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

Friday, September 27, 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>
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<tbody>
<tr>
<td></td>
<td>Call to Order/Roll Call/Establishment of Quorum</td>
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<tr>
<td>Agenda Items</td>
<td>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.</td>
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<tr>
<td>1.0</td>
<td>Review and approve the minutes from the Commission Meeting held Friday, August 23, 2019.</td>
<td>Commissioner Kamin</td>
<td>3</td>
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<tr>
<td>1.1</td>
<td>Review and approve the minutes from the Special Commission Meeting held Tuesday, September 10, 2019.</td>
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<td>9</td>
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<tr>
<td>2.0</td>
<td>Consent Calendar</td>
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<tr>
<td>2.1</td>
<td>Review and approve the Recommendations for the Request for Statement of Qualifications (RFSQ).</td>
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<td>12</td>
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<tr>
<td>2.2</td>
<td>Review and approve the Recommendations for the Request for Training Provider Qualifications – Centralized Training Academy.</td>
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<td>15</td>
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<tr>
<td>2.3</td>
<td>Review and approve the release of the 2019 Mobile Showers Program Request for Proposals (RFP).</td>
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<td>18</td>
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<tr>
<td>2.4</td>
<td>Review and approve the procurement plan for Access Centers and Access Points and authorize Executive Director to enter into contracts with the recommended agencies.</td>
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<td>58</td>
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<tr>
<td>2.5</td>
<td>Authorize Executive Director to enter into amendment to Funder Agreement number C-133135 and accept funding from the City of Los Angeles’ Housing &amp; Community Investment Department (HCIDLA) for Homeless Emergency Aid Program (City HEAP). In the event that funding period or amount allocated from HCIDLA is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into agreements as deemed appropriate.</td>
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<td>61</td>
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</table>
2.6 Authorize LAHSA’s Executive Director to enter into agreements and amendments with sub-recipients for activities in Fiscal Year 2019-2020, funded by the City of Los Angeles’ Housing & Community Investment Department (HCIDLA) for CDBG and ESG funding allocated for the 44th Consolidated Plan, General Funds and Homeless Emergency Aid Program (City HEAP); County of Los Angeles’ (County) Department of Children and Family Services (DCFS), Department of Public Social Services (DPSS), Workforce Development, Aging and Community Services (WDACS) and Chief Executive Office (CEO); California Emergency Solutions and Housing Program (CESH); 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 HCIDLA, County 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 Review and approve letter to the Department of Housing and Urban Development (HUD) Opposing the Proposed Changes to the Disparate Impact Standard, as amended.

3.0 Executive Director Monthly and Chief Operating Officer Bi-monthly Reports.

4.0 Presentation on Access to Interim Housing (IH) Beds.

5.0 Report on the Ad Hoc Committee on Black People Experiencing Homelessness Meeting held on Wednesday, August 28, 2019.

6.0 Report on the Programs & Evaluation Committee Meeting held on Thursday, September 19, 2019.

7.0 Report on the Finance, Contracts and Grants Management Committee Meeting held Thursday, September 19, 2019.

8.0 Report on the Policy & Planning Committee Meeting held on Friday, September 20, 2019.

9.0 Commissioner updates and agenda requests for future meetings.

10.0 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.
MINUTES OF THE
LOS ANGELES HOMELESS SERVICES AUTHORITY COMMISSION
Held August 23, 2019

The Los Angeles Homeless Services Authority Commission Meeting, held at 811 Wilshire Boulevard, Los Angeles, California, was called to order at 9:11 a.m. by Commissioner Dusseault.

Attendance:
LAHSA Commissioners Present:
Sarah Dusseault, Chair
Wendy Greuel
Lawson Martin
Irene Muro
Booker Pearson
Kelvin Sauls
Jacqueline Waggoner

LAHSA Commissioners Absent:
Mitch Kamin, Vice Chair
Noah Farkas
Kelli Bernard

Attorneys Present:
Veronica Pawlowski, City Counsel

LAHSA Staff:
Heidi Marston, Chief Program Officer
Lisa Flores, Executive Assistant, Executive Department
Kevin Chen, Manager, Performance Analysis, Data Management
Darcie Mulholland, Associate Director, Finance

Call to Order/Roll Call/Establishment of Quorum
Roll was called at 9:11 a.m. and quorum was not established.

The agenda was heard out of order due to lack of quorum.

6.0 Presentation by Clutch Consulting.
Mandy Chapman-Semple, Clutch Consulting Group, and Ann Oliva, Senior Policy Advisor, Corporation for Supportive Housing, gave the report;

- Ms. Chapman gave an update and report on the LAHSA Strategic Planning as described in the provided documents.
- There was discussion about the providers and system partners utilizing and testing the strategic planning process, its functional shifts and internal functions.
- Ms. Oliva, talked about the Continuum of Care; the pre-implementation phases to stay in compliance with the new union requirements and MOUs, and the new equity GARE process.

Commissioner Martin arrived at 9:12 a.m.

Commissioner Muro arrived at 9:20 a.m.

Commissioner Sauls arrived and quorum was established at 9:25 a.m.

1.0 Review and approve the minutes from the Commission Meeting held Friday, July 26, 2019.
Motion: Commissioner Pearson moved and Commissioner Muro seconded approval of the minutes as presented.

Public Speaker(s): There were no public speakers.

Action: The motion passed unanimously.

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 Authorize Executive Director to enter into agreements and amendments with sub-recipients for activities in Fiscal Year 2019-2020, funded by the City of Los Angeles’ Housing & Community Investment Department (HCIDLA) for CDBG and ESG funding allocated for the 44th Consolidated Plan, General Funds and Homeless Emergency Aid Program (City HEAP; County of Los Angeles’ (County) Department of Children and Family Services (DCFS), Department of Public Social Services (DPSS), Workforce Development, Aging and Community Services (WDACS) and 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 HCIDLA, County 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.

2.2 Find the proposed Family Congregate Shelter Project Categorically Exempt from the California Environmental Quality Act (CEQA); and Authorize the Executive Director to enter into a Lease Agreement and prepare a letter to the County Department of Regional Planning asserting sovereign immunity, as needed, to waive any conflicting zoning laws or regulations.

2.3 Review and Approve Updated FY19-20 Budget.

2.4 Review and approve comment on Categorical Eligibility for Supplemental Nutrition Assistance Program (SNAP) and recommend for signature by Commission Chair and Executive Director.

2.5 Review and approve the Recommendations for the Request for Statement of Qualifications (RFSQ).

2.6 Review and approve the Recommendations for the Request for Training Provider Qualifications – Centralized Training Academy.

2.7 Review and approve quality evaluation results for the 2019 Navigation Centers Request for Proposals (RFP) and authorize Executive Director to enter into contracts with the recommended agencies.

2.8 Review and approve quality evaluation results for the 2018 Access Centers & Access Points Request for Proposals (RFP) and authorize Executive Director to enter into contracts with the recommended agencies.

2.9 Review and approve staff responses to appeal approvals in part for CoC Program Renewable Projects Performance Evaluation Appeals for the U.S. Department of Housing and Urban Development (HUD) 2019 Notice of Funding Availability (NOFA) application, as approved by P&E Committee.

Items 2.1 and 2.8 were removed from the Consent Calendar.

Commissioner Pearson recused himself and left the meeting.

Motion: Commissioner Muro moved and Commissioner Martin seconded the approval of the Consent Calendar Items 2.2, 2.3, 2.4, 2.5, 2.6, and 2.7.

Public Speaker(s): There were no public speakers.
Action: The motion passed unanimously.

Commissioner Pearson returned to the meeting.

Commissioner Muro recused herself and left the meeting.

2.8 Review and approve quality evaluation results for the 2018 Access Centers & Access Points Request for Proposals (RFP) and authorize Executive Director to enter into contracts with the recommended agencies.

Heidi Marston, Chief Program Officer, gave a report:

- Staff requested approval of the quality evaluation results for the 2018 Access Centers & Access Points Request for Proposals (RFP) and authorize Executive Director to enter into contracts with the recommended agencies as described in the provided documents, and noted a correction to the list of access centers recommended for funding for The People Concern in SPA5 to be added as an existing access center; will report back on the current RFP process recommendations and changes provided by HUD TA and the nationwide system experts to address the Commissioners concerns around the lack of specificity in the RFP demographically and geographically.
- There was discussion about staff recommendations, Programs & Evaluation committee recommendations and committee requests.
- Veronica Pawlowski, County Counsel, advised not moving on recommendations that were provided to the public less than 72 hours in advance.
- Commissioner Waggoner raised concerns on the need for transparency, defunding prior investment and maintaining existing infrastructure. There was discussion about funding existing providers across all SPAs and the two highest scoring Access Center proposals in SPA 3 and not to move on the access points. It was also requested that public focus groups be held to look at access points by geography and to use these results to fund the additional access centers and access points.
- Commissioner Pearson raised his concerns about the consistency across the board in SPA7.
- Commissioner Dusseault requested that within 90 days staff return with a budget report on the impact of the one-year funding and with TAY specific recommendations.

Public Speakers: Andrea Murray, St Joseph Center; Amy Turk, Downtown Women’s Center; Marion Sanders, HOPICS; Sophia Frontino, Safe Place for Youth.

Motion: Commissioner Waggoner moved and Commissioner Pearson seconded the approval of the Consent Calendar Item 2.8 with the recommendation that all existing Access Center providers across all SPAs and the top two scoring Access Center proposals in SPA 3 (City of Pomona and Volunteers of America Los Angeles City of Pomona) be funded for one year.

Action: The motion passed unanimously.

Commissioner Muro returned to the meeting.

Commissioner Dusseault recused herself and left the meeting.

2.1 Authorize Executive Director to enter into agreements and amendments with sub-recipients for activities in Fiscal Year 2019-2020, funded by the City of Los Angeles’ Housing & Community Investment Department (HCIDLA) for CDBG and ESG funding allocated for the 44th Consolidated Plan, General Funds and Homeless Emergency Aid Program (City HEAP; County of Los Angeles’ (County) Department of Children and Family Services (DCFS), Department of Public Social Services (DPSS), Workforce Development, Aging and Community Services (WDACS) and 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 HCIDLA, County 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.

Motion: Commissioner Greuel moved and Commissioner Muro seconded the approval of the Consent Calendar Item 2.1, Los Angeles LGBT Center to funded as recommended.

Public Speaker(s): There were no public speakers.
Action: The motion passed unanimously.

