

TRANSMITTAL

To:

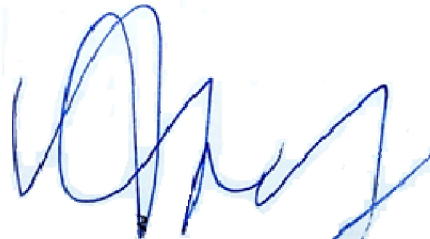
THE COUNCIL

Date: 7/18/2017

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.



(Ana Guerrero)

ERIC GARCETTI
Mayor



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Community Services & Development Bureau
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July 10, 2017

Council File No. 17-0050
Council Districts: All
Contact Persons:
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Honorable Eric Garcetti
Mayor, City of Los Angeles
Room 303, City Hall
200 N. Spring Street
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

TRANSMITTAL: REQUEST FOR APPROVAL OF RECOMMENDATION RELATIVE TO THE RESULTS OF THE HOUSING OPPORTUNITIES FOR PERSONS WITH HIV/AIDS (HOPWA) PROGRAM REQUEST FOR PROPOSALS - TECHNICAL ASSISTANCE

SUMMARY

The Los Angeles Housing + Community Investment Department (HCIDLA) is requesting authority to execute a contract with Shelter Partnership to provide technical assistance services to assist HCIDLA staff in responding to questions that include, but are not limited to, the interpretation of Housing Opportunities for Persons with HIV/AIDS (HOPWA) regulations and the impact of local and national questions regarding HOPWA program implementation. HCIDLA is recommending Shelter Partnership for funding and requesting authority to execute the contract effective October 1, 2017.

Funding for the HOPWA program is provided annually by the U.S. Department of Housing and Urban Development (HUD) as a formula grant through the Consolidated Planning process. The HOPWA program provides housing and supportive services countywide for low-income persons living with Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS) and their families.

RECOMMENDATIONS

The General Manager of HCIDLA respectfully requests that:

- I. Your office schedule this transmittal at the next available meeting of the appropriate City Council Committee and forward it to the City Council for review and approval immediately thereafter; and
- II. The City Council, subject to the approval of the Mayor, take the following action:

Authorize the General Manager, HCIDLA, or designee to negotiate and execute a contract with Shelter Partnership for the HOPWA program, for a nine-month contract beginning October 1, 2017 through March 31, 2018, with an option to renew for up to two (2) additional one-year terms, subject to review and approval by the City Attorney as to form, and compliance with all necessary City and federal requirements.

BACKGROUND

The HOPWA program provides housing assistance and related supportive services for low-income persons with HIV/AIDS and their families. Federal regulations require the largest jurisdiction in an Eligible Metropolitan Statistical Area (EMSA) receive the formula allocation (24 CFR 547.110) and provide services countywide. The City of Los Angeles has been the recipient of the federal HOPWA grant under the Consolidated Plan since the 1990s. Over the last five years, the HOPWA grant has ranged from \$12.4 million to \$15.9 million annually. The HOPWA grant for Program Year (PY) 2017-2018 is \$15.6 million.

In the HOPWA program, nonprofit agencies and public housing authorities provide housing and supportive services for low-income persons with HIV/AIDS and their families. Contracts are usually for a one-year term with the option to renew for two additional one-year terms, although the term can be extended upon approval by the Mayor and City Council.

REQUEST FOR PROPOSALS PROCESS

On February 10, 2017, the City Council approved the release of a Request for Proposals (RFP) for HOPWA Technical Assistance (C.F. 17-0050).

HCIDLA released this RFP on March 6, 2017 through the Los Angeles Business Assistance Virtual Network (LABAVN). Announcement of the release of the RFP was advertised in a local newspaper and sent via email to nonprofits, City departments, and other interested parties. A mandatory proposers' conference was held on March 16, 2017. There were six (6) attendees for the proposers' conference – one (1) attended in person and five (5) via an interactive web-accessible portal. The proposals were due May 1, 2017. HCIDLA received one proposal in response to the RFP.

The proposal was evaluated based on the following criteria:

Evaluation Criteria for Program Services:

Area	Description	Points
1	Organizational Capacity and Demonstrated Effectiveness	40
2	Program Plan and Implementation	25
3	Budget	20
4	Past Performance and References	10
5	Analysis of audited financial statements	5
	Total Points	100

One evaluation team, consisting of HCIDLA staff with specific expertise in key subject matters related to program and accounting, evaluated the proposal.

RFP RESULTS AND APPEALS

The proposal received was reviewed to determine if the minimum eligibility requirements and City contracting requirements had been met.

The eligible proposal was reviewed and scored by the evaluation team. On May 31, 2017, the proposer was informed that they would be recommended for HOPWA funding based on the review of their proposal. The proposer was informed of their right to file an appeal based on procedural issues by June 7, 2017. No appeal was filed.

The contract term for the chosen proposer will be October 1, 2017 through March 31, 2018, with the option to exercise two (2), one-year extensions.

Funding levels for technical assistance is generally based on a fee per hour for work performed. Below is the proposed funding level for the recommended contractor:

Agency	9-month Funding for PY 2017-2018
Shelter Partnership	\$100,000

FISCAL IMPACT

There is no impact on the City's General Fund. The proposed new contract will be funded from the federal HOPWA grant for PY 2017-2018, plus any rollover identified from previous years. Funding for this 9-month contract (October 1, 2017 – March 31, 2018) will be \$100,000. Funding for the PY 2017-18 HOPWA budget is anticipated to be \$15,600,000 (level funding).

Prepared by:



MAISHA HUNTER
Management Assistant

Reviewed by:



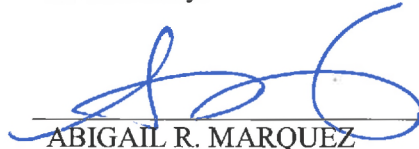
REBECCA RONQUILLO
Senior Management Analyst

Reviewed by:



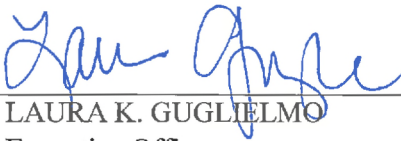
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Reviewed by:



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Executive Officer

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RUSHMORE D. CERVANTES
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