

**HOPWA PROGRAM  
REQUEST FOR PROPOSALS (RFP)  
PROPOSED CALENDAR**

	<b>TASK</b>	<b>ESTIMATED DATE OF COMPLETION</b>
1.	Request for authority to release RFP transmitted to City Council and Mayor	Tuesday, November 25, 2014
2.	Authority to release RFP approved by City Council and Mayor	Wednesday, January 14, 2015
3.	<b>Release of RFP</b>	<b>Friday, January 16, 2015</b>
4.	Proposals Submission Deadline	Friday, February 27, 2015
5.	Complete review of proposals/release recommendations	Friday, April 3, 2015
6.	Complete appeals process, if necessary	Friday, April 17, 2015
7.	Transmit funding recommendations to City Council and Mayor	Tuesday, April 21, 2015
8.	City Council and Mayor approval of funding recommendations	Monday, June 1, 2015
9.	Release of award letters to proposers	Wednesday, June 3, 2015
10.	Contract start date	Wednesday, July 1, 2015



City of Los Angeles  
Housing and Community  
Investment Department



Eric Garcetti, Mayor  
Rushmore D. Cervantes, General Manager

## Request for Proposals (RFP) HOUSING OPPORTUNITIES FOR PERSONS WITH HIV/AIDS (HOPWA)

<b>Release Date</b>	<b>Friday, January 16, 2015</b>
<b>RFP Submission Deadline</b>	<b>Friday, February 27, 2015</b> Proposals shall be accepted no later than <b>4:00 p.m.</b> via hand delivery or courier to address listed below. If mailed, post marked no later than 11:59 p.m. and addressed to address listed below.
<b>Submission Address</b>	Los Angeles Housing and Community Investment Department Attn: Planning and Procurement Unit 1200 West 7 <sup>th</sup> Street, 1st floor Los Angeles, CA 90017
<b>Mandatory Proposers' Conference</b>	<b>Thursday, January 22, 2015 (10:00 a.m. – Noon)</b> HCIDLA, 1200 W. 7 <sup>th</sup> St., 6 <sup>th</sup> floor Main conference room RSVP by January 20, 2015 via email to: <a href="mailto:hcidla.planning@lacity.org">hcidla.planning@lacity.org</a>
<b>Request for Technical Assistance Deadline</b>	<b>Friday, February 13, 2015</b> Submit by email only to: <a href="mailto:hcidla.planning@lacity.org">hcidla.planning@lacity.org</a> All questions and answers will be available to all proposers on the LABAVN website at: <a href="http://www.labavn.org">www.labavn.org</a>
<b>Business Inclusion Program (BIP) and Outreach Deadline</b>	<b>Thursday, February 12, 2015</b> <b>No later than 11:59 p.m.</b> (See RFP page 32 and Attachment 4 for outreach instructions)

For more information on the City's business outreach opportunities, visit  
[www.losangelesworks.org](http://www.losangelesworks.org)  
[www.labavn.org](http://www.labavn.org)

**City of Los Angeles  
Housing and Community Investment Department  
Request for Proposals  
Housing Opportunities for Persons with HIV/AIDS**

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Business Inclusion Program and MBE/WBE/OBE Outreach

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## **I. BACKGROUND**

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### **A. ADMINISTRATIVE ENTITY**

The Los Angeles Housing and Community Investment Department (HCIDLA) administers various programs such as the Affordable Housing Trust Fund, First-time Home Buyers, FamilySource Centers, Domestic Violence Shelter Operations, housing rehabilitation, the Rent Stabilization Ordinance, Systematic Code Enforcement, Homeless Services contracts, Housing Opportunities for Persons with HIV/AIDS (HOPWA) and other services to ensure safe, decent and affordable communities in the City of Los Angeles.

On behalf of the City of Los Angeles (the City), the HCIDLA Program Operations Bureau, Monitoring and Technical Services Division, serves as the Administrative entity for this Request for Proposals (RFP) and seeks proposals from nonprofit and public housing organizations to provide housing and related service activities to carry out the countywide HOPWA program. It also seeks proposals from firms to conduct fiscal reviews and monitoring contractors awarded HOPWA funds. The source of funds for this RFP is the federal HOPWA formula grant, allocated annually to the City of Los Angeles through the Consolidated Plan.

HCIDLA has been authorized to release this RFP pursuant to action(s) approved by the Los Angeles City Council and Mayor (City Council File No. XX-XXX).

### **B. OVERVIEW**

HOPWA is a federal program designed to provide housing assistance and related supportive services to low-income persons living with HIV/AIDS (PLWHA) and their families. The HOPWA program was established through the National Affordable Housing Act of 1990, authorized by the AIDS Housing Opportunity Act of 1992, and is currently administered by the U.S. Department of Housing and Urban Development's (HUD's) Office of HIV/AIDS Housing. HOPWA's strategic objectives are to increase housing stability, expand access to care, and reduce the risk of homelessness.

The annual federal HOPWA appropriation is divided into two programs: 90% of the appropriation is for the formula program and 10% for the competitive program. The funds in this RFP represent the formula grant for Los Angeles County allocated by HUD to the City of Los Angeles, HCIDLA. HOPWA regulations require the most populous unit of local government in an eligible metropolitan statistical area (EMSA) to receive the formula allocation (24 CFR § 574.110). Therefore, the HOPWA funds received by HCIDLA are to be used for programs countywide.

The HOPWA regulations allow funds to be used for a variety of housing, supportive services, program planning, and development costs. Eligible clients are low-income persons, defined by HUD as those with incomes at or below 80% of area median income, diagnosed with HIV/AIDS, and their families.

The RFP seeks proposals for the provision of the following HOPWA program components and services:

1. Housing Specialist Regional Offices
  - a. Crisis Housing Beds
2. Housing Information and Referral
3. Legal Services
4. Training Module
5. Central Coordinating Agency for Short-term Rent, Mortgage, Utility, Permanent Housing Placement, and Tenant Based Rental Housing Assistance Delivery
6. Residential Services Coordination
7. Fiscal Monitoring

## **II. RFP SPECIFICATIONS**

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### **A. SERVICES SOLICITED**

The HCIDLA seeks to contract with qualified nonprofit and/or public housing organizations to provide housing and related services countywide to persons living with HIV/AIDS and their families. The HCIDLA also seeks to contract with a qualified firm to conduct risk analyses, fiscal reviews and monitoring of nonprofit organizations, firms, and public housing authorities that receive HOPWA funding.

### **B. SCOPE OF WORK**

#### **Housing and Supportive Services**

This RFP will fund a redesign of the HOPWA program in Los Angeles County. The redesign reflects shifts in national and local trends. Since the last HOPWA RFP was issued in 2011, HUD has placed an emphasis on system coordination and embraced the Housing First philosophy of moving homeless clients into affordable, permanent housing as quickly as possible while providing intensive supportive services to help clients maintain housing. Locally, Los Angeles has similarly focused its efforts on developing coordinated systems for homeless populations and making it a priority to house the chronically homeless. While HOPWA is not solely a homeless source of funding, this RFP is intended to support those efforts.

In alignment with these approaches, with this RFP HCIDLA aims to develop a regional approach to HOPWA programs to ensure that clients in all areas of the county will have access to HOPWA-funded housing and services. Furthermore, funded agencies will be required to collaborate with all coordinated systems with which HOPWA clients may interact, such as the Coordinated Entry System and the Homeless Families Solutions System. In redesigning the HOPWA program, HCIDLA has also worked closely with the Los Angeles County Department of Public Health's Division of HIV/AIDS and STD Programs (DHSP). DHSP administers federal Ryan White HIV/AIDS program funds for the County. Given the overlap in target population and contractors, HCIDLA and DHSP are coordinating their programs by minimizing duplicative funding and encouraging funded agencies in both systems to collaborate in order to strengthen overall service provision.

The focus of the HOPWA program redesign is on the provision of housing and housing-related supportive services. HCIDLA is seeking to fund qualified agencies with demonstrated successes in serving the target population and collaborating with other service providers and systems. Currently funded agencies have reported a marked increase in clients who contend with a number of issues in addition to their HIV status, including mental illness, substance use, and homelessness. Accordingly, the HOPWA program redesign seeks to fund programs with the capacity to address these needs via HOPWA funding, leveraged funding sources, and collaborations.

The HCIDLA HOPWA unit is currently developing a Housing Management Information System (HMIS) module, and all successful contractors will be expected to report and track clients on this system once it is implemented.

HCIDLA will develop performance goals and outcomes with each contractor to include targets for crisis and permanent housing location and retention, length of time from program entry to housing assistance, connections to supportive services; and other goals relevant to the contract.

### **Fiscal Monitoring**

The RFP also seeks to hire one organization or firm to conduct risk analyses, fiscal reviews and monitoring of organizations and firms that receive funding through the HOPWA grant.

### **Eligible Clients for Housing & Supportive Services**

Eligible clients of HOPWA services are low-income persons, defined by HUD as those with incomes at or below 80% of the area median Income (AMI), diagnosed with HIV or AIDS, and their families. (Some HOPWA programs have stricter eligibility requirements, including lower income limits.) Information on the HIV status of a client is confidential and must be maintained in a manner that guarantees confidentiality, as required by HOPWA regulations §574.440 which state that the grantee shall agree, and shall ensure that each project sponsor agrees, to ensure the confidentiality of the name of any individual assisted under this part and any other information regarding individuals receiving assistance. Some of the service descriptions below have more restrictive eligibility criteria.

HOPWA housing and services are available only to eligible individuals and their families, with the exception of Housing Information Services which does not have an income requirement.

### **Eligible Housing and Supportive Services Activities**

To implement the redesign of the HOPWA program with a focus on a regional, data-driven approach, the RFP will solicit the HOPWA eligible activities listed below. Regions are defined using the Los Angeles County-designated eight (8) Service Planning Areas (SPAs) (see **Exhibit A**, SPA map). The following activities will be solicited through this RFP:

#### **1. Housing Specialist Regional Offices**

HOPWA funding is available to provide housing specialist services throughout Los Angeles County via Regional Offices. Each Regional Office will be operated by a Lead Agency. Lead Agencies must develop collaborations with partner agencies to ensure that clients have access to all needed services.



Regional Offices will be responsible for covering the following six geographic areas. The Lead Agency for each Regional Office will determine the need for services in the region, and will deploy staff and resources accordingly. The Regional Offices may establish mobile teams, satellite offices, and co-located staff as needed to effectively cover the region.

- Antelope Valley (SPA 1) and San Fernando Valley (SPA 2)
- San Gabriel Valley (SPA 3) and East Los Angeles (SPA 7)
- Metro West (Subgroup of SPA 4) and West LA (SPA 5)
- Metro Downtown and Metro East (Subgroups of SPA 4)
- South LA (SPA 6)
- South Bay (SPA 8)

See **Exhibit B** – Boundaries of the 8 SPAS and SPA 4 Subgroups

Agencies may apply to be the Lead Agency for more than one Regional Office and also as a subcontractor for other Regional Offices. However, the agency must provide ample evidence of its capacity to provide comprehensive services for more than one Regional Office.

#### **Client Eligibility**

Clients must have third-party documentation of both HIV+/AIDS status and low-income status, defined by HUD as at or below 80% of area median income (AMI). The Regional Offices will accept client referrals from a coordinated hotline (to be funded as a separate program component in this RFP), referrals from other HOPWA and non-HOPWA providers, walk-ins/office visits, and through outreach efforts.