Commissioner Dusseault returned to the meeting.

Commissioner Muro recused herself and left the meeting.

2.1 Authorize Executive Director to enter into agreements and amendments with sub-recipients for activities in Fiscal Year 2019-2020, funded by the City of Los Angeles’ Housing & Community Investment Department (HCIDLA) for CDBG and ESG funding allocated for the 44th Consolidated Plan, General Funds and Homeless Emergency Aid Program (City HEAP; County of Los Angeles’ (County) Department of Children and Family Services (DCFS), Department of Public Social Services (DPSS), Workforce Development, Aging and Community Services (WDACS) and 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 HCIDLA, County 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.

Motion: Commissioner Waggoner moved and Commissioner Greuel seconded the approval of the Consent Calendar item 2.1

Public Speaker(s): There were no public speakers.

Action: The motion passed unanimously.

4.0 Authorize LAHSA to enter into a Memorandum of Understanding (MOU) with the Department of Auditor-Controller Office of County Investigations (OCI) with respect to OCI providing hotline, investigative, and related services to LAHSA, including intaking and assessing allegations involving fraud, waste, and abuse of LAHSA resources, and related periodic reporting on such complaint activity. Terms for the MOU will be for the period August 1, 2019 through June 30, 2022.

Darcie Mulholland, Associate Director, Finance, gave the report:

- Staff requested authorization for LAHSA to enter into a Memorandum of Understanding (MOU) with the Department of Auditor-Controller Office of County Investigations (OCI) with respect to OCI providing hotline, investigative, and related services to LAHSA, including intaking and assessing allegations involving fraud, waste, and abuse of LAHSA resources, and related periodic reporting on such complaint activity. Terms for the MOU will be for the period August 1, 2019 through June 30, 2022, as described in the provided documents.

Motion: Commissioner Muro moved and Commissioner Greuel seconded the approval to authorize LAHSA to enter into a Memorandum of Understanding (MOU) with the Department of Auditor-Controller Office of County Investigations (OCI) with respect to OCI providing hotline, investigative, and related services to LAHSA, including intaking and assessing allegations involving fraud, waste, and abuse of LAHSA resources, and related periodic reporting on such complaint activity. Terms for the MOU will be for the period August 1, 2019 through June 30, 2022.

Public Speaker(s): There were no public speakers.

Action: The motion passed unanimously.

Commissioner Pearson recused himself and left the meeting.

5.0 Review and approve staff responses to appeal denials for CoC Program Renewable Projects Performance Evaluation Appeals for the U.S. Department of Housing and Urban Development (HUD) 2019 Notice of Funding Availability (NOFA) application.

Kevin Chen, Manager, Performance Analysis, Data Management, gave the report:

- Staff requested approval of the staff responses to appeal denials for CoC Program Renewable Projects Performance Evaluation Appeals for the U.S. Department of Housing and Urban Development (HUD) 2019 Notice of Funding Availability (NOFA) application as described in the provided documents.

Commissioner Waggoner asked clarification on the appeals

Motion: Commissioner Waggoner moved and Commissioner Martin seconded the approval of the staff responses to appeal denials for CoC Program Renewable Projects Performance Evaluation Appeals for the U.S. Department of Housing and Urban Development (HUD) 2019 Notice of Funding Availability (NOFA) application with the exception of the change for Upward Bound House which has now been accepted.
Public Speaker(s): There were no public speakers.

Action: The motion passed unanimously.

Commissioner Pearson returned to the meeting.

Commissioners Greuel and Waggoner departed the meeting and quorum was lost.

Adjournment: The meeting adjourned at 10.15 a.m.

3.0 Executive Director's Report
Heidi Marston, Chief Program Officer, gave the report;

- Ms. Marston sitting in for Peter Lynn, Executive Director, updated the commission on the new communications director coming on board and on various issues including, an update on the shooting in San Julian Park; Peter’s testification at the House Financial Services Committee Field Hearing on homelessness crisis; CoC Board meeting on August 27 to finalize the CoC Reallocation Policy and Priority List Ranking Policy and a special commission meeting in September will be held to meet HUD deadline; Audit Controller Measure H performance metric audit review; the release of the LA City Controller draft report on LAHSA’s outreach funded program review; LA County Civil Grand Jury’s Juvenile Camp report; No major update on A Bridge Home Program legislative updates: HUD’s mixed status rule; tracking state legislature bills, including SB329 and AB1482; and HUD’s fair housing rules proposals; and new staff announcements, transfers and promotions.

7.0 Report on the Finance, Contracts and Grants Management Committee Meeting held Thursday, August 15, 2019.

- Commissioner Dusseault noted Commissioner Greuel departed the meeting and did not have any items to report.

8.0 Report on the Policy & Planning Committee Meeting held on Monday, August 19, 2019.
Commissioner Muro, gave the report:

- Commissioner Muro shared the discussion on the possible policy implementation at a state level for the right to shelter; and asked for a report back on the public charge policy; and all other items were previously approved on consent.

Public Speaker(s): There were no public speakers.

9.0 Report on the Programs & Evaluation Committee Meeting held on Monday, August 19, 2019.
Commissioners Pearson, gave the report:

- Commissioner Pearson and Martin reported that most items were previously approved on consent.
- Commissioner Pearson commended staff for adding the CES alignment scoring breakdown of each category on the Navigation Center’s to reflect transparency on the CES alignment scoring process.

Public Speaker: There were no public speakers.

10.0 Nomination and approval of 2019-20 Committee Appointments.
Commissioner Dusseault, gave the report;

- Due to lack of quorum Item 10.0 was referred to next month’s commission meeting.

11.0 Commissioner updates and agenda requests for future meetings.
Commissioner Dusseault, gave the report:

- There are no updates.
- Commissioner Sauls asked about bringing the Faith Based initiative item to next commission to update all commissioners.

Public Speaker(s): There were no public speakers.
12.0 Public Participation

Public Speaker: Brian McCullom, The People Concern
The Los Angeles Homeless Services Authority Commission Meeting, held at 811 Wilshire Boulevard, 5th Floor, Los Angeles, California, was called to order at 1:20 p.m. by Commissioner Dusseault.

**LAHSA Commissioners Present:**
- Sarah Dusseault, Chair
- Mitch Kamin, Vice Chair
- Kelli Bernard
- Wendy Greuel
- Lawson Martin
- Irene Muro
- Booker Pearson

**LAHSA Commissioners Absent:**
- Noah Farkas
- Kelvin Sauls
- Jacqueline Waggoner

**Attorneys Present:**
- City Counsel

**LAHSA Staff:**
- Peter Lynn, Executive Director
- Lisa Flores, Executive Assistant, Executive Department
- Kelli Pezzelle, Manager, Procurement & Performance Management
- Jessica Reed, Manager, CoC, Policy & Systems Department

**Call to Order/Roll Call/Establishment of Quorum**
Roll was called and quorum was established at 1:21 p.m.

Commissioner Muro arrived at 1:22 p.m.

The agenda was heard out of order.

2.0 **Review and approve Project Priority Ranking Policy for the Department of Housing and Urban Development (HUD) 2019 Notice of Funding Availability (NOFA).**

Jessica Reed, Manager, CoC, Policy & Systems Departments, gave the report:

- Staff requested approval of the Project Priority Ranking Policy for the Department of Housing and Urban Development (HUD) 2019 Notice of Funding Availability (NOFA) as described in the provided documents.
- Commissioner Pearson asked about the CoC Board meetings; there was discussion about the LA CoC program priority list ranks in accordance with HUD, the priority ranking structure, and CES challenges.

**Motion:** Commissioner Greuel moved and Commissioner Bernard seconded the approval of the Project Priority Ranking Policy for the Department of Housing and Urban Development (HUD) 2019 Notice of Funding Availability (NOFA).

**Public Speaker(s):** There were no public speakers.
Action: The motion passed unanimously.

3.0 Review and approve quality evaluation results and recommendations for the 2019 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP) and hear potential appeals.
Kelli Pezzelle, Manager, Procurement & Performance Management, gave the report:

- Staff requested approval of the quality evaluation results and recommendations for the 2019 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP) and hear potential appeals as described in the provided documents.
- Commissioner Pearson asked about the ranking process; Peter Lynn, Executive Director and Jessica Reed, explained the process and there was discussion about the LA CoC reallocation funding, Jessica Reed, Manager explained the process; there was discussion about the number of TAYs being funded, the ranking review process, formulas used, percentage guidance and decision making; Commissioner Muro asked about scoring and funding allocations; there was discussion about the RFP funding priority process, HUD and NOFA funding process.

Motion: Commissioner Pearson moved and Commissioner Kamin seconded the approval of the quality evaluation results and recommendations for the 2019 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP) and deny the appeals.

Public Speaker: Elizabeth Eastlund

Action: The motion passed unanimously.

1.0 Review and approve Project Reallocation Policy for the Department of Housing and Urban Development (HUD) 2019 Notice of Funding Availability (NOFA).
Jessica Reed, Manager, CoC, Policy & Systems Departments, gave the report:

- Staff requested approval of the Project Reallocation Policy for the Department of Housing and Urban Development (HUD) 2019 Notice of Funding Availability (NOFA) as described in the provided documents.
- Kristina Gerber and Lula EsKander, HACLA spoke about the notification process to the subrecipients; there was discussion about the CoC grant funds, program reallocation standards, project eligibility and process; and bed utilization and unit reductions.

Motion: Commissioner Greuel moved and Commissioner Martin seconded the approval of the Review and approve Project Reallocation Policy for the Department of Housing and Urban Development (HUD) 2019 Notice of Funding Availability (NOFA).

Public Speaker: Qualena McClung

Action: The motion passed unanimously.

Commissioner Pearson recused himself and left the meeting.

4.0 Review and approve the 2019 Continuum of Care (CoC) Program Priorities Listing and authorize Executive Director to submit the 2019 CoC Competition application to the U.S. Department of Housing and Urban Development (HUD) on behalf of the Los Angeles CoC.
Jessica Reed, Manager, CoC, Policy & Systems Departments, gave the report:

- Staff requested approval of the 2019 Continuum of Care (CoC) Program Priorities Listing and authorize Executive Director to submit the 2019 CoC Competition application to the U.S. Department of Housing and Urban Development (HUD) on behalf of the Los Angeles CoC as described in the provided documents.

