

The format of the report should clearly identify the performance metrics outlined in the Report Cover Sheet, though the report need not, but can be, a LAHSA-issued report.

Subcontractor Reporting:

Applicants that have experience only as subcontractors may still submit performance reporting. Reports submitted should be specific to the program efforts of the applicant.
Additional Notes:

- Detailed reports which include Protected Personal Information (PPI) or Personally Identifiable Information (PII) or other participant identifiers which would reveal individuals are unacceptable and their submission is prohibited
- LAHSA reserves the right to reject a submitted report and request another; rejections and rationales will be sent to applicant in writing
- LAHSA reserves the right to confirm non-LAHSA reported outcomes with documentation from applicant of individual outcomes
- LAHSA reserves the right, in the event an applicant fails to provide reports or sufficient supporting documentation, to use reports which LAHSA has on file from previous contracts. If no reports exist for an applicant, the applicant may receive a zero (0) score for the past performance scoring category

How are Reports Scored?

Reports will be evaluated based on the expected performance targets outlined in the RFP. Applicants will be evaluated on measures with data points that can and have been collected in the LA CoC HMIS. New proposed targets in the RFP that would require additional HMIS setup and training will not be evaluated for purposes of past performance.

Non-LAHSA reports and non-HMIS database environments are however still expected to report on the data points and targets that are capturable in HMIS.

The reports submitted will have the final score determined by adding the performance of each report.

Example: 85% of individuals exit to permanent housing

<table>
<thead>
<tr>
<th>Report 1</th>
<th>Report 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 individuals leave program for permanent housing</td>
<td>87 individuals leave program for permanent housing</td>
</tr>
<tr>
<td>20 individuals leave program to any/all destinations</td>
<td>200 individuals leave program to any/all destinations</td>
</tr>
<tr>
<td>17/20 = 85% leave program for permanent housing</td>
<td>87/200 = 44% leave program for permanent housing</td>
</tr>
</tbody>
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\frac{17 + 87}{20 + 200} = \frac{104}{220} = 47\%
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