#### **Agency Capacity**

Applicants must demonstrate adequate capacity to serve the target population, including homeless clients with intensive service needs. For applicants that are prior and/or current HOPWA program sub-recipients, past performance will be considered.

#### **Required and Eligible Activities of Housing Specialist Regional Offices**

##### **Services**

The Regional Offices will assist PLWHA who are low-income and in need of housing services, including those experiencing, or at imminent risk of, homelessness. The housing specialist will assess clients and develop housing plans to assist them with all aspects of housing search, placement, and retention with the ultimate goal of helping them become permanently, stably housed. Services must include following-up with clients for up to one year who enter permanent housing that does not have on-site supportive services, with more intensive support for high-barrier clients. The Regional Offices will use a common assessment tool and will provide housing interventions that match clients' needs. Regional Offices must have a Program

Manager or equivalent position dedicated to ensuring the HOPWA contract is successfully implemented and services are of a high quality and accurately reported.

The Regional Offices will be expected to provide a robust array of services to meet the needs of the target population in the regions to be served. In addition to the core housing specialist services, HOPWA funding may also be used for case management services. Case management services include developing case plans with clients and connecting clients to any needed services outside of housing-related needs.

The Regional Offices will be required to track and report to HCIDLA client placement into crisis and permanent housing, and housing retention.

A Bachelor's degree will be required for all newly hired housing specialist staff. A Masters of Social Work or related Master's degree or a minimum of 5 years of experience in direct service with PLWHA or homeless populations will be required for case management staff. Existing staff who do not meet these minimum educational requirements may be retained.

Additional HOPWA-eligible supportive services, such as food support, benefits assistance, and life skills/budgeting may also be considered for funding by HCIDLA, based on the applicant's proposal and available funding. However, HOPWA funds may not be used to provide mental health care, substance use treatment or medical care.

Lead Agencies are encouraged to partner with other organizations or leverage other funding sources to provide needed services to clients, including employment training and life skills.

- Coordination with LA County Department of Public Health's Division of HIV and STD Programs (DHSP)

Regional Offices will be required to develop collaborative relationships with DHSP medical homes in the corresponding regions. To serve DHSP clients in need of housing services, Regional Offices will accept referrals from medical homes and housing specialists will co-locate at medical homes as appropriate. It is not expected that housing specialists will be co-located at each medical home, but at those with higher patient volumes in the region who could benefit from this service. For those with lower volumes, the Regional Offices must work with the medical home to establish a systematic method for referrals of homeless and at-risk of homelessness patients. The Regional Offices will in turn refer their clients in need of DHSP-funded services, such as mental health and substance use treatment, to appropriate medical homes. **Exhibit C** is a list of DHSP medical homes.

- Coordination with Other Systems

Regional Offices will be required to participate in any coordinated systems in operation in the particular regions, e.g., Coordinated Entry System (CES) and Homeless Families Solutions System (HFSS), which may include completing the Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT) and VI-F-SPDAT (for families) for clients and their families. Funding may also be used for Regional Offices to develop relationships with other nonprofit or public agencies to provide specialized housing services to PLWHA who are clients of other systems of care, such as the jails/post-incarceration, hospitals, and LA County Department of Health Services' Housing for Health program.

- Crisis Housing Beds

Lead Agencies will be required to provide crisis housing beds through their own established housing programs, and/or subcontract with crisis housing providers in the regions to be covered. This will ensure that the Regional Offices have access to crisis housing beds for their homeless clients while they assist them to secure permanent or other appropriate housing. The Lead Agencies must provide justifications for the number of beds they are subcontracting to demonstrate how they will meet the needs of the regions. The Regional Offices will collaborate so that if there are no suitable beds available for a client in a particular region, the client may access beds through another Regional Office.

Clients will access crisis housing either through referral from Regional Offices, walk-ins or referrals from other agencies. All clients in HOPWA-funded crisis housing must be working with housing specialists or case managers to develop and implement housing plans with the ultimate goal of securing permanent housing.

- **Responsibilities of Lead Agencies**

The Lead Agencies will be responsible for determining the number of crisis housing beds necessary to ensure that homeless clients can be adequately housed in emergency situations and must ensure that the housing facilities are adequate and appropriate for the target population.

The Lead Agencies will pay the housing providers on a bed-night reimbursement basis only. The bed-night rate must be broken down into 2 parts: operating costs and supportive service costs, and the applicant must justify the rate. Overhead costs may be factored into the bed-night rate for both operating costs and supportive service costs. If awarded, HCIDLA reserves the right to adjust the proposed bed-night rate during the contracting process.

The Lead Agencies will be required to review and pay monthly or quarterly invoices of the crisis housing providers and monitor the housing providers to ensure contract compliance, such as the number of beds provided. Lead Agencies will be expected to conduct site visits of the housing providers as part of the monitoring process and submit reports to HCIDLA.



- **Eligible Crisis Housing Programs**

Per HOPWA regulations, the time limit for emergency shelter stays is 60 days during any six-month period, and the days do not have to be consecutive. Emergency shelters may not charge a fee to clients. For this RFP, HOPWA-funded transitional housing will be limited to a 12-month maximum length of stay. HOPWA regulations require transitional housing providers to charge clients rent (24 CFR 574.310d). It is the expectation that transitional housing clients create and maintain an active housing and case plan to increase skills and income, where possible, for increased self-sufficiency, as well as applying for all other affordable housing programs for which they may be eligible during the transitional stay.

Only general housing programs are eligible for funding under this RFP. Substance use treatment programs and licensed programs serving clients with acute medical needs are not eligible for funding. Lead Agencies will be expected to collaborate with agencies and clinics that provide substance use treatment and treatment beds, and mental health treatment, and must provide documentation in the RFP of the collaborative efforts.

The proposal must indicate the responsibilities of each agency – Lead Agency and Crisis Housing provider – with respect to assisting the client with the goal of securing permanent housing.

- **Crisis Housing Requirements**

Providers must abide by the housing quality standards outlined in the HOPWA regulations at 24 CFR 574.310(b). Providers must also abide by the LAHSA Crisis Housing Requirements (**Exhibit D**).

- **Motel and Food Vouchers**

Lead Agencies may request funds for motel and food vouchers as a form of crisis housing if needed. For each night a motel voucher is provided, food vouchers must be provided for three (3) meals a day for each family member. It will be the responsibility of the Lead Agencies to develop formal relationships with motels and food vendors, issue vouchers to clients, monitor motel conditions and rate reasonableness, pay vendors, and perform all other tasks necessary to provide this housing resource. However, it should be noted that weekend motel vouchers will not be provided through the HOPWA program for clients who come to the agency on Friday, with the exception for clients discharged that day from the hospital or jail. In these cases, the Lead Agency will be expected to keep in contact with the client over the weekend.

- **Eligible Costs for Crisis Housing**

HOPWA funds may be used for both housing operations and supportive service costs at the crisis housing programs, however, Lead Agencies must have the administrative capacity to budget, track and invoice for these costs independently.

- **Procurement of Crisis Housing Providers**

Lead Agencies will be expected to conduct a procurement process for crisis housing providers for which a subcontract will be required. The minimum procurement process is described in Section II. M. of the RFP.

## **2. Housing Information and Referral**

One agency will be funded to provide countywide housing information and referral services to PLWHA. Per HOPWA regulations, this service is not restricted to low-income households (§574.3, Eligible Persons definition). The agency will provide three functions:

- Client Services

The agency will provide resources to PLWHA seeking housing and related services by referring them to the appropriate Regional Offices and other service providers. The agency will offer various access points for clients. The agency will operate a toll-free central telephone hotline to be staffed during normal business hours with the option for callers to leave a message 24 hours a day. Clients will also be able to request a referral from the agency in person or via email. Bilingual English-Spanish staff must be available, and the agency must provide a method to assist clients in other languages when necessary. Outgoing hotline voice messages must be in English and Spanish. The agency must also provide transportation resources for clients receiving referrals.

The agency will document each encounter with a client, including the SPA and type of information/referral requested, and information/referral provided.

HOPWA funding may also be used to provide trainings to PLWHA on topics relevant to housing search and retention, such as tenant rights, completing applications, and life skills.

- Website

The agency will be responsible for maintaining a user-friendly, searchable, web-based database of Countywide housing resources. Listings will include crisis housing, substance use treatment programs, licensed-care facilities assisting people with HIV/AIDS, affordable housing, permanent supportive housing, housing that accepts Housing Choice Vouchers, etc. The database will include housing funded by HOPWA and by other sources. The resources will include general beds/units as well as those that target PLWHA.

The website will include links to the HCIDLA Affordable Housing Roster and any other relevant housing search websites.

Listings will include housing type, location, cost (if applicable), length of stay (if applicable), and services offered (if applicable). The database will post real-time



vacancies of HOPWA-funded crisis housing, to the extent that is feasible given any system limitations.

The website will also include but not be limited to supportive service resources, including food/nutrition services, legal assistance, social security offices, Veterans Affairs resources, and Ryan White-funded medical homes.

The agency will document the number of hits to the website. All available units and services will be listed at no charge to the listing organizations, property owners, and property management companies.

The agency will be required to develop a procedure to monitor the accuracy of listings and information, including administering phone interviews and written questionnaires to each listing at regular intervals. The agency will be required to conduct and maintain documentation of a minimum of two site visits per month to different housing facilities in order to collect information on the facility's physical plan and space, overall cleanliness, staff sensitivity to HIV/AIDS issues, staff training, and other general quality indicators.

The City retains all rights to the data, housing information, related applications, and any proprietary software related to and/or developed to provide the services described above, subject to the review and approval of the City Attorney as to form and legality.

- Housing Location

The agency will have staff responsible for identifying crisis (emergency/transitional) and affordable permanent housing opportunities throughout Los Angeles County to serve as a resource to the Regional Offices. Identification efforts will involve developing relationships with property owners/managers, apartment associations, monitoring property openings and lease-up opportunities, and visiting properties. Housing location staff will develop relationships with the Home for Good Coordinated Entry System's Lead Agencies and crisis housing providers in each SPA. The agency will notify HOPWA Regional Offices of available permanent housing opportunities via the housing database and other outreach mechanisms.

The agency will also hold monthly meetings with HOPWA providers to share community resources, including housing resources and other services available to PLWHA. Attendance at these meetings will be mandatory for all HOPWA contractors.

### **3. Legal Services**

One agency will be funded to provide PLWHA with legal services and advocacy services with the goal of assisting PLWHA in obtaining and retaining permanent housing and increasing income. Services will include assistance with tenant eviction notices, representation in tenant unlawful detainer actions or discrimination complaints, enforcement of reasonable accommodation rights or other fair housing issues, representation in denial of Housing Choice Voucher (Section 8) or other government rental assistance, and public benefits advocacy.

In addition to representing clients, the agency will also be responsible for providing trainings for HOPWA-funded agencies at least quarterly on issues such as housing rights, fair housing, landlord/tenant rights and responsibilities, and the reasonable accommodation process through the American with Disabilities Act (ADA).

#### **4. Training Module**

One agency will be funded to develop a curriculum and an accompanying manual for a Housing Specialist Certification program. The first year of funding will cover development of the curriculum and implementation. Funding for subsequent years will be limited to revising the curriculum and continuing implementation. The purpose of the program is to ensure that HOPWA housing specialist services are of a high quality and consistent throughout the County.