Motion: Commissioner Greuel moved and Commissioner Kamin seconded the approval of the 2019 Continuum of Care (CoC) Program Priorities Listing and authorize Executive Director to submit the 2019 CoC Competition application to the U.S. Department of Housing and Urban Development (HUD) on behalf of the Los Angeles CoC.

Public Speaker(s): There were no public speakers.

Action: The motion passed unanimously.

Commissioner Pearson returned to the meeting.
5.0 Nomination and approval of 2019-20 Committee Appointments.
Commissioner Dusseault, gave the report:

- Commissioner Dusseault nominated the following committee membership:
  
  PROGRAMS & EVALUATION
  Jacqueline Waggoner, Chair
  Wendy Greuel, Vice Chair
  Kelvin Sauls
  Noah Farkas, Alternate*

  FCGM
  Noah Farkas, Chair
  Lawson Martin, Vice Chair
  Kelli Bernard
  Jacqueline Waggoner, Alternate*

  POLICY & PLANNING
  Irene Muro, Chair
  Booker Pearson, Vice Chair
  Mitchell Kamin
  Kelvin Sauls, Alternate*

  PERSONNEL
  Sarah Dusseault, Chair
  Mitchell Kamin, Vice Chair
  Wendy Greuel

  AUDIT
  Booker Pearson, Chair
  Wendy Greuel, Vice Chair
  Irene Muro

Motion: Commissioner Bernard moved and Commissioner Greuel seconded acceptance of the committee membership structure as nominated by Commissioner Dusseault.

Public Speaker(s): There were no public speakers.

Action: The motion passed unanimously.

Adjournment: The meeting was adjourned at 2:07 p.m.
To: LAHSA Programs and Evaluation Committee

From: Daniel Fisher, Associate Director, Operations

Date: September 19, 2019

CC: Peter Lynn, Executive Director
Heidi Marston, Chief Program Officer
Emily Andrade, Director, Procurement & Performance Management
Kristina Dixon, Director, Finance
Kelli Pezzelle, Manager, Procurement

Re: Request for Statement of Qualifications (RFSQ) for Certification as a Qualified Bidder for LAHSA Funding Opportunities Review Results for August 2019 Applicants

Committee Action Requested: Review and approve the results and recommendations for the RFSQ for Certification as a Qualified Bidder for LAHSA Funding Opportunities.

Background: The Los Angeles Homeless Services Authority (LAHSA) released the RFSQ for Certification as a Qualified Bidder for LAHSA Funding Opportunities on April 20, 2017. Addenda to this document were issued on June 2, 2017, August 24, 2017, March 30, 2018, and July 11, 2019. This ongoing solicitation has a recurring submission due date on the 1st of each month.

Review Criteria: The RFSQ for Certification as a Qualified Bidder for LAHSA Funding Opportunities established review criteria in four areas to determine that applicants have the basic qualifications to submit a proposal under future LAHSA issued RFP(s) and have the potential to successfully operate the program being proposed for funding. To be recommended for certification an applicant must score at least 15 out of a possible 20 points and have submitted all required Core Documents.

The areas of review outlined in the RFSQ include:
- Financial Stability
- Financial Capacity
- Organizational Capacity
- Organizational Experience

Applications Received: LAHSA received five applications for the month of August 2019. One new application was received from an agency that had not previously held a primary contract with LAHSA. The remaining four applications were resubmissions of revised or updated documentation that had previously been found to be incomplete or inadequate.

Review Result: Based upon an evaluation of the criteria detailed above, it was determined that one organization is being recommended for certification as a qualified bidder for LAHSA-issued funding opportunities as detailed in the attached spreadsheet. The remaining organizations have been notified by LAHSA of what is incomplete or inadequate in their applications and the corrections that need to be made in order to be certified through the RFSQ process.
Staff Recommendations:
Staff recommends the approval of the RFSQ for Certification as a Qualified Bidder for LAHSA Funding Opportunities Review Results and Recommendations as detailed in this memorandum and the attached spreadsheet.

RFSQ Application Results:

<table>
<thead>
<tr>
<th>Table 1: List of RFSQ Applications Received</th>
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<tbody>
<tr>
<td>Agencies who have never had a primary contract with LAHSA before</td>
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<tr>
<td>Agencies who have not passed a threshold review since May 2016</td>
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<tr>
<td>Agencies who were pre-certified but wished to apply for additional funding source(s)</td>
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<tr>
<td><strong>TOTAL APPLICATIONS RECEIVED SINCE APRIL 20, 2017</strong></td>
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<tr>
<th>Table 2: List of RFSQ Certified Agencies</th>
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<tr>
<td><strong>Pre-certified Agencies</strong>*</td>
</tr>
<tr>
<td>Non-profits:</td>
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<tr>
<td><strong>Certified Agencies</strong></td>
</tr>
<tr>
<td>Agencies who have never had a primary contract with LAHSA before</td>
</tr>
<tr>
<td>Agencies who have not passed a threshold review since May 2016</td>
</tr>
<tr>
<td><strong>TOTAL CERTIFIED NON-PROFITS</strong></td>
</tr>
</tbody>
</table>

* Government entities are not required to be evaluated through our RFSQ process to be a qualified bidder. They are not included in this list.
** Please note that this number has changed from 71 to 70 due to the merger of Lamp, Inc. and Ocean Park Community Center (dba The People Concern).
## RFSQ Review Results for August 2019

### Item 2.1 (a)

<table>
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<th>Application #</th>
<th>Applicant Information</th>
<th>Funding Sources</th>
<th>Pass/Fail</th>
</tr>
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<tr>
<td>12282</td>
<td>Support Solutions Inc.</td>
<td>Y Y Y Y</td>
<td>Yes</td>
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<td></td>
<td>Y Y Y Y</td>
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**Note:** Points (>=15 Pts)
To: LAHSA Programs and Evaluation Committee  
From: Kelli Pezzelle, Manager, Procurement  
Date: September 19, 2019  
CC: Peter Lynn, Executive Director  
Heidi Marston, Chief Program Officer  
Emily Andrade, Director, Procurement & Performance Management  
Daniel Fisher, Associate Director, Operations  
Alison Korte, Associate Director, Capacity Building & Training  
Re: Request for Training Provider Qualifications – Centralized Training Academy (RTQ CTA) Review Results for August 2019 Applicants  

Committee Action Requested: Review and approve the results and recommendations for the RTQ CTA for certification as a qualified training provider.

Background: The Los Angeles Homeless Services Authority (LAHSA) released a solicitation to identify qualified instructors for the Centralized Training Academy (CTA). The CTA is a county-wide resource for the training of staff engaged in the provision, supervision, and development of homeless services. This ongoing solicitation will result in a list of Certified Training Providers and has a recurring submission due date on the 1st of each month. Vendors approved through the RTQ CTA process will be placed on a list of Certified Training Vendors posted on LAHSA’s website. The list will indicate which courses the trainer is qualified to deliver. Certification will last five years.

As training opportunities are identified by LAHSA, LAHSA will contact qualified providers based on the following criteria:
1. Match between courses the trainer is qualified to deliver, and the training need identified.
2. If more than one qualified provider can deliver the same course, the highest scoring applicant will be contacted first. If more than one qualified provider receives the same score, additional factors such as cost, availability, and/or ability to meet logistics of the training will determine which provider is selected.
3. If the first applicant contacted is not available to deliver training for the identified opportunity, the next highest scoring applicant will be contacted, and so on.

Contacted providers will be invited to work with LAHSA to draft a Statement of Work, to include course descriptions, program delivery schedule, and program budget. Contracts amounts equal to or greater than $500,000 need to be authorized by LAHSA’s Commission.

Review Criteria: To be recommended for certification, an applicant must have a minimum of two years’ experience supporting organizations in the areas of training outlined below and receive at least a 75 percent threshold score (37.5 points).
Table 1: List of Training Courses*

<table>
<thead>
<tr>
<th>Best Practices Courses</th>
<th>Professional Education Courses</th>
<th>Services Courses</th>
<th>System Components Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Operationalizing Motivational Interviewing</td>
<td>• Training Program Design</td>
<td>• Legal</td>
<td>• Coordinated Entry System (CES) Overview</td>
</tr>
<tr>
<td>• Operationalizing Critical Time Intervention</td>
<td>• Process Improvement</td>
<td>• Housing Subsidies</td>
<td>• CES Triage Tool Training</td>
</tr>
<tr>
<td>• Data Quality Assurance &amp; Support</td>
<td>• Business Writing &amp; Communication</td>
<td>• Foster Youth Resource Development</td>
<td>• HUD Policy Implementation</td>
</tr>
<tr>
<td>• Cultural Responsiveness</td>
<td>• Presentation &amp; Facilitation Skills</td>
<td>• Safety Planning/Lethality Assessment</td>
<td>• CES Policy Implementation</td>
</tr>
<tr>
<td>• Social Determinants of Health</td>
<td>• De-escalation &amp; Conflict Resolution</td>
<td>• 40 Hour Domestic Violence Training</td>
<td>• Client Satisfaction Surveys</td>
</tr>
<tr>
<td>• Mental Health First Aid</td>
<td>• Six Sigma Project Management</td>
<td>• 40 Hour Human Trafficking Training</td>
<td>• Trauma &amp; Resiliency Informed Care for CES</td>
</tr>
<tr>
<td>• Lived Experience Peer Employment Training</td>
<td>• Programmatic Strategic Planning</td>
<td>• Violence Prevention Training for Perpetrators</td>
<td>• Human Services and Homeless Services</td>
</tr>
<tr>
<td>• Pre-Employment Training for Homeless Services</td>
<td>• Implicit Bias Training</td>
<td>of Domestic Violence</td>
<td>Systems Integration Trainings</td>
</tr>
<tr>
<td>• Working with Special Needs Populations</td>
<td></td>
<td>• Financial Literacy Training</td>
<td>• System Equity for Special Populations</td>
</tr>
<tr>
<td>• Housing Retention</td>
<td></td>
<td>• Fair Housing</td>
<td>• Diversion</td>
</tr>
<tr>
<td>• Working with Families with Children Ages Zero to Five</td>
<td></td>
<td>• Substance Misuse and Active Users</td>
<td>• Prevention</td>
</tr>
<tr>
<td>• Multisystemic Therapy Training</td>
<td></td>
<td>• Landlord Engagement</td>
<td></td>
</tr>
<tr>
<td>• Reporting Child or Elder Abuse</td>
<td></td>
<td>• Eviction Prevention</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employment Navigation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Housing Retention</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Housing Rights for Special Populations</td>
<td></td>
</tr>
</tbody>
</table>

*Applicants may include additional subjects and content with a description of how the proposed content will support the professional development of the homeless services industry through training.