The curriculum will include topics such as conducting housing and services assessments, developing appropriate housing stability plans, landlord/tenant rights, housing search process, developing case plans, housing retention and follow-up methods, and working with clients who have mental disabilities and who are substance users. The trainings will include a variety of formats, such as webinars, online self-paced modules, and in-person trainings. Funding may be used to pay for outside trainers, as needed.

Once the curriculum and other materials are developed and approved by HCIDLA, HOPWA-funded Housing Specialists, Program Managers, and Agency Executive Directors will be required to attend all sessions. New hires at the Regional Offices will be obligated to complete the Certification program as quickly as possible.

The City retains all rights to the curriculum, manual, webinars, online self-paced modules, or other proprietary materials related to and/or developed to provide the services described above, subject to the review and approval of the City Attorney as to form and legality.

#### **5. Central Coordinating Agency for STRMU/PHP/TBRA**

One agency will be funded as a Central Coordinating Agency (CCA) to operate the Short-Term Rent, Mortgage, and Utility (STRMU), Permanent Housing Placement (PHP), and Tenant-Based Rental Assistance (TBRA) delivery programs. The CCA will review, verify, and process all applications for these programs submitted by the Regional Offices or other agencies approved by HCIDLA to submit such applications.

STRMU provides short-term, temporary rent, mortgage, and utility assistance to prevent eligible clients who are current rental agreement/lease- or mortgage-holders from becoming homeless during a financial crisis. Eligible clients must be working with a Housing Specialist to develop a plan to achieve self-sufficiency. STRMU is a “needs-based” program; the amount of assistance provided to households is based on available funding and the actual need for assistance by individual households. The maximum amount of debt assistance is: a) up to 21 weeks within a given 52-week period or b) \$6,000 for a single individual and \$7,500 for a family household in

combined STRMU/PHP assistance in a contract period, whichever comes first.

PHP provides move-in costs of security deposit, first month's rent, and/or utility connection costs for clients moving into permanent housing. The client must be moving into housing in which his/her rent to income burden is no more than 70%. The grant is limited to twice the amount of the new contracted rent. The maximum assistance is \$6,000 for a single individual and \$7,500 for a family household in combined STRMU/PHP assistance in a contract period. PHP grants can be issued once every three years to eligible households.

TBRA is a deeper HOPWA subsidy that helps ensure that clients of the Regional Offices have access to affordable housing. The program is administered by the Housing Authority of the City of Los Angeles (HACLA) and operates similar to the Housing Choice Voucher program, in which clients pay the higher of 10% gross household income or 30% of adjusted household income. HOPWA funds pay for the first twelve months of rental assistance for eligible clients. If the household remains eligible after the initial 12-month period ends, HACLA issues a Housing Choice Voucher to the household.

**The CCA will be responsible for:**

- Providing all aspects of fiscal management of the STRMU/PHP programs, including issuing payments to property owners/managers, mortgage companies and utility companies within five working days from the receipt of the completed application, and tracking the use and amount of funding for each assisted household.
- Verifying that client households meet the eligibility criteria of the program.
- Developing written policies and procedures for each program.
- Developing in English and Spanish and distributing PHP/STRMU applications, forms, and reporting documents.
- Working closely with the Housing Authority of the City of Los Angeles HACLA on the implementation of the TBRA program.
- Assisting agencies with identifying eligible clients and completing applications for TBRA program.
- Reviewing TBRA applications prior to submission to HACLA.
- Maintaining a phone and fax line dedicated to referrals, and ensuring that CCA staff is available Monday to Friday from 9:00 a.m. until 5:00 p.m., except holidays, to answer questions and assist callers in completing applications.
- Conducting regular trainings for Regional Offices staff on program guidelines, application procedures, documentation, etc.
- Developing consistent grievance and termination procedures, including an appeals process, in accordance with Fair Housing and HOPWA guidance found in §574.310(e)(1)(2).
- Maintaining case files and a database of all clients participating in each program, that includes such information as last name, date of birth, zip code, level of assistance provided, previous use of assistance, and referring Regional Office.



- Tracking clients to ensure that the programs are accessed within the time limit parameters.
- Developing and monitoring Memoranda of Understanding with Regional Offices to refer clients to programs.
- On at least a semi-annual basis, conducting audits of referring Regional Office client files for client eligibility, case documentation, and follow-up, and providing a report to HCIDLA.
- Issuing regular reports to HCIDLA on usage of the programs, including volume of clients and level of assistance issued. The final elements of the reports will be defined in the contract with HCIDLA.

## **6. Resident Service Coordination**

Resident Service Coordinators (RSC) provide services to PLWHA who reside in affordable permanent housing developments. As a guideline, one RSC should serve 60 eligible clients. The RSC will be expected to do initial assessments and housing retention plans for all new eligible clients; meet monthly or more often with the tenant, depending on need; conduct annual assessments of the tenant; coordinate and track necessary services such as benefits counseling, mental health counseling, substance use programs; assist clients with maintaining timely rental and utility payments, regular medical care, and financial management and budgeting; hold resident meetings; manage any tenant/landlord issues; and other similar services. The applicant must show how the services provided by the RSC assist the tenants to retain their affordable housing, and become self-sufficient.

## **7. Fiscal Monitoring**

The successful proposer will be responsible for conducting risk assessments of each HOPWA-funded agency, including any subcontractors, and conducting on-site fiscal reviews, audits, and audit related services of the HOPWA non-profit and public housing contractors. Contractors are located within the County of Los Angeles. The first year of funding will include conducting a risk assessment of each agency funded through the program, including subcontractors, as well as conducting fiscal monitoring. See Exhibit G for detailed scope.

## **C. ELIGIBLE PROPOSERS**

Proposer eligibility requirements for Program Services and Fiscal Monitoring Services are different. Please review accordingly.

### **Proposers for Program Services**

Proposers for Program Services must meet the following requirements below.

- Proposers must be a community-based nonprofit organization or a governmental housing agency operating within Los Angeles County and have at least five (5) years of experience in providing similar types of housing and/or services to those for which a proposal is submitted.

- Proposers must demonstrate their ability to provide services that are respectful of and responsive to the cultural and linguistic needs of clients. This includes the proposers' ability to apply their understanding of issues such as HIV/AIDS, race and ethnicity, gender and gender identity, sexual orientation, physical and mental health disabilities, age, living situation, post-incarceration status, etc. English-Spanish language capability is required and the proposer must demonstrate how it will meet additional language requirements when necessary.
- All facilities – site offices and housing – must comply with the Americans with Disabilities Act to allow for persons with disabilities to access services.
- Faith-based organizations are eligible to participate in the HOPWA program pursuant to 24CFR 574.300. (11)(c)(1-6).
- Proposers must submit the following below. If the proposer has offices outside of the County of Los Angeles, the Organizational Chart and Annual Budget should be submitted for County operations.
  - Board of Directors Affidavit attesting to their intent and agreement to submit the proposal;
  - Agency Organizational Chart;
  - Complete Annual Budget (indicate whether budget is calendar, fiscal or programmatic year) showing all funding sources and amounts (government, philanthropic, grants, private, etc.), annual personnel and operating expenditures. Budget must show how costs are split among funding sources by percentage and include justification for the split. Percentages must add up to 100%;
  - Most recent single audit. If the audit includes findings, the agency's response to the findings must be included.
  - Have a Dun and Bradstreet number.
- Non-profit organizations must meet all of the following criteria:
  - Have a current 501(c)(3) status;
  - Are qualified to conduct business in the State of California and in good standing with the California Secretary of State and other applicable regulatory oversight agencies;
  - If an agency is located in another state, it must be qualified to conduct business there and be in good standing.
  - Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance;
  - Have not been debarred by the federal government, state of California, or local government;
  - Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or have a designated entity that will maintain such an accounting system;



### **Proposers for Fiscal Monitoring Services**

Proposers must have a minimum of five (5) years providing the services requested, and submit the following below, as applicable:

- Board of Directors Affidavit attesting to their intent and agreement to submit the proposal;
- Agency Organizational Chart;
- Complete Annual Budget (indicate whether budget is calendar, fiscal or programmatic year) showing all funding sources and amounts (government, philanthropic, grants, private, etc.), annual personnel and operating expenditures. Budget must show how costs are split among funding sources by percentage and include justification for the split. Percentages must add up to 100%;
- As applicable, the most recent single audit. If the audit includes findings, the agency's response to the findings must be included.
- Have a Dun and Bradstreet number.
- Have a current 501(c)(3) status, if a nonprofit organization;
- Are qualified to conduct business in the State of California and in good standing with the California Secretary of State and other applicable regulatory oversight agencies;
- If an agency is located in another state, it must be qualified to conduct business there and be in good standing.
- Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance;
- Have not been debarred by the federal government, state of California, or local government;
- Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or have a designated entity that will maintain such an accounting system;

### **All Proposers**

If the proposer has contracted with the State of California or the City of Los Angeles, it must not have an outstanding debt which has not been repaid or for which a repayment plan has not been implemented. If it has contracted with HCIDLA or its predecessor Los Angeles Housing Department (LAHD), it must not have an outstanding disallowed cost or other liability to the City.

### **D. BUDGET AND SOURCES OF FUNDS**

The budget for HOPWA services solicited is provided by the HOPWA formula grant allocated to the City of Los Angeles through the federal Consolidated Plan. Certain services funded through the annual HOPWA grant are not included in this RFP because they are: a) sole-source contracts to public housing authorities or agencies for the Tenant/Project-based Rental Housing Assistance and Scattered-Site Master Leasing programs; b) allocated to leverage with other permanent supportive housing development funds to build units set aside for eligible PLWHA households which are offered through an HCIDLA Notice of Funding Opportunity or other method that

evaluates feasibility; and/or c) used for technical, fiscal, or administrative functions that are funded through an alternative RFP, are sole-sourced, or do not require an RFP.

Administrative Costs: Funded agencies are eligible for up to a maximum 7% of their award for administrative operations.

- Crisis Housing: Budgets for crisis housing provided by subcontractors may not include 7% for administrative costs; rather they must be based on a per-client or bed-night rate broken down by operating and service costs that includes a reasonable overhead rate.
- Other subcontractor budgets: May include 7% for administrative costs; however, the administrative costs must come from the administrative allocation of the Regional Office.
- Fiscal monitoring contract is not eligible for the 7% administrative costs.

Projected funds available for each service category are listed below and include 7% for administrative operations. However, HCIDLA reserves the right to increase or decrease the funding allocation among program categories or to not fund a program category, depending on the quality of applications, services to be provided, need, available funds, and agency capacity. HCIDLA also retains the right to require an agency to subcontract with a Lead Agency or other agency funded through this RFP.

Regional Offices	\$9,064,667 - Funding for Regional Offices will be distributed based on such factors as percentage of PLWHA in the region, acuity of potential clients living in region, and agency capacity ( <b>Exhibit E- approximate breakdown for each office</b> ). HCIDLA reserves the right to redistribute funding among Lead Agencies according to need, available funds, and agency capacity, or other factors.
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Legal Services	\$171,200
Housing Information Services	\$399,500
Training Module	\$62,100
Central Coordinating Agency	\$1,603,985 - STRMU/PHP/TBRA Delivery
Residential Service Coordination	\$264,000
Fiscal Monitor	\$85,000 - This category is not eligible for the 7% administrative allocation

<b>Total</b>	<b>\$11,650,462</b> - <i>It is anticipated that the total funding available will be approximately this amount; however, funding may be increased or decreased depending on the final 2015-2016 HOPWA grant, available rollover, or other factors.</i>
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In line with current City and federal goals, the HOPWA program will focus on transparency and accountability, and selected contractors will be subject to annual performance evaluations, in addition to program and fiscal monitoring.

## E. CONTRACT TERM

The initial contract shall commence on or about July 1, 2015, for a nine-month period with an option to extend for up to two additional one-year terms, subject to the availability of funds, contractor's continuing compliance with applicable Federal, State, and local government legislation, an evaluation of contractor's performance, and approval by the Mayor and City Council. **Proposers must submit a one-year service plan and budget** and contracts will be pro-rated.

## F. PRELIMINARY SCHEDULE

<u>Event</u>	<u>Date</u>
Request for Proposals Released	Friday, January 16, 2015
Mandatory Proposers' Conference	Thursday, January 22, 2015
Proposal Submission Deadline	Friday, February 27, 2015

## G. MANDATORY PROPOSERS' CONFERENCE

A Proposers' Conference has been scheduled to answer questions about this RFP. See cover page for Conference date and location. At this Conference, City staff will review the RFP document and respond to questions regarding requirements of the RFP. City staff will not provide assistance regarding a proposer's individual project design. **All proposers must attend the conference.**

**BRING YOUR OWN COPY OF THE RFP. NO COPIES WILL BE PROVIDED AT THE CONFERENCE.**

The City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Please contact the Planning and Procurement Unit at (213)744-9078 seventy-two (72) hours prior to the date of the conference to ensure proper accommodations.

## H. TECHNICAL ASSISTANCE

With the exception of the Mandatory Proposers' conference, all technical assistance questions must be submitted by e-mail to [hcidla.planning@lacity.org](mailto:hcidla.planning@lacity.org). **Please identify the RFP title on the email subject line to ensure prompt attention from the appropriate City staff.** To ensure a fair and consistent distribution of information, all questions will be answered by a Question-and-Answer (Q&A) document available on the Los Angeles Business Assistance Virtual Network (LABAVN) website at: [www.labavn.org](http://www.labavn.org). No individual answers will be given. The Q&A document will be updated on a regular basis to ensure the prompt delivery of information.

## **I. DEADLINE FOR SUBMISSION OF PROPOSALS**

Proposals must be hand or courier-delivered in a sealed package to the address listed on the front cover of this RFP by **4:00 p.m. PST** by the submission deadline or delivered via U.S. Certified Mail postmarked no later than 11:59 p.m. PST on the submission date.

Proposers must submit one (1) original and four (4) complete copies of the proposal – no copies will be made at HCIDLA or by HCIDLA staff. The proposal designated as original must be marked “ORIGINAL” on the cover letter and must bear the actual “wet” signature of the person(s) authorized to sign the proposal. A cover letter accompanying the proposal package must be addressed to:

Planning and Procurement Unit  
Los Angeles Housing and Community Investment Department  
1200 W. 7th Street, 1st Floor  
Los Angeles, CA 90017

In addition, proposers are required to provide a copy of the proposed budget forms in their original formats (Microsoft Word and Excel) on CD or DVD. The CD or DVD should be labeled with the name of the proposer and the title of the RFP and placed in a sealed envelope with the proposer’s name and RFP title written across the front of the envelope attached or affixed inside the front cover of the original proposal.

Persons who hand-deliver proposals will have their original proposal date and time stamped and will be issued a “Notice of Receipt of Proposal.” Proposers are encouraged to submit proposals well in advance of the proposal due date and time to ensure that proposals receive a time and date stamp of 4:00 p.m. or earlier. Please allow sufficient time for traffic, parking, and security checks when entering the building.

Proposers using the U.S. Mail are required to obtain a “Proof of Mailing Certificate” stamped by the Postal Service as evidence that the proposals were mailed not later than 11:59 p.m. on the submission deadline date.

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed.

**ALL PROPOSALS HAND DELIVERED AFTER 4:00 P.M. PST ON THE SUBMISSION DEADLINE OR POSTMARKED AFTER 11:59 P.M. PST ON THE SUBMISSION DEADLINE WILL BE RETURNED UNOPENED TO PROPOSERS.**

## **J. EVALUATION CRITERIA**

Threshold Review: Each proposal will be reviewed to ensure it meets the minimum threshold requirements, which are listed below. Those proposals that do not pass the threshold review will not be further evaluated, scored, or considered for a contract.



- For Program Services Applicants Only: Proposer is a community-based nonprofit organization or a governmental housing agency operating within Los Angeles County and has at least five (5) years of experience in providing similar types of housing and/or services to those for which a proposal is submitted;
- For Fiscal Monitoring Applicants Only: Proposer is an individual, firm, or organization operating within Los Angeles County and has at least five (5) years of experience in providing the types of fiscal monitoring, risk analysis, and reviews requested in this RFP
- If a corporation, proposer has submitted a Board of Directors Affidavit attesting to their intent to submit the proposal;
- Proposer has not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance;
- Proposer has not been debarred by the federal government, state of California, or local government;
- If the proposer has contracted with the State of California or the City of Los Angeles, it must not have an outstanding debt which has not been repaid or for which a repayment plan has not been implemented. If it has contracted with HCIDLA, it must not have an outstanding disallowed cost or other liability to the City.
- Proposal was submitted to HCIDLA on time.

For proposals that pass the threshold review, the HCIDLA will review and score each complete and fully responsive proposal. Proposals shall be evaluated based on the quality of proposer responses to the RFP and reasonableness of the proposer's costs relative to other proposers and in relation to the value as compared to services proposed. A minimum score of 70 is required to be considered for funding. Proposals shall be evaluated based on the following measures:

***Evaluation Criteria for Program Services:***

Area	Description	Points
1	Organizational Capacity and Demonstrated Effectiveness	35
2	Program Plan and Implementation	20
3	Community Need, Outreach, Community Linkages	15
4	Budget	15
5	Past Performance and References	15
	<b>Total Points</b>	<b>100</b>



**Evaluation Criteria for Fiscal Services:**

Area	Description	Points
1	Relevant background, experience, and qualifications to conduct risk assessments and fiscal monitoring activities	20
2	Demonstrated understanding of the work being requested	15
3	Quality of detailed work plan	10
4	Qualifications and experience of staff assigned to project	15
5	Cost breakdown for each service and total cost	20
6	Recent relevant experience	10
7	Client references	10
	<b>Total Points</b>	<b>100</b>

The City reserves the right to require a pre-award interview, site inspection and/or telephone conference call with proposers.

The lowest cost bidder may not be determined to be the best proposer when all factors are considered.

**K. PROPOSAL REVIEW PROCESS**

The proposal review process shall include the following major activities to ensure that the procurement meets audit standards:

1. All proposals shall undergo a threshold reviewed to determine that the minimum eligibility requirements have been met (See J., Evaluation Criteria, above, for minimum requirements). Ineligible proposers will be informed in writing.
2. All eligible proposals shall be reviewed, scored, and ranked.
3. Each eligible proposal shall be reviewed for costs that are reasonable, allowable, necessary, and competitive, as measured by a review of the line-item budget, and its competitive standing as compared to all other proposals.
4. At the City's sole discretion, the City may conduct pre-award interviews, site inspections of facilities and crisis housing, and/or telephone conferences with proposers. The results of the interviews/site visits/conference calls may determine the final funding recommendations.

5. Proposers shall be notified in writing about contract recommendations and results of RFP.

## L. PROPOSAL APPEAL PROCESS

### 1. Appeal Rights

The City will notify all proposers of the results of the proposal evaluations and of their right to file an appeal. Proposers may appeal procedural issues only.

### 2. Letter of Appeals

Appeals shall be hand-delivered to HCIDLA no later than five (5) business days of receiving notification of the results of the RFP. Applicants may file an appeal by submitting a written request and identifying the specific reason for the appeal to:

Edwin C. Gipson II, Director  
Los Angeles Housing and Community Investment Department  
c/o Planning and Procurement Unit  
RFP Appeal – HOPWA RFP  
1200 W. 7<sup>th</sup> Street, 9th Floor  
Los Angeles, CA 90017

Written appeals may not be more than three (3) typewritten pages and shall request an appeals review be granted. Written appeals must include the following information:

- a. The name, address and telephone number of the proposer.
- b. The name/title of RFP to which the organization responded.
- c. Detailed statement of the grounds for appeal.

Written appeals may not include any new or additional information that was not submitted with the original proposal. Only one appeal per proposal will be permitted. All appeals and protests must be submitted within the time limits set forth in the above paragraphs.

### 3. Review Panel

A panel composed of selected staff will review the appeal for this RFP. The decision of the panel will be HCIDLA's final recommendation.

### 4. Disclaimer

The City is not responsible for representations made by any of its officers or employees prior to the approval of an agreement by the Los Angeles City Council unless such understanding or representation is included in this RFP or

in subsequent written addenda. The City is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto.

## M. PROCUREMENT OF SUBCONTRACTORS

Proposals for Regional Offices/Lead Agencies or other category that will be funding other agencies for crisis housing or other services with HOPWA funding through a subcontract must adhere to the following minimum procurement procedures prior to submitting a proposal:

1. Subcontractors must be registered on the Los Angeles Business Assistance Virtual Network (LABAVN).
2. Subcontractors must be willing and able to comply with all requirements listed in this RFP and in Exhibit F. Procurement Procedures.
3. Lead Agencies must distribute a bid announcement to potential agencies to procure services. At minimum, HCIDLA will want to see from each chosen subcontractor:
  - a. A minimum of five (5) years of experience performing procured services, and agency capacity and plan to perform services, including, but not limited to:
    - Program goals and strategies
    - Major milestones
    - Timeline of implementation
  - b. For Crisis Housing:
    - Demonstrated ability to provide crisis housing beds in the regions covered by the proposal and that the Lead Agencies will have access to an adequate number of beds for their homeless clients
    - Description of the supportive services, if any, that the Lead Agency expects the subcontractor to perform and demonstrated ability of the subcontractor to provide such services.
    - It must be clear in the proposal whether the Lead Agency or subcontractor will be providing supportive services, including assessments, developing housing plans, permanent or other appropriate housing location, and housing retention.
    - Documentation of habitability from an authorized government agency within the past one year, in compliance with HOPWA regulations as 24 CFR 574.310(b).
    - Ability to comply with LASHA Crisis Housing Requirements (**Exhibit D**)
  - c. Operating Budget
    - For Crisis Housing providers, costs must be presented as a bed-night rate that must be broken down into operational costs and supportive

services costs. Rates may include reasonable overhead within the per bed night rate. The rate must be justified and costs must be demonstrated to be necessary and reasonable.

4. Prior to the release of any funds to the subcontractor Lead Agencies must submit all subcontractor agreements to the City, including all required documents listed in this RFP. Contractor shall withhold funds to any subcontractor that fails to comply with the terms and conditions of its subcontractor agreement.