Applications Received/Reviewed: Proposals are evaluated using these five categories:

I. Experience and subject matter expertise in proposed training area(s)
II. Course description(s)
III. Curriculum for proposed course(s)
IV. Evaluation method and reporting metrics
V. Alignment to other training initiatives

One application was received by the August 1, 2019 deadline. The following vendor is being recommended for RTQ CTA certification:

- Child Development Institute (CDI)

Review Results: Based upon an evaluation of the criteria detailed above, it was determined that one proposal is being recommended for certification as a qualified training provider for the Centralized Training Academy.

Staff Recommendations:
Staff recommends the approval of the RTQ CTA results and recommendations as detailed in this memorandum.
RTQ CTA Application Results:

<table>
<thead>
<tr>
<th>Training Vendor Name and Course Title</th>
<th>Overall Score</th>
<th>Pass / Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development Institute (CDI): The Impact of Homelessness on Children 0-5 Years</td>
<td>46.7</td>
<td>PASS</td>
</tr>
</tbody>
</table>
2019 MOBILE SHOWERS PROGRAM
REQUEST FOR PROPOSALS (RFP)

RFP Released: September 19, 2019
Mandatory In-Person Proposers Conference: September 25, 2019, 11 AM – 1 PM
Written Questions Due: September 27, 2019, 2 PM
Submission Deadline: October 18, 2019, 2 PM
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A. DESCRIPTION OF WORK

1. Objective

The Los Angeles Homeless Services Authority (LAHSA) is issuing this Request for Proposals (RFP) to fund Mobile Shower programs for all populations who are experiencing homelessness within Los Angeles County.

Individuals experiencing homelessness often have difficulty accessing essential services that will help them maintain their personal hygiene and improve their health, including public shower facilities. Several service providers currently operate mobile showers that serve people experiencing homelessness, but these providers have limited capacity to serve a high volume of clients across a large geographic area. The County of Los Angeles has allocated funds for Mobile Shower Programs through the County of Los Angeles, Approved Strategies to Combat Homelessness strategy E6, Countywide Outreach System. The County believes that, in addition to the public health and hygiene benefits of access to showers, mobile shower programs offer a unique opportunity to engage people experiencing homelessness and connect them to supportive services and housing.

Proposers to this funding opportunity may elect to operate a Mobile Showers Program utilizing showers already owned by the proposer, OR showers that would be leased to the provider by either the County of Los Angeles or LAHSA at no-cost to the service provider.

Proposers funded under this RFP will be required to operate as collaborative partners within the existing CES. This includes, but is not limited to, participating the CES Service Planning Area (SPA) and countywide meetings, helping providers find and engage individuals experiencing homelessness, helping to document homelessness, engaging in problem-solving interventions, and linking participants to services.

All projects that are awarded funding under this RFP will be subject to the terms and conditions of this RFP and any LAHSA-issued revisions or addenda to this RFP. Revisions and addenda to this RFP may be issued in response to written questions or to communicate revisions or corrections made by the funder.

2. Funding Available

There is $736,000 of annual funding available for this RFP. Funding under this RFP is anticipated but not guaranteed through Measure H Special Funds from the County of Los Angeles, made available through the County of Los Angeles, Approved Strategies to Combat Homelessness, Strategy E6.

All funding is subject to change.

3. Eligible Applicants

This RFP is open to government agencies, and nonprofit organizations that were certified before the release of this RFP as qualified bidders/proposers for receiving County of Los Angeles Measure H Funds through the LAHSA Request for Statement of Qualifications (RFSQ) process.

The list of certified agencies can be viewed at the following link under RFSQ Documents (See: RFSQ Exhibit I - Certified Agencies & Funding Sources):

For future reference, instructions on how to become a LAHSA Qualified Bidder can also be viewed at the link above.

Government agencies do not need to apply through the RFSQ process to be a certified bidder.

4. Contract Term

The contract term for contracts awarded through this RFP is February 1, 2020 to June 30, 2022 with funding authorized on an annual basis. LAHSA will allow providers to use up to 60-days from their contract start date as startup time. Providers can bill for expenses incurred during this time even if clients have not yet been served. All expenses must be included in the budget approved by LAHSA. LAHSA reserves the right to authorize funding on an annual basis, based upon, but not limited to, satisfactory contractor performance, availability of funds, and demonstrated geographic need.

A separate contract will need to be executed between the County and/or LAHSA and the selected providers for use of the shower trailers.

5. Geographic Area Served

All proposals must list a minimum of two locations where they intend to operate the proposed program. All project locations must be within the County of Los Angeles. Each proposal must clearly identify the site addresses, the Service Planning Areas (SPA) in which the proposed project will be located.

6. Eligible Populations

This RFP seeks to fund services that will serve all people experiencing homelessness that are in need of shower services.

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) to develop a response to this RFP. The SRS can be found in the Exhibits.

Housing First

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

1. Housing is safe and affordable;
2. All people can achieve housing stability in permanent housing; supports may look different;
3. 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 Outcomes

Reporting requirements for the Mobile Showers Program have not been finalized. The process to determine appropriate performance outcomes will include provider input.
Agencies funded under this RFP may use HMIS as their primary record keeping system. The following information may be recorded and stored in HMIS: 1) Homeless certification; 2) The dates on which participants received services, and the types of services received; and 3) The dates on which participants received referrals to services/programs, and the types of referrals made. Note that while providers should do their due diligence in documenting participants' homelessness status, participants should never be turned away from services if they refuse to provide this documentation.

9. Budget and Leverage

Proposers are required to submit a competitive budget for a twelve-month contract term. 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, such as a contract, a scanned copy of a check, a commitment letter, or an MOU, must be submitted in FileShare before the submission deadline.

Funds will be distributed at LAHSA’s discretion. The rate for administrative cost reimbursement will be 12%. The budget template provided includes a 12% administrative cost reimbursement rate, which may be reduced based on the final determination of funding source.

Leverage

LAHSA recommends leveraging from other sources to enrich programming, but does not require it. However, as part of the Quality Review process, all proposals will be evaluated regarding the level of leveraged funds that are committed to the project. Proposals demonstrating higher leverage will receive additional points within the Program Budget category of Quality Review. In order to receive full points, documentation of leverage, such as a contract, a scanned copy of a check, a commitment letter, or an MOU, must be submitted in FileShare before the submission deadline.

<table>
<thead>
<tr>
<th>Program Activities</th>
<th>Eligible to be Funded by this RFP</th>
<th>If Provided, Funded by Co-Located Programming</th>
<th>If Provided, Funded by Leveraging ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordination/Supervision Staffing (Salaries and Fringe Benefits)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Service Staffing (Salaries and Fringe Benefits)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trainings (Supervisors/Staff)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Supplies (Computer, internet access, paper, etc.)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space Cost (Fee from property owner to use parking lot or other space)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Further details regarding eligible activities and program design details can be viewed in the program’s Scope of Required Services (SRS).

10. Timeliness Standards

The proposer is expected to demonstrate the ability to begin project operation at all sites no later than 60 days after the contract start date listed in Section A.4 Contract Term, and to fully utilize grant funds within the proposed contract term. Proposals must demonstrate a plan for rapid implementation of the program. The proposer is expected to initiate the approved projects promptly in accordance with the requirements of this RFP and the federal and local regulations governing the awarded funding. Grant terms, and associated grant operations, may not extend beyond the availability of funds.

11. 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.
12. Sites and Equipment

Proposers must identify a minimum of two sites where they will operate their shower trailer. Proposers must commit to operating the mobile showers at least two days each week for at least four hours per day. If proposing to operate at more than two sites, proposers may choose to operate at a given site more than once a week but must demonstrate sufficient need at the site to warrant multiple days of service.

Site control is not required at the time of application for this funding opportunity. However, proposals that submit site control at the time of application submission will receive additional consideration from the Quality Review Panel (see Section B.2).

All proposed trailers must have at least one shower stall and that is compliant with the Americans with Disabilities Act of 1990 and the American with Disabilities Act Amendments Act of 2008 (ADA/ADAA). Contractor must clearly state how they are going to accommodate the needs of individuals with various disabilities: visual, auditory, mobility, etc. in their program policies and procedures, location, and services.

Prior to award recommendations, LAHSA will conduct an inspection of the proposed trailers and sites of operation to assess quality and feasibility. If recommended for award, the contractor must submit documentation that a qualified licensed and insured individual will operate the truck.

County and/or LAHSA-owned shower trailers will have three shower stalls. Proposers that are awarded the use of the County-owned shower trailers will not have to pay to lease the trailer but will be responsible for all other expenses including maintenance, gas, and water. Proposers also must provide their own truck to tow the trailer or may subcontract with a qualified towing service.

Depending on the number and types of proposals LAHSA receives, proposers recommended for funding who do not have their own shower trailers may be asked to share the County-owned shower trailers with other proposers in order to maximize use of the trailers. These arrangements would be made upon consideration of relevant factors such as the proposed weekly schedules and the distance between the proposed Mobile Shower Program sites. If such sharing occurs, proposers must be willing to collaborate with other awarded providers to ensure safe handoff of trailer and appropriate storage and cleanliness.

13. Proposed 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.

14. Proposed Contract

The proposer, if selected through this RFP and subsequently selected for award, shall be required to enter into a written agreement with LAHSA. The proposed contract may be modified to incorporate
all 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. Proposers unable or unwilling to comply with LAHSA policies and procedures will not be considered for funding under this RFP.

Awardees may have to sign a lease if they use the LAHSA and/or County-owned mobile showers.

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. 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:

15. 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.
B. PROPOSAL CRITERIA AND EVALUATION PROCESS

1. Overview

All 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.” A complete proposal includes all of the required elements listed in section G. General Instructions 1. Proposal Submittal. 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.