### **III. GENERAL RFP INFORMATION**

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#### **A. GENERAL PROPOSAL CONDITIONS**

1. Costs Incurred by Proposers

All costs of proposal preparation shall be borne by the proposer. The City shall not, in any event, be liable for any pre-contractual expenses incurred by proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

2. Best Offer

The proposal shall include the proposer's best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer to the City that will remain open and valid for a minimum of ninety (90) days from the submission deadline.

3. Accuracy and Completeness

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered. Falsification of any information may result in disqualification.

If the proposer knowingly and willfully submits false performance or other data, the City reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance or other data submitted in response to this RFP, the City reserves the right to terminate the contract.

Unnecessarily elaborate or lengthy proposals or other presentations beyond those needed to give a sufficient, clear response to all the RFP requirements are not desired.

4. Withdrawal of Proposals

Proposals may be withdrawn by written request of the authorized signatory on the proposer's letterhead or by telegram at any time prior to the submission deadline.

5. General City Reservations

Submission Deadline - The City reserves the right to extend the submission deadline should this be in the interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.



**Withdrawal of RFP** - The City reserves the right to withdraw this RFP at any time without prior notice. The City makes no representation that any contract will be awarded to any proposer responding to the RFP. The City reserves the right to reject any or all submissions.

**Reissue of RFP** - If an inadequate number of proposals is received or the proposals received are deemed non-responsive, not qualified or not cost effective, the City may at its sole discretion reissue the RFP or execute a sole-source contract with a vendor.

**Changes to Proposals** - The City shall review and rate submitted proposals. The proposer may not make any changes or additions after the deadline for receipt of proposals. The City reserves the right to request additional information or documentation, as it deems necessary.

**Verification of Proposal Information** - The City reserves the right to verify all information in the proposal. If the information cannot be verified, and if the errors are not willful, the City reserves the right to reduce the rating points awarded.

**Pre-award Interview** - The City reserves the right to require a pre-award interview and/or site inspection.

**Minor Defects** - The City reserves the right to waive minor defects in the proposal in accordance with the City Charter.

**Program Personnel** - If the selection of the proposer is based in part on the qualifications of specific key individuals named in the proposal, the City must approve in advance any changes in the key individuals or the percentage of time they spend on the project. The City reserves the right to have the contractor replace any project personnel.

**Rejection of Proposals** - The City reserves the right to reject any or all proposals, to waive any minor defects in proposals received; to reject unapproved alternate proposal(s); and reserve the right to reject the proposal of any proposer who has previously failed to perform competently in any prior business relationship with the City. The rejection of any or all proposals shall not render the City liable for costs or damages.

## 6. Contract Negotiations

Proposers approved for funding shall be required to negotiate a contract with the City on an offer/counter-offer basis. The best terms and conditions originally offered in the proposal shall bind the negotiations. The City reserves the right to make a contract award contingent upon the satisfactory completion by the proposer of certain special conditions. The contract offer of the City may contain additional terms or terms different from those set forth herein.

As part of the negotiation process, the City reserves the right to:

- a. Fund all or portions of a proposer's proposal and/or require that one proposer collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the life of the agreement;
- b. Use other sources of funds to fund all or portions of a proposer's proposal;
- c. Require that a funded proposer utilize a facility designated by the City for purposes of implementing its project;
- d. Elect to contract directly with one or more of the identified collaborators;
- e. Require all collaborators identified in the proposal to become co-signatories to any contract with the City.

#### 7. Standing of Proposer

Regardless of the merits of the proposal submitted, a proposer may not be recommended for funding if it has a history of contract non-compliance with the City or any other funding source, poor past or current contract performance with the City or any other funding source, or current disputed or disallowed costs with the City or any other funding source.

Contractors/Organizations that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive any funding, if awarded under this RFP process, until this sanction is removed.

The City will enter into an agreement only with entities that are in good standing with the California Secretary of State.

#### 8. Proprietary Interests of the City

The City reserves the right to retain all submitted, proposals which shall then become the property of the City and a matter of public record. Any department or agency of the City has the right to use any or all ideas presented in the proposal without any change or limitation. Selection or rejection of a proposal does not affect these rights. All proposals will be considered public documents, subject to review and inspection by the public at the City's discretion, in accordance with the Public Records Act.

Proposers must identify all copyrighted material, trade secrets or other proprietary information claimed to be exempt from disclosure under the California Public Records Act (California Government Code Sections 6250 et

seq.) In the event such an exemption is claimed, the proposal must state: "(Name of Proposer) shall indemnify the City and hold it and its officers, employees and agents harmless from any claim or liability and defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefor." Failure to include such a statement shall constitute a waiver of the proposer's right to exemption from disclosure.

In any event, all information contained in this RFP is considered confidential and not open to the public or competing bidders until allowed by the law.

#### 9. Discount Terms

Proposers agree to offer the City any discount terms that are offered to its best customers for the goods and services to be provided herein, and apply such discount to payments made under this agreement, which meet the discount terms.

### **B. STATEMENTS REQUIRED WITH PROPOSAL**

#### 1. Contractor Responsibility Ordinance (CRO) Questionnaire

Every Request for Proposal, Request for Bid, Request for Qualifications or other procurement process is subject to the provisions of the Contractor Responsibility Ordinance, Section 10.40 et seq. of Article 14, Chapter 1 of Division 10 of the Los Angeles Administrative Code, unless exempt pursuant to the provisions of the Ordinance.

This Ordinance requires that all proposers/bidders complete and return, with their response, the responsibility questionnaire included in this procurement. Failure to return the completed questionnaire may result in the proposer/bidder being deemed non-responsive.

The Ordinance also requires that if a contract is awarded pursuant to this procurement, that the contractor must update responses to the questionnaire, within thirty calendar days, after any changes to the responses previously provided if such change would affect contractor's fitness and ability to continue performing the contract.

Pursuant to the Ordinance, by executing a contract with the City, the contractor pledges, under penalty of perjury, to comply with all applicable federal, state and local laws in performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees. Further, the Ordinance, requires each contractor to: (1) notify the awarding authority within thirty calendar days after receiving notification that any governmental agency has initiated an investigation which may result in a finding that the contractor is not in



compliance with Section 10.40.3 (a) of the Ordinance; and (2) notify the awarding authority within thirty (30) calendar days of all findings by a government agency or court of competent jurisdiction that the contractor has violated Section 10.40.3 (a) of the Ordinance.

All proposers shall submit a completed CRO Questionnaire and Pledge of Compliance signed under penalty of perjury with their proposal. Refer to links below:

<http://bca.lacity.org/site/pdf/cro/CROQ%20Service%20Questionnaire%20Rev%201-20-12.pdf>

and

<http://bca.lacity.org/site/pdf/cro/CRO%20Pledge%20of%20Compliance.PDF>.

If a proposer will have subcontractors in the project, a list of the subcontractors must also be submitted with the proposal.

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.**

2. Municipal Lobbying Ordinance CEC Form 50

All proposers must submit a completed Bidder Certification CEC Form 50. Please review the following link for more information on the City's Municipal Lobbying Ordinance: [http://ethics.lacity.org/PDF/laws/law\\_mlo.pdf](http://ethics.lacity.org/PDF/laws/law_mlo.pdf). (Refer to the link below to access the Bidder Certification CEC Form 50, <http://ethics.lacity.org/pdf/forms/CEC Form 50.pdf>).

NOTE: Failure to submit this completed CEC Form 50 will result in the proposer being deemed non-responsive and the proposal will be rejected.

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.**

3. Municipal Campaign Finance Ordinance CEC Form 55

Persons who submit a response to this solicitation (bidders) are subject to Charter section 470(c)(12) and related ordinances. As a result, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Bidders must submit CEC Form 55 to the awarding authority at the same time the response is submitted (refer to the following link to access CEC Form 55 <http://ethics.lacity.org/pdf/forms/CEC Form 55 Oct2013.pdf>). The form requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in



writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or [ethics.lacity.org](http://ethics.lacity.org).

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.**

4. Equal Benefits Ordinance

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO). Bidders/Proposers shall refer to the following link (<http://bca.lacity.org/site/pdf/ebo/eboqna.pdf>) for further information regarding the requirements of the Ordinance.

All bidders/proposers shall complete and upload the Equal Benefits Ordinance Compliance Affidavit (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org) prior to the award of a City contract, the value of which exceeds \$5,000. The Equal Benefits Ordinance Affidavit shall be effective for a period of twelvemonths from the date it is first uploaded onto the City's BAVN. Bidders/proposers do not need to submit supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

Bidders/proposers shall complete and submit ONLINE, with their proposal, the Equal Benefits Ordinance Affidavit, or Request for Waiver, if applicable.

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.  
([www.labavn.org](http://www.labavn.org))**

5. Slavery Disclosure Ordinance

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code. Bidders/proposers shall refer to the following link (<http://bca.lacity.org/site/pdf/sdo/Slavery%20Disclosure%20Ordinance.pdf>) for further information regarding the requirements of the Ordinance.

All bidders/proposers shall complete and upload the Slavery Disclosure Ordinance Affidavit (one (1) page) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org) prior to the award of a City contract. Bidders/proposers seeking additional

information regarding the requirements of the Slavery Disclosure Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.**  
**([www.labavn.org](http://www.labavn.org))**

6. Non-Discrimination/Equal Employment Practices/Affirmative Action

Bidders/proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2, Non-discrimination Clause.

Non-construction contracts for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., Equal Employment Practices Provisions. All bidders/proposers shall complete and upload the Non-Discrimination/Equal Employment Practices Certification (two (2) pages), available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org), no later than the time when an individual bid/proposal is submitted. However, bidders/proposers with Certifications previously uploaded to BAVN within the last year do not need to re-submit the document.

Non-construction contracts for which the consideration is \$100,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. All bidders/proposers shall complete and upload the City of Los Angeles Affirmative Action Plan (two (2) pages), available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org), no later than the time when an individual bid/proposal is submitted. Bidders/proposers opting to submit their own Affirmative Action Plan may do so by uploading their Affirmative Action Plan onto BAVN. Bidders/proposers with Affirmative Action Plans previously uploaded to BAVN within the last year do not need to re-submit the document.

Furthermore, subject subcontractors shall be required to submit the Non-Discrimination/ Equal Employment Practices Certification and Affirmative Action Plan to the successful bidder/proposer prior to commencing work on the contract. The subcontractors' Non-Discrimination/Equal Employment Practices Certification(s) and Affirmative Action Plan(s) shall be retained by the successful bidder/proposer and shall be made available to the Office of Contract Compliance upon request.

Both the Non-Discrimination/Equal Employment Practices Certification and the City of Los Angeles Affirmative Action Plan Affidavit shall be valid for a period of twelve (12) months from the date it is first uploaded onto BAVN.

Bidders/proposers seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's website at [http://bca.lacity.org/index.cfm?nxt=lco&nxt\\_body=tutorials\\_eeo.cfm](http://bca.lacity.org/index.cfm?nxt=lco&nxt_body=tutorials_eeo.cfm)

All bidders/proposers shall complete and submit ONLINE, with their proposal, the Non-Discrimination, Equal Employment Practices and Affirmative Action Plan (Refer to the following link for more information: [http://bca.lacity.org/index.cfm?nxt=ee&nxt\\_body=div\\_occ\\_affirm\\_eeo\\_forms.cfm](http://bca.lacity.org/index.cfm?nxt=ee&nxt_body=div_occ_affirm_eeo_forms.cfm))

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.  
([www.labavn.org](http://www.labavn.org))**

7. Proposer Workforce Information/Non-Collusion Statement

Proposers shall submit with their proposal a statement indicating their headquarters address, as well as the percentage of their workforce residing in the City of Los Angeles. Proposer shall also submit a completed Workforce Information/Non-Collusion Statement. (See **Attachment 2: Proposer Workforce Information/Non-Collusion Statement**).