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

| Table 2: Estimated RFP Timeline* |
| ITEM | DATE |
| RFP Release | September 19, 2019 |
| Mandatory Proposers Conference | September 25, 2019, 11 AM – 1 PM |
| Written Questions Due | September 27, 2019, 2 PM |
| Submission Deadline | October 18, 2019, 2 PM |
| Quality Review Approval | December 2019 |
| Contract Start | February 1, 2020 |

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

2. Quality Review

Proposals will be evaluated based on the categories listed and described in this section. Each proposal’s content, responsiveness, relevance, and adherence to the instructions in this RFP will be considered when scoring each category.

| Table 3: Quality Review Scoring Matrix |
| Scoring Area | Points |
| Program Design | 25 |
| Program Readiness | 15 |
| Site Control | 5 |
| Organizational Experience | 10 |
| CES Alignment | 5 |
| Program Budget | 10 |
| Estimated Volume of Services | 10 |
| Cost Efficiency | 10 |
| Proximity to Homeless Population Density | 10 |
| Total Points Possible | 100 |
**Program Requirements**
The proposer must adhere to the requirements of the Americans with Disabilities Act (ADA) through their program delivery. The proposer must accommodate participants with mobility, auditory, and visual impairments.

The proposer’s adherence to Housing First, Harm Reduction, and Trauma-Informed Care principles, as well as compliance with LAHSA’s Equal Access and Gender Identity policy and Feedback and Grievance policies is required.


The proposer must make the program open to all eligible populations regardless of sexual orientation, gender identity, marital status, race, color, religion, national origin, age, or disability status.

**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.

Proposals should justify why their proposed locations are ideal for operating a mobile shower program. This may include proximity to homeless populations and public transportation, amenities that enhance the quality of participants’ experience, a lack of hygiene services in the area, and proximity to other existing non-hygiene services for people experiencing homelessness.

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 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.

The Evaluation Panel will review the proposer’s implementation plan, which should describe how the proposer will establish an orderly process by which participants can take showers, ensure that showers are in working order, connect to water, and dispose of waste. The proposal should detail a realistic, well thought-out plan in regards to these program operations.

The Evaluation Panel will also assess proposer’s operations plan to ensure participant and staff safety, including ensuring that staff are appropriately trained in de-escalation or other conflict resolution methods, and appropriate steps are taken to maintain clean and sanitary conditions.

**Program Readiness**
The Evaluation Panel will evaluate the proposer’s ability to achieve full staffing and implement the program by the program start date. See SRS for staffing guidelines.
Proposers should present a detailed process for ensuring operational effectiveness and quality control of staff. The Evaluation Panel will evaluate the appropriateness of the proposed sites for serving the proposed number of participants.

Proposers will be evaluated on their proposed plan to connect to water and power and dispose of waste. If the local jurisdiction needs to be engaged in order to establish sewer connections or for any other reason, evidence of this engagement or a detailed plan for how this engagement will take place and the expected timeline for approval should be included in the application narrative.

The Evaluation Panel will evaluate whether the applicant demonstrates a robust plan and clear commitment to transparently engage the neighborhood and surrounding community. This could include, but is not limited to, working with elected officials, advertising the location of site, developing a community grievance process, demonstrating ample experience or partnerships within the community, and membership/attendance to local associations.

**Site Control**
Five points will be awarded to proposals that submit full site control of their proposed locations OR a non-binding written document from the site owner that indicates permission to use the proposed sites to operate the proposed Mobile Showers Program. The following legal documents would be considered full site control: signed leases, lease options, titles/deeds indicating ownership, and purchase options. Zero points will be awarded to proposals that do not submit site control or a non-binding written document.

**Organizational Experience**
The proposer’s experience providing mobile shower or similar services will be taken into consideration. The applicant should reference data, past performance outcomes and evidence to describe experience operating mobile shower or similar services.

**Coordinated Entry System Alignment**
Proposals will be evaluated on 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. Applicants should detail or provide evidence of a history of participation in LA CES coordinated assessment and intake efforts, as well as a plan to collaborate with the LA County CES.

**Program Budget**
The Evaluation Panel will evaluate the feasibility, reasonableness, and accuracy of the budget. It will also evaluate the extent to which additional funding and resources are committed to the proposed project. 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.
**Estimated Volume of Services**
LAHSA will calculate the estimated volume of services by multiplying the total time available for providing showers by the proposed number of shower stalls. LAHSA will use the information provided in the submitted Proposed Program Weekly Schedule to calculate the number of shower operating hours.

LAHSA will assign 10 points to the proposal that proposes to offer the highest estimated volume of services. LAHSA will assign an *Estimated Volume of Services* score from 0 to 10 that is based on the deviation of each proposal from the highest scoring proposal in this category.

Example: 10 hours of operating time multiplied by 3 shower stalls equals 30 shower operating hours. If another application is submitted with 9 hours of operating time multiplied by 3 showers stalls, that would equal 27 shower operating hours. This proposal would receive 9 points out of 10, because the proposed shower operating hours is 90% of the highest volume proposal.\(^1\)

**Cost Efficiency**
Cost efficiency will be determined by dividing the amount of dollars requested by the Estimated Volume of Services. LAHSA will assign 10 points to the most cost-efficient proposal submitted. After determining the most cost-efficient proposal, LAHSA will assign a cost efficiency score from 0 to 10 that is based on the percentile deviation of each proposal from the most cost-efficient proposal.

Example: If a proposal’s estimated volume of services is 30 shower operating hours, and the total amount requested is $180,000, the cost efficiency calculation will be $180,000 / 30 = $6,000. If this calculation is the lowest among all submitted proposals, it will receive 10 points for this category. If a second proposal requests the same $180,000 for 15 shower operating hours, this proposer will receive 5 points out of 10 because the proposed activities are 50% less cost efficient than the most cost-efficient proposal.

**Proximity to Homeless Population Density**
LAHSA will assign points based on the proposed locations’ proximity to locations with a high density of unsheltered people experiencing homelessness as reported in the 2019 Homeless Count. \(^2\)

The following table indicates the intervals that will be used to determine the score awarded to each proposed location for proximity to homeless density:

<table>
<thead>
<tr>
<th>Points awarded</th>
<th>Homeless Count Population Density</th>
</tr>
</thead>
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\(^1\) LAHSA expects a minimum of 15 minutes per shower

\(^2\) Density of homelessness per square mile is preferable to raw count data because the sizes of each census tract differ. Using density of homelessness per square allows for an equal comparison of large and small census tracts.
Applicants do not need to compute their proposed site’s density score. Click on the following link to access the density score for each proposed location. The average score for all proposed locations will be used.

https://lahsa.maps.arcgis.com/apps/ZoneLookup/index.html?appid=c1296c36bb1e4a268257017b8c4d7771

If the proposed program is located in Pasadena, Glendale, or Long Beach, LAHSA will determine the Proximity to Homeless Population Density score upon receipt of the application using a similar methodology.

A final score for this category will be computed by averaging the individual scores of each submitted location.

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3. Funding Allocation Strategy

Final funding recommendations will be based on the overall score and the location of the proposal.

LAHSA is interested in ensuring geographic distribution of shower services across LA County, and as such LAHSA will take into account the proximity of proposals to existing shower services, as well as to other proposals submitted in response to this funding opportunity.

The list of existing and planned shower programs can be found at the following link: https://www.lahsa.org/news.aspx?article=581-2019-mobile-showers-program-rfp

If a submitted proposal’s nearest location is within five miles of an existing shower program, LAHSA will only consider recommending the program for funding if the proposal has received a Proximity to Homeless Population Density score of nine or ten.

Additionally, if there are two proposals that are located within five miles of each other that receive a Proximity to Homeless Population Density score of nine or ten, then LAHSA will consider recommending both programs for funding. However, if there are two proposals that are located within five miles of each other that receive a Proximity to Homeless Population Density score of eight or below, LAHSA will recommend the higher scoring proposal of the two.

If an insufficient number of qualified proposals are received or if the proposals received are deemed non-responsive or not qualified as solely determined by LAHSA’s Commission. LAHSA’s Commission reserves the right to either 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.
C. GENERAL INSTRUCTIONS

1. Proposal Submittal

Proposal Application
The RFP, application documents, and budget template will be made available online at http://www.lahsa.org/funding following the approval for release from the Programs & Evaluations Committee. Proposers may respond to this funding opportunity by completing the online application and submitting supporting documents into their Agency FileShare account. Separate applications must be submitted for programs in different SPAs.

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)
- Budget Template uploaded to FileShare
- Proposed Program Weekly Schedule Template uploaded to FileShare
- Proposed Program Organizational Chart uploaded to FileShare
- Suspension and Debarment Form uploaded to FileShare
- Site Control Documentation uploaded to FileShare (if applicable)
- Agreement from local jurisdiction to support connection to sewer uploaded to FileShare (if applicable)

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 that are placed in the incorrect folder.

MyOrg
The RFP application will be available via the MyOrg portal on the LAHSA website at the following link: https://www.lahsa.org/portal/user/sign-in

2. Due Date

All proposals must be RECEIVED by electronic delivery no later than 2:00 PM (Pacific Time), October 18, 2019. Applications will not be accepted via facsimile or paper submission. Electronic Submission is mandatory. Proposals submitted after the deadline will not be accepted.

Proposal amendments and/or addendums submitted to LAHSA after the proposal deadline will be returned without review. However, LAHSA reserves the right to request clarification of unclear or ambiguous statements made in the proposal.
3. **Mandatory Proposers Conference**

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

**September 25, 2019, 11:00 AM – 1:00 PM.**


**Pre-registration is recommended.**

**Attendance Requirements:** The Conference will start promptly at 11:00am. Proposers must sign-in to within 15 minutes of the Conference start time. Proposers who sign-in after that time to the Proposers Conference will not be considered as an attendee.

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 days prior to the Mandatory Proposers’ Conference.

Questions regarding this RFP may be submitted to fundingopportunities@lahsa.org with the subject line, “2019 Mobile Showers RFP – Q&A”. Please be sure to include your name and title, the name of the organization 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 Mobile Showers RFP– Q&A” until **September 27, 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 [http://www.lahsa.org/funding](http://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.

Proposers are also encouraged to subscribe to the Funding Opportunities mailing list at [https://www.lahsa.org/](https://www.lahsa.org/) 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](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...
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 Mobile Showers 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 Mobile Showers 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
proposal 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 Contractor’s 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.
F. EXHIBITS

EXHIBIT A: PROGRAM AND FACILITIES STANDARDS


2019 Mobile Showers Program RFP – Application Questions

Program Requirements

1. Are participants allowed to enter the program even if they aren’t “clean and sober” or “treatment compliant”? (Yes / No)

2. Are services informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are a part of some participant's lives? (Yes / No)

3. Are participants engaged in non-judgmental communication regarding drug and alcohol use and are offered education regarding how to avoid risky behaviors and engage in safer practices? (Yes / No)

4. Will all staff receive training on traumatic stress and its impact; the relationship between trauma and mental health, substance use, and homelessness? (Yes / No)

5. Will participants be able to choose the shower stall based upon their identified gender (if there are gender-specific areas)? (Yes / No)

6. Are all grievance and feedback policies operationalized (i.e. there is a process to receive and track grievances and feedback)? (Yes / No)

7. Is the process of filing a grievance accessible to participants (e.g. participants are informed of opportunities to give feedback before they leave the program area)? (Yes / No)

8. Will the program comply with the Americans with Disabilities (ADA) Act and be accessible for participants with various disabilities (e.g. physical, visual, audible, mobile)? (Yes / No)

9. Will the program be equipped to serve participants with limited English proficiency? (Yes / No)

Program Information

10. Are you applying to operate a County-owned Mobile Shower Trailer? (Yes / No)

11. IF NO, How many mobile shower trailers are you proposing to operate and how many shower stalls are in each trailer?

Program Design

12. Please describe why the locations of the proposed sites are ideal, both with respect to the sites' features and the need in the surrounding communities. Additionally, please describe the days and times in which your Mobile Showers Program will operate, and why these times are ideal.

13. Describe your implementation plan for the Mobile Showers program. In your response, specify which hygiene items participants will receive to shower, dry, and prevent the transmission of communicable diseases. Additionally, explain how you will establish an orderly process by which participants can take showers, and how you will ensure that the showers are in working order?
14. How will you connect to water, and how will you dispose of waste? If the local jurisdiction needs to be engaged in order to establish sewer connections or for any other reason, describe how this engagement will take place and the expected timeline for approval.

15. Describe all proposed measures to ensure participant safety. Please include the following elements in your response: 1) How you will maintain clean, sanitary conditions in the trailers to prevent the spread of communicable diseases, 2) How you will ensure participant safety in the shower area.

16. Describe how you will transport the shower trailers to and from the sites of operation.

17. Explain how you will promote your proposed Mobile Showers program. That is, how will you ensure that stakeholders (e.g. potential participants, homeless service providers) are aware of your program? How would you address low shower utilization rates?

18. How will you track the number of participants served, number and types of referrals made, and any other services provided. Please describe the frequency of data entry, as well as any quality assurance procedures that will be implemented.

Program Readiness

19. How have you informed and engaged community stakeholders surrounding the prospective sites regarding your proposed Mobile Showers program? Provide evidence of community support for the proposed program, and describe how these relationships will influence the proposed program.

20. Specify the timeline and activities for implementing program operations, including hiring and training of program staff (include the job titles, # of positions, and # of FTEs), and the development of program-related policies, procedures, and documentation. In your response, specify the content and amount of training that staff will receive (if any), and how these trainings will be administered. Please also describe the mechanisms for ongoing staff supervision and an internal quality assurance monitoring system.

21. How will you assure effective and timely preparation of the proposed sites? If applicable, explain your plan and timeline to obtain site control. If you will not obtain site control, describe your plan to obtain permission to operate the program at the proposed site.

Organizational Experience

22. Describe any experience that demonstrates your ability to successfully operate the proposed Mobile Showers program.

CES Alignment

23. How will you link participants to supportive services (e.g. outreach, housing navigation), the Coordinated Entry System, and other systems of care? Specify the names of any organizations that will provide leveraged services, and describe the extent to which you have a working relationship with these organizations.

24. How have you participated in CES in the past? Please provide any evidence of a history of participation in LA CES coordinated assessment and intake efforts.
2019 Mobile Showers Program Request For Proposals (RFP) – Release Presentation

September 2019
Objective

To fund Mobile Shower programs for people experiencing homelessness in Los Angeles County.

Mobile Shower Programs offer:
- Public health and hygiene benefits.
- A unique opportunity to engage people experiencing homelessness and connect them to supportive services and housing.
Funding

Funding Available:

• Approx. $750,000 annual operating*
• County of Los Angeles Measure H Funds*

Contract Term:

• 2/1/2020 - 6/30/2022

*Funding Sources and Amounts are approximate and subject to change.
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 County of Los Angeles Measure H Funds through the LAHSA RFSQ process.

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

• Proposer-owned showers or LAHSA/County-owned showers

• At least one shower stall that is ADA/ADAA compliant

• Minimum of two sites where they will operate their shower trailer

• At least two days each week, for at least four hours per day

• Site control is not required at the time of application
# Quality Review

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<td>Program Design</td>
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<td>Program Readiness</td>
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<td>Organizational Experience</td>
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<td>CES Alignment</td>
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<td>Program Budget</td>
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<td>Site Control</td>
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<tr>
<td>Proximity to Homeless Population Density</td>
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<tr>
<td>Estimated Volume of Services</td>
<td>10</td>
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<tr>
<td>Cost Efficiency</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>100</strong></td>
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</tbody>
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Programmatic Reviewers

LAHSA Finance

LAHSA Procurement
Proximity to Homeless Population Density

Proximity to locations with a high density of unsheltered people experiencing homelessness

<table>
<thead>
<tr>
<th>Points awarded</th>
<th>Homeless Count Population Density</th>
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<tr>
<td>0</td>
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<td>3</td>
<td>8-11</td>
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<td>5</td>
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<td>28-42</td>
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<tr>
<td>7</td>
<td>43-63</td>
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<tr>
<td>8</td>
<td>64-99</td>
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<tr>
<td>9</td>
<td>100-179</td>
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<tr>
<td>10</td>
<td>180+</td>
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Proposers can go to the following link to see the score of their proposed sites: https://lahsa.maps.arcgis.com/apps/ZoneLookup/index.html?appid=c1296c36bb1e4a268257017b8c4d7771
Estimated Volume of Services

Objective:

LAHSA will calculate the estimated volume of services by multiplying the total time available for providing showers by the proposed number of shower stalls.

Example:

Step 1
Proposal 1 : 10 hours x 3 stalls = 30 shower operating hours
Proposal 2 :  9 hours x 3 stalls = 27 shower operating hours

Step 2
Proposal 1 : 10 points
Proposal 2 : (27/30) = 90%
         90% x 10 = 9 Points
Cost Efficiency

Objective:

Cost Efficiency will be determined by dividing the amount of dollars requested by the Estimated Volume of Services.

Example:

Step 1
Proposal 1: $180,000 total amount requested / 30 shower operating hours = $6,000
Proposal 2: $180,000 total amount requested / 15 shower operating hours = $12,000

Step 2
Proposal 1: 10 points
Proposal 2: $6,000 / $12,000 = 50%

50% x 10 = 5 Points
Funding Allocation Strategy

• Overall score and location

• Geographic distribution
  • Within five miles of existing shower program only considered if the location has a 9 or 10 "Proximity to Homeless Population Density" score
  • Within five miles of another proposal, will recommend the higher scoring proposal if the location has a 9 or 10 "Proximity to Homeless Population Density"
## RFP Timeline

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>RFP Release</td>
<td>September 19, 2019</td>
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<tr>
<td>Mandatory In-Person Proposers Conference</td>
<td>September 25, 2019, 11 a.m. - 1 p.m.</td>
</tr>
<tr>
<td>Written Questions Due – <a href="mailto:fundingopportunities@lahsa.org">fundingopportunities@lahsa.org</a></td>
<td>September 27, 2019, 2 p.m.</td>
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<tr>
<td>Submission Deadline</td>
<td>October 18, 2019, 2 p.m.</td>
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<tr>
<td>Quality Review Approval</td>
<td>December 2019</td>
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<tr>
<td>Tentative Contract Start</td>
<td>February 1, 2020</td>
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To: Programs & Evaluation Committee  
From: Kelli Pezzelle, Manager, Procurement  
Date: September 19, 2019  
CC: Peter Lynn, Executive Director  
Heidi Marston, Chief Program Officer  
Emily Andrade, Director, Procurement and Performance Management  
Daniel Fisher, Associate Director, Operations  
Re: Procurement Plan for Access Centers and Access Points

Commission Action Requested: Approve the procurement plan for Access Centers and Access Points and authorize the Executive Director to enter into contracts with the recommended agencies.

Background: The Los Angeles Homeless Services Authority (LAHSA) released the 2018 Access Centers and Access Points Request for Proposals (RFP) in December 2018. The results of the RFP Quality Review process and the award recommendations were first presented to the Programs & Evaluation (P&E) Committee in June 2019. The Committee members agreed that the funding methodology used to determine awards was not explicitly outlined in the RFP, resulting in a lack of transparency.

At the August 2019 P&E Committee meeting, the Committee did not approve the Quality Review Results and Awards Recommendations made by staff. Instead, the Committee approved a motion to extend the current Access Centers for a year, initiate contracts for two new Access Centers in SPA 3, conduct public focus groups to provide input on geographic need, and return to the Committee with TAY specific Access Center recommendations for an accelerated RFP process.

This memo outlines the details of staff’s plan to accomplish the Committee’s motion and formally authorizes the Executive Director to enter into contracts with the two new Access Center program providers in SPA 3.

Proposed Plan:

Adult Access Centers:

Extend contracts for the ten current Access Centers that applied to the 2018 Access Centers and Access Points RFP until 9/30/20 at either the rate they are funded for FY 18/19 or the new rate of $350,000, whichever is higher. (Approved by Commission on August 23, 2019)

Initiate contracts for the highest scoring SPA 3 Access Center proposal (VOA El Monte) and the highest scoring Access Center that meets the HEAP guidelines for funding a site in a

Gather public input about geographic need, RFP process, and scoring criteria during the previously scheduled CES Refinement Workshops with providers in all SPAs, scheduled to take place in October 2019.

Release an RFP for both Access Centers for adults and Access Points for all populations in February 2020 for contracts to start July 1, 2020.

TAY Access Centers:

Gather public input on TAY Access Center geographic need through the CES Refinement Workshops being conducted by Clutch Consulting in October 2019.

Release an RFP in November 2019 to fund TAY Access Centers. There is approximately $1.6M in CoC HEAP funds set aside for TAY specific Access Centers. The number of TAY specific Access Centers needed throughout the County and the appropriate funding level for these programs will be informed by the community input received at the CES Refinement Workshops described above.

Present award recommendations to P&E in January 2020 for contracts to start April 1, 2020.

Access Points:

The same public input process for Access Centers will inform the Access Points RFP. Funding for both Access Centers for adults and Access Points for all populations will be available in the February 2020 RFP for contracts to start July 1, 2020.