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.**

8. Business Services Implementation Plan Collaborator Agreements

Proposals shall include completed forms from each organization intending to formally collaborate with the proposers (see **Attachment 3: Collaborator Agreements**).

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.**

9. Subcontractors

If a proposer will have subcontractors in the program, a list of the subcontractors must also be submitted with the proposal.

10. Business Inclusion Program

All bidders/proposers shall comply with the City's Business Inclusion Program requirements, identify sub-contracting opportunities and outreach to Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and Other Business Enterprises (OBE) sub-consultants. Bidder with sub-contractors must perform subcontractor outreach online 15 days prior to the RFP due date, per **Attachment 4: Business Inclusion Program**. Requirements must be completed on the Los Angeles Business Assistance Virtual Network (LABAVN), [www.labavn.org](http://www.labavn.org).

**OUTREACH MUST BE COMPLETED 15 DAYS PRIOR TO RFP DEADLINE.**

11. Iran Contracting Act 2010

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign and submit the "Iran Contracting Act of 2010 Compliance Affidavit" (see **Attachment 5:** for Affidavit form).

**C. CONTRACT EXECUTION REQUIREMENTS**

**If recommended for funding**, the proposer shall be required to enter into an agreement with the City of Los Angeles and comply with the requirements listed below. **Failure to comply with these requirements will result in non-execution of the contract.** A copy of the City's Standard Agreement is available upon request. The agreement with the selected proposer(s) will be on a to-be-negotiated fee-for-performance basis.

1. Insurance Certificates

Contractors may be required to maintain insurance at a level to be determined by the City's Risk Manager, with the City named as an additional insured. Contractors who do not have the required insurance should include the cost of insurance in their bid. Contractors will be required to provide insurance at the time of contract execution (refer to the following link for Insurance Instructions and Information  
[http://cao.lacity.org/risk/Submitting\\_proof\\_of\\_Insurance.pdf](http://cao.lacity.org/risk/Submitting_proof_of_Insurance.pdf)).

2. Secretary of State Documentation

All contractors are required to submit one copy of their Articles of Incorporation, partnership, or other business organizational documents (as appropriate) filed with the Secretary of the State. Organizations must be in good standing and authorized to do business in California, as registered contractors with the State of California. Visit the Secretary of State's website for more information at: <http://kepler.sos.ca.gov/>.

3. Corporate Documents

All contractors who are organized as a corporation or a limited liability company are required to submit a Secretary of State Corporate Number, a copy of its By-Laws, a current list of its Board of Directors, and a Resolution of Executorial Authority with a Signature Specimen (see **Attachment 6:** Corporate Documents).



4. City Business License Number

All contractors are required to submit one copy of their City of Los Angeles Business License, Tax Registration Certificate or Vendor Registration Number. To obtain a Business Tax Registration Certificate (BTRC), call the Office of Finance at (213) 473-5901 and pay the respective business taxes. The address is: Los Angeles City Office of Finance, Tax and Permit Division, City Hall, 200 N. Spring Street, Room 101, Los Angeles, CA 90012. Visit the Office of Finance's website for more information at: [www.finance.lacity.org](http://www.finance.lacity.org).

5. Proof of IRS Number (W-9)

All contractors are required to complete and submit Proof of IRS Number (W-9) form. (Refer to link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf> Request for Taxpayer Identification Number (Form W-9).

6. Nonprofit Status Documentation from the Internal Revenue Service (IRS)

Proposers must submit a copy of their notice from the IRS designating the agency as a 501(c)(3) organization or other evidence of its tax exempt status from the IRS, if applicable.

7. Certifications

Contractor shall provide copies of the following documents to the City:

- a. Certificate Regarding Ineligibility, Suspension and Debarment as required by Executive Order 12549.
- b. Certification and Disclosure Regarding Lobbying (not required for contracts under \$100,000). Contractor shall also file a Disclosure Form, at the end of each calendar quarter during which any event requiring disclosure, or which materially effects the accuracy of the information contained in any previously filed Disclosure Form, occurs
- c. Certificate Regarding Drug-Free Workplace Requirements, if applicable.

8. Collaboration

The City may, at its discretion, require two or more proposers to collaborate as a condition to contract execution.

9. Living Wage Ordinance and Service Contractor Worker Retention Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (3) months,

lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Bidders/Proposers shall refer to **Attachment 7**, "Living Wage Ordinance and Service Contractor Worker Retention Ordinance" for further information regarding the requirements of the Ordinances.

Bidders/Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions shall apply for exemption from the Ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption. The List of Statutory Exemptions and Application for Non-Coverage or Exemption are included in the attachment (see **Attachment 8**: LWO Statutory Exemptions).

#### 10. Americans with Disabilities Act

Any contract awarded pursuant to this RFP shall be subject to the following:

The Contractor/Consultant hereby certifies that it will comply with the Disabilities Act 42, U.S.C. Section 12101 et seq., and its implementing regulations. The Contractor/Consultant will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Disabilities Act. The Contractor/Consultant will not discriminate against persons with disabilities or against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by the Contractor/Consultant, relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

#### 11. Child Support Assignment Orders

Any contract awarded pursuant to this RFP shall be subject to the following:

This Contract is subject to Section 10.10 of the Los Angeles Administrative Code, Child Support Assignment Orders Ordinance. Pursuant to this Ordinance, Contractor/Consultant certifies that it will (1) fully comply with all State and Federal employment reporting requirements applicable to Child Support Assignment Orders; (2) that the principal owner(s) of Contractor/Consultant are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally; (3) fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with California Family Code Section 5230 et seq.; and (4) maintain such compliance throughout the term of this Contract. Pursuant to Section 10.10.b of the Los Angeles Administrative Code, failure of Contractor/Consultant to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment

Orders and Notices of Assignment or the failure of any principal owner(s) of Contractor/Consultant to comply with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally shall constitute a default by the Contractor/Consultant under the terms of this Contract, subjecting this Contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to Contractor/Consultant by City. Any subcontract entered into by the Contractor/Consultant relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph and shall incorporate the provisions of the Child Support Assignment Orders Ordinance. Failure of the Contractor/Consultant to obtain compliance of its subcontractors shall constitute a default by the Contractor/Consultant under the terms of this contract, subjecting this Contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to Contractor/Consultant by the City.

Contractor/Consultant shall comply with the Child Support Compliance Act of 1998 of the State of California Employment Development Department. Contractor/Consultant assures that to the best of its knowledge it is fully complying with the earnings assignment orders of all employees, and is providing the names of all new employees to the New Hire Registry maintained by the Employment Development Department as set forth in subdivision (1) of the Public Contract Code 7110 (see **Attachment 9**: Child Support Obligations).

## 12. First Source Hiring Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, the value of which is in excess of \$25,000 and a contract term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO). Bidders/proposers shall refer to the following link: <http://bca.lacity.org/site/pdf/fsho/First%20Source%20Hiring%20Ordinance.pdf> for further information regarding the requirements of the Ordinance.

Effective July 25, 2012, the Office of Contract Compliance implemented a new compliance process for the First Source Hiring Ordinance (FSHO) by utilizing the LABAVN.

The uploaded affidavit will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award. Upon BCA verification, the Awarding Authority shall award the contract.

As required by the affidavit, if your company has any job opportunities, you must submit the Anticipated Employment Opportunities Form (FSHO-1) to the awarding department before the contract is executed. The FSHO-1

<http://bca.lacity.org/site/pdf/fsho/FSHO-1.pdf> shall only be required of the Bidder/Proposer that is selected for award of a contract.

#### **D. CONTRACTOR EVALUATION ORDINANCE**

At the end of the contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of work product or service performed the timeliness of performance, the Contractor's compliance with budget requirements, and the expertise of personnel that the Contractor assigns to the contract. A copy of the Contractor Evaluation Form is available upon request. The Contractor will be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other contracts.



## IV. PROPOSAL PACKAGE

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### A. GENERAL PREPARATION GUIDELINES

**If a proposer does not follow these instructions and/or information is left out or a particular attachment is not submitted, the proposer may be determined to be ineligible and excluded from the review.**

1. The proposal must be submitted in the legal name of the firm or corporation and the corporate seal must be embossed on the original proposal. An authorized representative of the proposer organization who has legal authority to bind the organization in contract with the City must sign the proposal.
2. Proposers must submit one original and four (4) stapled or binder-clipped copies. The original must be marked "Original" on the cover and must bear the actual "wet" signature(s) of the person(s) authorized to sign the proposal. The copies must be numbered on the upper right hand side of the cover to indicate "Copy No. \_\_\_."
3. All proposals must be accompanied by a cover letter that should be limited to **one page**. The letter must:
  - Include the title, address, telephone number, fax number, and e-mail of the person(s) who will be authorized to represent the proposer and each collaborator.
  - Be signed by the person(s) authorized to bind the agency to all commitments made in the proposal and, if applicable, be accompanied by a copy of the Board Resolution authorizing the person(s) to submit the proposal. If a Board Resolution cannot be obtained prior to proposal submission, it may be submitted no later than **one (1) calendar week** after the proposal submission deadline.
  - Identify the individual or firm, which prepared or assisted in preparing the proposal. If that individual or firm will not participate in the implementation of the project, describe how the transfer of responsibility will occur to ensure timely implementation.
4. Proposals must be submitted in the English language. Numerical data must be in the English measurement system; costs must be in United States dollars.
5. Narratives are limited to the number of pages indicated and must follow these standards:
  - Font size – 12 points
  - Margins – At least 1 inch on all sides
  - Line spacing – Single-spaced
  - Double-sided, plain white paper

**Pages in excess of the stated limits will not be read and will not be considered in scoring.**

6. Each page of the proposal, including attachments, must be numbered sequentially at the bottom of the page to indicate Page \_\_ of \_\_.
7. Please use the indicative mood (will, shall, etc.) in narratives rather than the subjective (would, should, etc.) so that proposals can be easily converted to contract form.
8. The Proposal Checklist lists all narratives, attachments and certifications that must be included in the proposal. In assembling the completed proposal, please insert the attachments and certifications where they are indicated in the Proposal Checklist. The Proposal Checklist will serve as your Table of Contents (See **Attachment 1**).
9. Answers should be as concise as possible while providing all the information requested.
10. In completing the narratives and attachments, including the fee schedule, please include and clearly identify the services to be provided by and the demonstrated ability of subcontractors, if any.

## **B. APPLICATION & NARRATIVES**

An application and narratives will be required for each program category for which any agency submits a proposal and for fiscal services, as detailed below. The actual application and narrative document will be provided when the RFP is released.

A narrative will be required for each evaluation category listed in Section II. J. Evaluation, of this RFP

1. **Exhibit G:** Application and Narratives for Program Services. An application and narratives are required for each program for which an agency is applying.
2. **Exhibit H:** Application and Narratives for Fiscal Monitoring Services.