Release an RFP for both Access Centers for adults and Access Points for all populations in February 2020 for contracts to start July 1, 2020.
<table>
<thead>
<tr>
<th>Organization</th>
<th>New?</th>
<th>SPA</th>
<th>Annual Amount</th>
<th>Contract Term</th>
<th>FY 19-20 8 or 9 Month Prorated Amount</th>
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* The “Annual Amount” and “Contract Term” columns in the table above display the award amount and term for 12-months. The “FY 2019-20 8 or 9 Month Prorated Amount” displays the amount of the award for the remainder of FY 2019-20. LAHSA contracts are subject to the availability of funds each fiscal year and are therefore funded on a fiscal year basis. Due to this Access Center new contracts and contracts that are being extended will need to be amended to include funds for FY 2020 – 21.
To: Finance Contracts & Grants Management Committee
From: Shalon Zeferjahn, Sr. Manager - Contracts & Grants
Date: September 19, 2019
CC: Peter Lynn, Executive Director
Anthony Creed, Chief Financial Officer
Emily Andrade, Director of Procurement & Performance Management Dept.
Daniel Fisher, Associate Director of Operations – Procurement & Performance Management Dept.

Re: Authorization for Executive Director to Enter Into Amendment to Funder Agreement Number C-133135 and Accept Funding from the City of Los Angeles' Housing & Community Investment Department (“HCIDLA”) for Homeless Emergency Aid Program (“City HEAP”).

Staff Recommendation:

Staff recommends that LAHSA’s Commission authorize LAHSA’s Executive Director to enter into amendment to Funder Agreement number C-133135 and accept funding from the City of Los Angeles’ Housing & Community Investment Department (“HCIDLA”) for Homeless Emergency Aid Program (“City HEAP”).

Staff further recommends, in the event that funding period or amount allocated from HCIDLA is reduced or not forthcoming, authorize the Executive Director to reduce terms of service, compensation, or not enter into agreements as deemed appropriate by the Executive Director.

Background:

LAHSA administers annual funding from the State, City and County to support a variety of homeless programs. LAHSA receives City HEAP funds from the City’s Grant Number 18-HEAP-00003 with the State. Agreement number C-133135 between LAHSA and HCIDLA was executed on January 22, 2019 and has a term through June 30, 2021.

This amendment will add $4,125,000.00 for a new contract total of $25,362,956.00, and will fund Emergency Housing Services, Housing Placement Services, Hygiene Services and Bridge Home Operations. This funding represents important resources to be utilized in the Los Angeles Continuum of Care for homeless individuals, youth and families, and supports a variety of programs and services that are provided to prevent and rapidly resolve homelessness and assist homeless persons in Los Angeles.

Justification:

This authorization would enable LAHSA to execute the amendment to Agreement number C-133135 with HCIDLA and accept funding to support the efforts of sub-recipients in addressing the needs of the homeless population throughout Los Angeles in Fiscal Years 2019-2020 and 2020-2021.

Staff has determined that the administrative dollars associated with this funding are adequate to cover costs associated with administering the funding.
To: Finance Contracts & Grants Management Committee

From: Shalon Zeferjahn, Sr. Manager – Purchasing, Contracts & Grants Administration

Date: September 19, 2019

CC: Peter Lynn, Executive Director
    Anthony Creed, Chief Financial Officer
    Emily Andrade, Director of Procurement & Performance Management Dept.
    Daniel Fisher, Associate Director of Operations – Procurement & Performance Management Dept.

Re: Authorization for Executive Director to Enter Into Agreements and Amendments with Sub-recipients for Activities in Fiscal Year 2019-2020 Funded by the City of Los Angeles’ Housing & Community Investment Department (“HCIDLA”) for CDBG and ESG Funding Allocated for the 44th Consolidated Plan, General Funds and Homeless Emergency Aid Program (“City HEAP”); the County of Los Angeles’ (“County”) Department of Children and Family Services (“DCFS”), Department of Public Social Services (“DPSS”), Workforce Development, Aging and Community Services (“WDACS”) and Chief Executive Office (“CEO”); California Emergency Solutions and Housing Program (“CESH”); and/or State Homeless Emergency Aid Program (“HEAP”) Funds as shown on the Attachment, Subject to Funding Being Allocated to LAHSA.

Staff Recommendation:

Staff recommends that LAHSA’s Commission authorize LAHSA’s Executive Director to enter into agreements and amendments with sub-recipients for activities in Fiscal Year 2019-2020, funded by the City of Los Angeles’ Housing & Community Investment Department (“HCIDLA”) for CDBG and ESG funding allocated for the 44th Consolidated Plan, General Funds and Homeless Emergency Aid Program (“City HEAP”); County of Los Angeles’ (“County”) Department of Children and Family Services (“DCFS”), Department of Public Social Services (“DPSS”), Workforce Development, Aging and Community Services (“WDACS”) and Chief Executive Office (“CEO”); California Emergency Solutions and Housing Program (“CESH”); and/or State Homeless Emergency Aid Program (“HEAP”) Funds, as shown on the attachment, subject to funding being allocated to LAHSA.

Staff further recommends, in the event that funding period or amount allocated from HCIDLA, County 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 by the Executive Director.

Background:

LAHSA administers annual funding from the State, City and County to support a variety of homeless programs. LAHSA receives annual CDBG and ESG funding from the City of Los Angeles through the City’s Consolidated Plan application to HUD, City HEAP funds from the City’s Grant Number 18-HEAP-00003 with the State, and City General Funds through the Mayor’s budget. LAHSA receives annual funding from a variety of County Departments, including funding for the Independent Living Program (“ILP”) from DCFS, funding for General Relief and Coordinated Entry System for Families programs from DPSS, funding for Adult Protective Services Home Safe program from WDACS, and General Funds and Measure H Special Funds from the CEO. LAHSA has also been awarded one-time CESH and HEAP funding from the State.
This funding represents a significant portion of the resources utilized in the Los Angeles Continuum of Care for homeless individuals, youth and families, and supports a variety of programs and services that are provided to prevent and rapidly resolve homelessness and assist homeless persons in the County of Los Angeles.

**Justification:**

This authorization would enable LAHSA to execute agreements and amendments for activities in FY 2019-2020, as described on the attachment, enabling sub-recipients to continue to address the needs of individuals and families at risk of experiencing homelessness and those experiencing homelessness in the City and County of Los Angeles.

Staff has determined that the administrative dollars associated with this funding are adequate to cover costs associated with administering the funding.
## Item 2.6 (a)

**FCGM - September 2019**

<table>
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<th>SPA</th>
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<th>Program</th>
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<th>Subrecipient Name</th>
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| Subtotal | $11,589,525 |
September 27, 2019

Mr. Paul Compton
Regulations Division
Office of General Counsel
U.S. Department of Housing and Urban Development
451 7th Street, S.W., Room 10276
Washington, D.C. 20410

RE: Docket No. FR-6111-P-02: HUD’s Implementation of the Fair Housing Act’s Disparate Impact Standard

Dear Mr. Compton:

On behalf of the Los Angeles Continuum of Care (LA CoC), the Los Angeles Homeless Services Authority (LAHSA) submits our response to the request for comment regarding HUD’s Implementation of the Fair Housing Act’s Disparate Impact Standard as issued in the August 19, 2019 Federal Register (Docket No. FR-6111-P-02).

LAHSA is a joint-powers authority of the City and County of Los Angeles and serves as the lead administrative entity of the LA CoC. LAHSA is responsible for funding a significant portion of the interim housing, permanent housing, and supportive services for individuals and families experiencing homelessness in Los Angeles County. LAHSA’s mission is to combat homelessness and ensure everyone in the LA CoC has access to safe and stable housing. As such, we oppose the U.S. Department of Housing and Urban Development’s (HUD) proposed rule changes to the disparate impact standard as it would make it unnecessarily onerous for a protected class to demonstrate housing discrimination, making them more susceptible to displacement, housing instability, and homelessness, while undermining the original intent of the disparate impact standard.

Racial and other types of discrimination are still pervasive and persistent throughout our country. Discrimination exists in employment, in housing, in schools, in the credit market, and in other settings; while the days of legally-enforced redlining and de jure segregation are past, these practices continue despite being facially neutral. As a result, the disparate impact standard has the potential to be a critical tool in fighting this type of underlying and sometimes unintentional discrimination.

As it stands today, disparate impact cases in housing are unusual and rare – partly because plaintiffs have historically faced difficulty in getting their claims past the preliminary stages of litigation, let alone succeeding on their merits.\(^1\) A qualitative analysis done on the 92 substantive rulings of fair housing disparate impact claims made after 1971 and before Texas Department of Housing and Community Affairs v. Inclusive Communities Project found that just over 19% of the cases resulted in a positive outcome for the plaintiff and that district court rulings in favor of a plaintiff were reversed in appellate court two-thirds of the time.\(^2\) Prior to the Inclusive Communities decision, courts were especially skeptical of disparate

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\(^2\) Ibid.
impact claims. For example, the Seventh Circuit U.S. Court of Appeals refused to conclude that every action that produces discriminatory effects is illegal, while the Eighth Circuit heard two fair housing disparate impact cases, ten days apart, with very similar claims that resulted in opposite outcomes. The current standard for disparate impact is already a discerning process with a high standard for proving claims of discrimination. Altering it as proposed by HUD would have harmful effects.

The current standard aims to establish liability if a policy or practice has a discriminatory effect on a protected class even if not motivated by discriminatory intent. This is essential in recognizing and rectifying a history of discriminatory policy that, though removed by law, has left behind residue in our built environments, housing markets, and real estate practices. The three-part burden-shifting framework’s purpose is to determine whether or not the challenged practice has a discriminatory effect, if there is a valid interest being pursued, and if there are alternate methods to achieve such interest that are less discriminatory in practice. Even the Supreme Court in the Inclusive Communities decision – the decision upon which this proposed rule is based – used a variation of the three-part burden-shifting framework, specifically placing the burden upon the defendant to prove that the challenged practice is necessary to achieve a valid interest. Both of these vital aspects of the disparate impact framework would, however, be amended if this proposed rule change goes into effect.