## **C. DOCUMENTS TO BE COMPLETED**

All proposers for both program and fiscal services must complete and submit all of the attachments and certification forms listed. **Do not assume that any document is not applicable.** Use the Proposal Checklist as a guide.

Attachment 1 lists the documents that must be submitted with your proposal. NOTE: Submit only one (1) set of documents even if your agency is submitting a proposal for more than one program category. These documents do not count toward the page

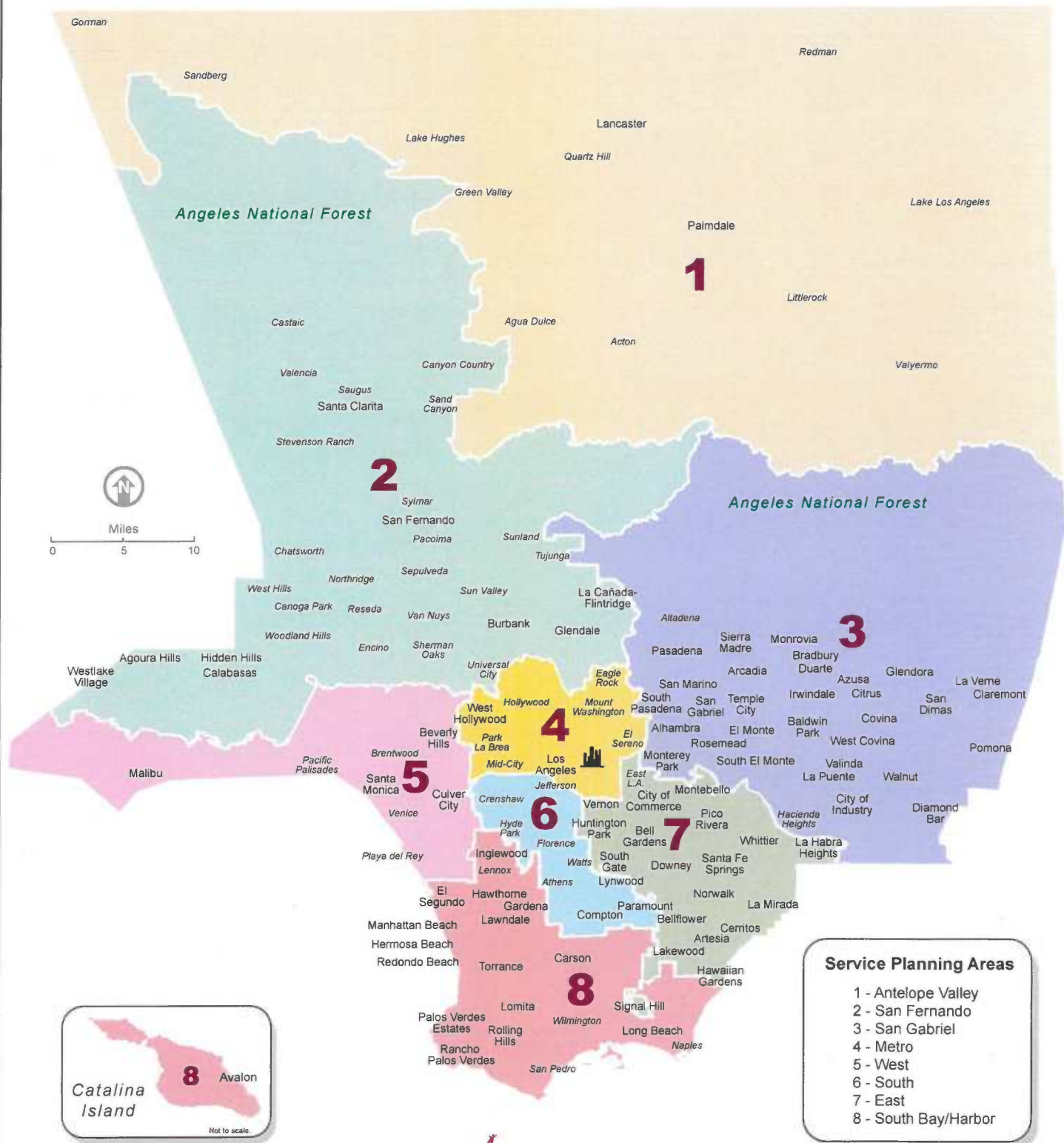
submission limit. Failure to submit these documents may result in the rejection of the application as non-responsive.

Section III, sub section C. Contract Execution Requirements lists the conditions to the RFP that will be required by all individuals and firms at the time of contract negotiations. **The documents and certifications listed in the section do not have to be completed unless and until a contract is negotiated.**

#### **D. PROPOSAL CHECKLIST**

The **Proposal Checklist (Attachment 1)** is to serve as the Table of Contents for your proposal and as guide for all documents, which must be submitted with the RFP. It lists all Narratives, Attachments, and Certifications (if applicable) that must be included as part of the proposal. Indicate in the page number column where the information can be found in your proposal. In assembling the complete proposal, please insert the attachments where they are indicated in the Proposal Checklist.

# Los Angeles County Service Planning Areas



- Service Planning Areas**
- 1 - Antelope Valley
  - 2 - San Fernando
  - 3 - San Gabriel
  - 4 - Metro
  - 5 - West
  - 6 - South
  - 7 - East
  - 8 - South Bay/Harbor



Note: City names are shown in **BLACK**.  
Communities are shown in **GRAY italics**.

Map used by permission.

August, 2002  
Los Angeles County  
Children's Planning Council  
Data Partnership (213) 893-0421



**BOUNDARIES OF THE EIGHT SERVICE PLANNING AREAS IN LOS ANGELES COUNTY  
REVISED AS OF MAY 6, 2002**

**Prepared by:**  
**Clementina Verjan, Senior Planner**  
**Planning Department**  
**Los Angeles Homeless Services Authority**  
**453 South Spring Street, 12<sup>th</sup> Floor**  
**Los Angeles, CA 90013**  
**(213) 683-3333 phone**  
**(213) 892-0093 FAX**  
**[www.lahsa.org](http://www.lahsa.org)**

**SERVICE PLANNING AREA 1**

Los Angeles County Service Planning Area 1-Antelope Valley-is located about 60 miles north of downtown Los Angeles and covers approximately 2,500 square miles of desert and forest. It extends north to the Kern County line and east to San Bernardino County line. The Angeles National Forest (Forest Route 3N17) forms the SPA's southern border. Its western border includes the Ventura County line, and a boundary line running south through the Angeles National Forest, east of Lake Elizabeth and Green Valley, to the Sierra Highway along Sand Canyon Road-through a portion of the City of Santa Clarita-to Little Tujunga Road on the South

**SERVICE PLANNING AREA 2**

Los Angeles County Service Planning Area 2-San Fernando-is a large suburban area north of the Los Angeles Basin that includes sizable portions of the Angeles National Forest. Its eastern boundary runs through the Forest northwest of Lake Elizabeth, and extends along Sand Canyon Road through the eastern portion of the City of Santa Clarita. The border continues east along Forest Service Route 3N17, down Angeles Forest Highway, west to a line south of Big Tujunga Canyon Road, then south again along the border of the City of Pasadena. SPA 2's western border is the Ventura County line. Its southern border runs parallel to the city limits of Glendale and Burbank along Mulholland Drive and Mulholland Highway, through state parkland and the Santa Monica Mountains.

**SERVICE PLANNING AREA 3**

Los Angeles County Service Planning Area 3-San Gabriel-is one of the largest County geographic regions in terms of land area, second only to the Antelope Valley (SPA 1). SPA 3 is situated between the San Gabriel Mountains to the north and the Whittier Hills to the south. The foothills are dotted with a number of independent cities such as Glendora, Sierra Madre, San Dimas, La Verne, and Claremont. The SPA's western border is defined by the western boundaries of the cities of Pasadena, South Pasadena, Alhambra, and Monterey Park. Its eastern boundary is the San Bernardino County line, contiguous with the city boundaries of Claremont, Pomona, and Diamond Bar. SPA 3's southern border runs below a series of unincorporated areas (the Whittier Narrows Recreation Area, Hacienda Heights, Rowland Heights) and the Orange County line.

**SERVICE PLANNING AREA 4**

Los Angeles County Service Planning Area 4-Metro-is located in the geographic center of the County. It shares boundaries with all but two of the eight County SPAs (SPA 1-Antelope Valley and SPA 8-South Bay/Harbor). Its northern border touches the SPA 2 communities of Glendale and Burbank in an area generally parallel to the Ventura (134) Freeway. Its southern border runs along Washington Boulevard-beginning at La Cienega Boulevard-to the Harbor (110) Freeway, then south to Adams Boulevard and east to Hooper, and north again to 21<sup>st</sup> Street and 25<sup>th</sup> Street (the northern border of the City of Vernon) to Indiana Street, which is the Los Angeles City limit.

The SPA's eastern boundary abuts SPA 3 and SPA 7, following the Los Angeles City limit on Indiana Street from the City of Vernon, separating the community of Boyle Heights from the unincorporated communities of East Los Angeles and City Terrace in SPA 7. Proceeding north to Valley Boulevard, the boundary extends further east to include the campus of California State University, Los Angeles, adjacent to the Long Beach (710) and San Bernardino (10) freeways. The border continues north along the boundaries of the cities of Alhambra, South Pasadena, and Pasadena.

SPA 4's western border is a jagged line that begins in the south on La Cienega Boulevard at Washington Boulevard, travels north and then east along the boundary separating the City of Beverly Hills from the cities of Los Angeles and West Hollywood, along Wonderland Avenue and Mulholland Drive, turning a bit east to the Hollywood (101) Freeway, then north again along Barham Boulevard-east of Universal Studios-to the city limits of Burbank. One of the busiest traffic centers of the County is the four-level freeway interchange in Downtown Los Angeles that conducts traffic in all directions along the 5, 110, 10, and 101 Freeways.

**SERVICE PLANNING AREA 4 SUBGROUP BREAKOUT:**Metro Downtown:

Bordered to the west by the 110 Freeway, to the south by the 10 Freeway, to the north by the 101 Freeway, and to the east by the Los Angeles River.

Metro East:

Generally to the north and east of Metro Downtown, northeast of the 5 Freeway, east of the 110 Pasadena Freeway and the Los Angeles River, and north of the 101. There is also a strip of "Metro East" south of the 10 Freeway, between the 110 and Los Angeles River.

Metro West:

Balance of SPA 4, west of the 110 Freeway and south of the 5 Freeway.

**SERVICE PLANNING AREA 5**

Los Angeles County Service Planning Area 5-West-includes state-owned land, portions of the Santa Monica Mountains National Recreation Area, coastline, state beaches, marinas, and Los Angeles International Airport. Its western border is the Ventura County line. Its eastern boundary runs south along Laurel Canyon Boulevard, Doheny Drive, the eastern border of Culver City, and La Cienega Boulevard through the western side of Baldwin Hills and Ladera Heights to Imperial Highway. The northern border follows a number of mountain roads beginning with Mulholland Highway on the west, through state parklands, up the western border of Topanga State Park, and along Mulholland Drive to the east. The coastline, reaching from Carrillo State Beach to El Segundo, forms the SPA's southern boundary.