Furthermore, there are additional inconsistencies with the new proposed rule and the Inclusive Communities decision, despite the fact that HUD claims that these proposed changes are intended to better align the two. One such discrepancy is the exclusion in the proposed rule of “perpetuat[ing] segregated housing” as a valid result of discriminatory effect. In its decision, Inclusive Communities states that housing practices that perpetuate segregation would be in violation of the Fair Housing Act, yet, this language is missing in the proposed rule. Additionally, the Inclusive Communities decision references HUD’s 2013 disparate impact regulation and also declined the opportunity to review it, presumably because the Supreme Court felt the standard was effective as is. These proposed changes do not serve to better align with the Inclusive Communities decision, but to limit the liability of businesses and providers involved in housing provision.

The new proposed framework would be burdensome for plaintiffs. If this proposed rule change is approved, victims of discrimination will, in effect, lose their rights under the Fair Housing Act to challenge a practice or policy that is not overtly discriminatory. A majority of the onus is unfairly placed onto the plaintiff in the proposed rule change, as the plaintiff must first and foremost prove a number of elements during the pleading phase in order to allege prima facie, or to show enough basis for a claim to be heard. One such element is proving that the challenged policy or practice is “arbitrary, artificial, and unnecessary,” an element that currently rests on the defendant to prove otherwise. HUD itself asserts that this element would make it very difficult for the plaintiff to plead specific facts as to why a policy is arbitrary, artificial, or unnecessary, as they would not know how the defendant would respond. Furthermore, there are numerous policies and practices in housing that may be “necessary” but may still result in a disparate impact, such as policies which hold residents liable for crimes that occur in their

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3 Ibid.
6 135 S. Ct. at 2522 (noting “the FHA aims to ensure that [housing authority] priorities can be achieved without arbitrarily creating discriminatory effects or perpetuating segregation”)
homes. These types of policies, called Criminal Activity Nuisance Ordinances, can have a disproportionate discriminatory impact upon domestic or intimate partner violence survivors, as crimes often happen in their homes through no fault of their own.⁹

In addition to the added burden that the plaintiff must undertake, the defendant would have a significantly easier task in being successful under a disparate impact claim if this change goes into effect. For example, the proposed rule suggests that if a policy or practice is profitable then it may not be liable under a challenge of disparate impact. The proposed rule states that the three options laid out for defending an algorithm or model which has been alleged to cause a discriminatory effect are “intended to ensure that disparate impact liability is ‘limited so employers...are able to make the practical business choices and profit-related decisions to sustain a vibrant...enterprise system.’”¹⁰ HUD is putting business interests above the interests of protected classes and victims of discrimination.

The proposed rule change also gives immunity to algorithms that, although found to have a discriminatory impact upon a protected class, have been reviewed and recognized by a third party or are seen as an “industry standard.” Disparate impact has been vital in cases that involve discrimination using algorithms, such as credit scoring and automated underwriting systems. Big data is far from perfect and can often reflect widespread biases just as easily as a human being can – algorithms can reproduce existing patterns of discrimination that result from implicit biases, a phenomena that has largely gone unrecognized.¹¹ By providing this exception for algorithms created by a third party, this proposed rule change is disincenctivizing businesses and corporations from vetting out algorithms and models that would not discriminate.

Discrimination in housing leads to persistent and pervasive segregation, which is turn results in negative health, education, and economic outcomes for minorities.¹² Historically, this has manifested itself in the systematic exclusion of African Americans and other minorities from homeownership programs, such as the G.I. Bill and the Homestead Act, as well as business development and education opportunities, which has resulted in a large wealth gap between white and minority individuals.¹³ In 2016, middle-income African American families possessed a little bit over $17,000 in net wealth, while middle-income Hispanic families had close to $21,000 in net wealth, and middle-income white families possessed around $171,000 in net wealth; meaning African American families had one dime for every dollar a white family had.¹⁴ The disparity deepens even further, however, for the majority of African American and Hispanic families, who find themselves at the lower ends of the income spectrum. Ultimately, these disparities result in communities of color having fewer comparable opportunities and subsequent wealth to fall back on in cases of emergency, making them more susceptible to homelessness.

Black/African American individuals also face higher rates of discrimination and cost-burden in housing than their white counterparts, leading to an increased risk of eviction and displacement.¹⁵ As a result,

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¹⁰ Ibid.
Black/African American individuals experience homelessness at a disproportionate rate compared to the general population. In 2017, they made up 9% of the general population in Los Angeles County but 40% of the population experiencing homelessness.\textsuperscript{16}

Furthermore, policies and practices in housing which exclude those with a history of justice system-involvement disproportionately affect Black/African American individuals, resulting in higher vulnerability to housing instability and homelessness – 58% of all Black/African American individuals experiencing homelessness in the LA CoC have had some sort of system-involvement in their lifetime.\textsuperscript{17} Since justice-involvement does not fall under a protected class, the only recourse these individuals have at fighting housing discrimination – and as a result, housing instability – is through the disparate impact standard.

The history of institutional and structural racism, and the discrimination and segregation that persists as a result, has been a catalyst for the disproportionate rates of homelessness among the Black/African American population, a conclusion brought on by LAHSA’s recent Report and Recommendations of the Ad Hoc Committee on Black People Experiencing Homelessness after months of research and analysis.\textsuperscript{18}

In addition to Black/African American individuals, other categories of protected classes experiencing disproportionate rates of homelessness would be negatively impacted by this proposed rule change. Senior homelessness in the LA CoC increased by 8% from 2018 to 2019\textsuperscript{19} and policies, such as those that base occupancy off of employment, may exacerbate this trend, especially without a strong disparate impact standard to combat it. Family members experiencing homelessness also rose by 6% in the LA CoC since 2018\textsuperscript{20} and low-income families may be discriminated against through policies which place limits on room occupancy.

Furthermore, lesbian, gay, bisexual, transgender, and queer (LGBTQ) individuals are overrepresented in the population experiencing homelessness nationwide; they comprise up to 40% of the youth experiencing homelessness yet only 10% of the general youth population.\textsuperscript{21} LGBTQ individuals, and specifically those who are transgender, face high rates of discrimination in housing, employment, shelter, and education as well. National data shows that transgender adults were turned away from shelter 29% of the time,\textsuperscript{22} which is reflective of the fact that 88% of the transgender population experiencing homelessness in the LA CoC is unsheltered.\textsuperscript{23}

The American Indian or Alaskan Native (AIAN) population has also experienced disproportionately high rates of poverty, substance use disorder, and homelessness. In the LA CoC, AIAN homelessness increased by 68% from 2018 to 2019, resulting in an overrepresentation in the population experiencing homelessness at 2%,\textsuperscript{24} as they comprise only .6% of the general population.\textsuperscript{25}
A burdensome and impractical disparate impact standard, as is proposed by this rule change, may force these vulnerable populations further into housing instability. Preservation of the current disparate impact standard is essential to strengthening fair housing protections and creating a more equitable housing market that will assist in preventing homelessness for those who have historically faced discriminatory practices.

HUD’s current disparate impact rule was created to harmonize various disparate impact analyses across the country and create uniformity in assessing violations. By implementing this proposed rule change, the new standard will negate this effort, as it would conflict with existing standards used by other federal agencies’ fair housing divisions, including the Consumer Financial Protection Bureau and the Federal Housing Administration. Regardless of that, however, this proposed rule change would make it much more difficult, if not impossible, for a disparate impact fair housing claim to be raised in the courts. The rule change not only undermines the civil rights of the most vulnerable and marginalized communities in our country, but may also exacerbate the homelessness crisis and force many into displacement without any real chance of recourse.

We appreciate the Administration’s efforts in streamlining fair housing protections, such as the disparate impact standard, but we would urge withdrawal of these proposed changes as they are harmful and unreasonable. We would welcome any opportunity to work with HUD on improving the standard in assisting protected classes defend themselves against discriminatory practices.

Sincerely,

Mitch Kamin
Vice Chair, LAHSA Commission

Heidi Marston
Chief Program Officer
Report on Facilitating Access to Targeted Bridge Housing Beds
Interim Housing – Matching

➢ As of August 15, LAHSA began facilitating access to targeted Bridge Housing Beds

➢ Rationale:
  • Provides more equitable access and clearer processes to access beds for persons meeting unique targeting criteria (i.e. women, and people existing institutions)
  • Helps ensure those most in need of a bed are better able to access a bed
    o Mirrors the DMH and DHS process
Interim Housing - Access Guidance

To support this transition, LAHSA:

➢ Introduced the Interim Housing List, and direct referral system
➢ Provided a webinar to B7 Bridge and Enhanced Bridge Housing providers
➢ Completed formal presentations with the Street-Based Engagement Collaborative, and LAHSA Homeless Engagement Team
Interim Housing

- LAHSA-funded Interim Housing includes:
  - Crisis Housing
  - Bridge Housing
  - Bridge Housing – B7 “HPI” (Exiting Institutions)
  - Enhanced Bridge Housing for Women
  - Enhanced Bridge Housing for Older Adults
  - A Bridge Home
# Interim Housing – Direct Referral

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<th>Requirement</th>
<th>Suggested</th>
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<td>Direct Referral*</td>
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* Families programs are accessed through the Family CES Entry Points (FSCs)
# Interim Housing - Matching

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<td>BRIDGE – B7, &quot;HPI&quot;</td>
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* A Bridge Home – Matching turns over to LAHSA once Backfill List reaches 300%
Interim Housing – B7 Bridge Housing Eligibility

➢ Serving persons exiting institutions including, but not exclusive to:
  • Jail/Prison
  • Foster Care
  • Hospital Settings
  • Behavioral Health, and/or Substance Abuse Treatment facilities

➢ Participants:
  • Over 18 years old
  • Homeless - HUD Category 1 or 4
  • Activities of Daily Living – Independent
  • Must have exited an institution within the 60 days of referral
  • Homeless prior to being in institution

*NEW – Eligibility is "frozen" at the time of referral
Persons who have exited from an institution will remain eligible provided a referral was submitted within 60 days of their exit from an institution
Referrals can be directed to InterimHousing@lahsa.org

LAHSA IH staff will review referrals to determine eligibility

LAHSA IH staff will check for bed availability and contact the referrer to notify them:

• If a bed is available or,
• If the person will be placed on a waitlist

Once a bed is identified, the referrer must arrange transportation to the interim housing site
Process for Interim Housing Matching

1. Bed Availability must be reported to InterimHousing@LAHSA.org by 10am the day following the bed opening

2. Countywide Interim Housing Matcher – Michael Bowen – contacts prioritized participants’ referrers to offer bed

3. Placement is then coordinated with the provider(s)

4. Provider notifies Matcher of placement
Questions?