**SERVICE PLANNING AREA 6**

Los Angeles County Services Planning Area 6-South-stretches from Washington Boulevard on the north to Artesia Boulevard (the 91 Freeway) on the south, and has irregular boundary lines. On the north, SPA 6 borders Los Angeles City communities such as Mid-City, Country Club Park, Pico Union, and Koreatown. The southeastern tip of Downtown Los Angeles and the city boundaries of Vernon, Huntington Park, South Gate, Downey, and Bellflower form the SPA's eastern border. Southern borders align with the city boundaries of Carson and Long Beach, and the unincorporated area of Rancho Dominguez; the southern tip of Compton extends into SPA 8 (South Bay/Harbor). SPA 6's western boundary proceeds along the borders of the neighboring cities of Inglewood and Culver City, extending south and east along portions of La Cienega Boulevard, Fairfax Avenue, Van Ness Avenue, Vermont Avenue, and Figueroa Street. The Harbor (110) and Santa Monica (10) Freeways are major north-south and east-west arteries crossing the SPA.

**SERVICE PLANNING AREA 7**

Los Angeles County Services Planning Area 7-East-is situated south of San Gabriel Valley and east of central Los Angeles. Its northern border runs along the boundaries of unincorporated East Los Angeles, the cities of Montebello, Pico Rivera, and La Habra Heights, and the Puente Hills. The SPA's southeast boundary is the dividing line between Los Angeles and Orange Counties. Its western border is defined by portions of the western limits of the cities of Lakewood, Bellflower, Downey, South Gate, Huntington Park, and Vernon, and the unincorporated areas of Walnut Park and East Los Angeles. Since the County's Service Planning Areas were designed around County Health Districts, the City of Signal Hill is also included in SPA 7.

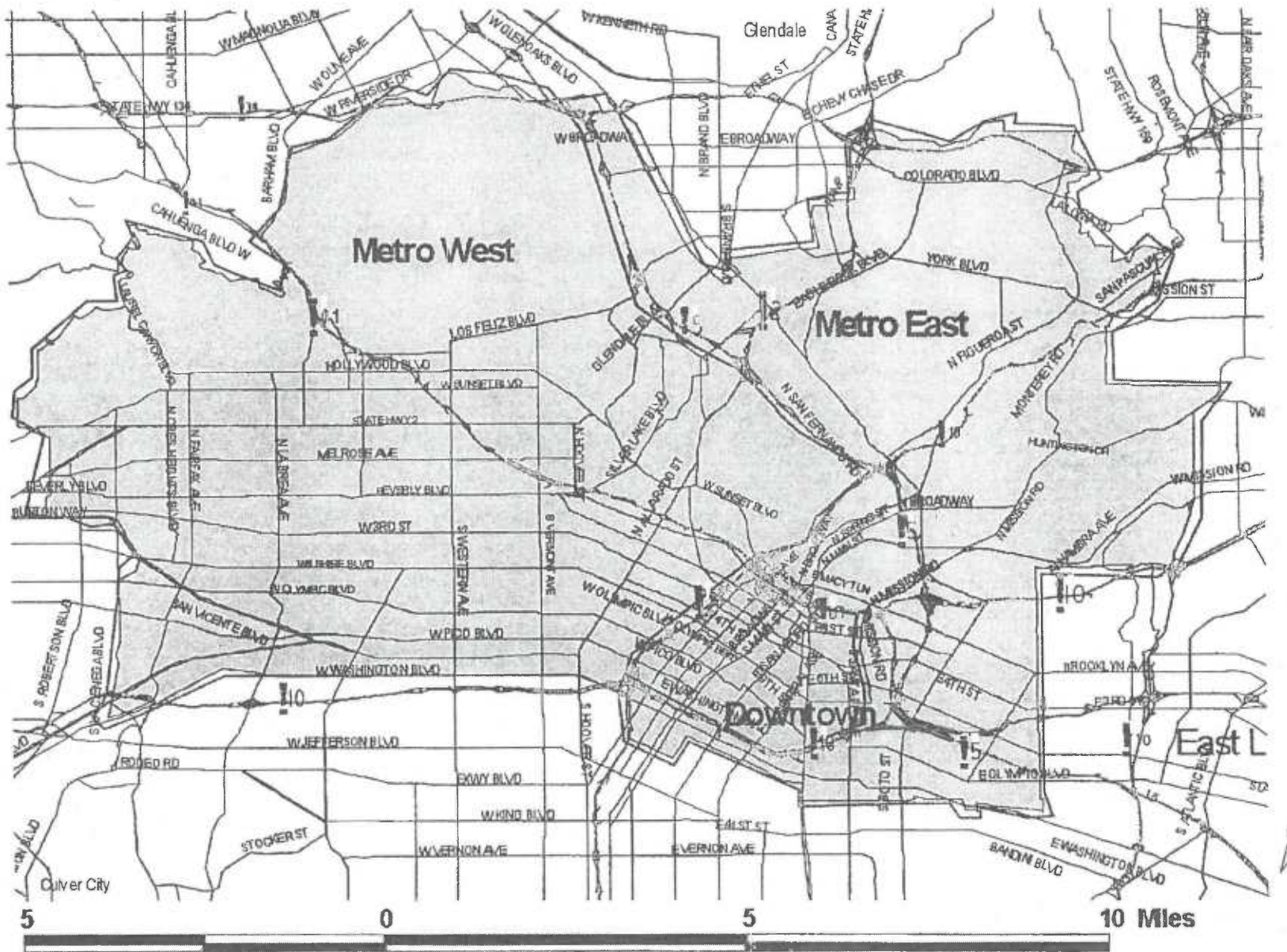
**SERVICE PLANNING AREA 8**

Los Angeles County Service Planning Area 8-South Bay/Harbor-is a mosaic of communities, ports, and incorporated municipalities, including the corridor that links the City of Los Angeles to all major ports of entry for international trade.

The coastline along the Pacific Ocean serves as the western and southern border of SPA 8, from the City of El Segundo to the north, around the Palos Verdes Peninsula to the Los Angeles and Long Beach Harbors on the south; the SPA includes Santa Catalina Island. The eastern boundaries of the City of Long Beach, generally parallel to the San Gabriel River, constitute the eastern border for SPA 8. Its northern boundary is a jagged line that runs from 64<sup>th</sup> Street in the City of Inglewood-at the northernmost tip of the region-to Figueroa Street, south to State Highway 91 (the Artesia Freeway), and east along the northern border of the City of Long Beach to 70<sup>th</sup> Street.



# "Sub-SPAs" of Service Planning Area 4



ATTACHMENT E

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Los Angeles Housing and Community Investment Department (HCIDLA)

2. Contacts:

Department: Jacqueline Rodriguez Phone No. (213) 744-9077 Fax No. (213) 744-9327

CAO: Madeleine Rackley Phone No. (213) 978-3724 Fax No. (213) 473-7512

3. Work to be performed:

The Los Angeles Housing and Community Investment Department (HCID) seeks a contractor to utilize Housing Opportunities for Persons with AIDS (HOPWA), which is a federally-funded program that provides permanent, transitional, and emergency housing and supportive services to low-income and homeless persons living with HIV/AIDS. Services include: provision of housing information, referral services, emergency housing, meal vouchers, assistance with housing or utility payments and case management.

4. Is this a contract renewal? Yes  No

5. Proposed length of contract: One (1) year with option to renew for two additional one-year terms

Start Date: April 1, 2015

6. Proposed cost of contract (if known): \$11,500,000

7. Name of proposed contractor: Unknown

8. Unique or special qualifications required to perform the work:

The contractor must be able to provide services that focus on providing housing services for homeless, at-risk of homelessness, and unstably housed clients. Currently, the program funds a variety of supportive services such as food & nutrition, mental health counseling, benefits counseling, substance abuse and HIV treatment beds, animal support and others.

9. Are there City employees that can perform the work being proposed for contracting?

Yes  No

If yes,

a. Which class(es) and Department(s):

b. Is there sufficient Department staff available to perform the work? Yes  No

c. Is there a current eligible list for the class(es)? Yes  No  Expiration Date:

d. Estimated time to fill position(s) through CSC process?

e. Can the requesting department continue to employ staff hired for the project after project completion? Yes  No

f. Are there City employees currently performing the work? Yes  No

10. Findings



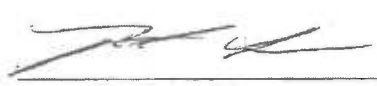
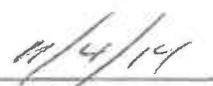
- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform the work

Check if applicable (explanation attached) and send to CAO for further analysis

- Project of limited duration would have to layoff staff at end of project
- Time constraints require immediate staffing of project
- Work assignment exceeds staffing availability

**SUMMARY:**

The City of Los Angeles Housing and Community Investment Department is seeking a contractor to provide permanent, transitional, and emergency housing and supportive services to low-income and homeless persons living with HIV/AIDS. The City has classifications that could complete some of the tasks such as Real Estate Officers, Senior Real Estate Officers, and Property Managers, but they are not required to have the necessary experience in providing HIV/AIDS supportive services.

			
Submitted by Cedric Reid Personnel Analyst II	Reviewed by Don Harrahill Sr. Personnel Analyst II	Approved by Raul Lemus Chief Personnel Analyst	Date

**ATTACHMENT F - 2014 HOPWA RFP**

**HOPWA 2014 Request for Proposal**

**Proposed Funding Available for Regional Offices**

**\$ 9,064,677**

SPA Number	SPA Name	% of HIV/AIDS Population*	% of HIV/AIDS low-income population**	Split SPA data	
				% HIV/AIDS population/2	% HIV/AIDS low-inc population/2
1	Antelp Val	1.4%	1.8%		
2	SFV	14.0%	13.8%		
3	SGV	6.9%	6.9%		
4	Metro	38.2%	34.1%	19.1%	17.1%
5	West LA	5.5%	3.3%		
6	South LA	10.5%	14.5%		
7	East LA	6.5%	7.4%		
8	South Bay	16.8%	15.5%		
<b>Total</b>		<b>99.8%</b>	<b>97.3%</b>		

\*Source: DHSP, 2012 Annual Surveillance Report

\*\*Source: DHSP, Casewatch FY2012 Service Utilization Report (3/1/12 - 2/28/13)

HOPWA Regional Offices	SPA Name	% of HIV/AIDS population	% of HIV/AIDS low-income population	Projected funding based on low-income population	Unallocated/6	Total
1. SPAs 1 and 2	Antelp Val/SFV	15.4%	15.6%	\$ 1,414,090	\$ 25,683	\$ 1,439,773
2. SPAS 3 and 7	SGV/East LA	13.4%	14.3%	\$ 1,296,249	\$ 25,685	\$ 1,321,934
3. SPA 4 -Hollywood portion and SPA 5	Hollywood & West LA	24.6%	20.4%	\$ 1,844,662	\$ 25,683	\$ 1,870,345
4. SPA 4 Downtown & East	Downtown	19.0%	17.1%	\$ 1,545,527	\$ 25,683	\$ 1,571,210
5. SPA 6	South LA	10.0%	15.5%	\$ 1,405,025	\$ 25,683	\$ 1,430,708
6. SPA 8	South Bay	16.8%	15.5%	\$ 1,405,025	\$ 25,683	\$ 1,430,708
<b>Total</b>		<b>99.2%</b>	<b>98.3%</b>	<b>\$ 8,910,577</b>	<b>\$ 154,100</b>	<b>\$ 9,064,677</b>
				unallocated \$	154,100	