

0220-0551-0024

TRANSMITTAL

TO Homelessness and Poverty Committee	DATE 08/31/2017	COUNCIL FILE NO.
FROM CAO	COUNCIL DISTRICT ALL	

At its meeting on August 31, 2017, the Homeless Strategy Committee (HSC) considered a report from the City Homeless Coordinator with recommendations relative to a City Application to the Los Angeles County Request for Proposals for City Planning Grants to Prevent and Combat Homelessness. The HSC approved the recommendations with the following amendment:

Replace Recommendation 2a with the following:

- a. AUTHORIZE the City Administrative Officer to, subject to review by the City Attorney as to form and legality:
 - i. Negotiate and execute a grant award agreement for a City Planning Grant to Prevent and Combat Homelessness in an amount of up to \$70,000 with the County of Los Angeles and any other necessary documents relative to the grant award;
 - ii. In order to identify a consultant to review the City Comprehensive Homeless Strategy and prepare recommendations as described in this report, (a) issue a request for bids to an approved pre-qualified list of planning and research firms, to be determined, or alternate procurement method; or (b) if the City Administrative Officer determines that use of competitive bidding would be undesirable, impractical or impossible given the limited time available to complete scope of the work by the County deadline, to procure such consulting services on a sole source basis subject to the contracting limitations in (iii) below; and
 - iii. Negotiate and execute a contract with the identified consultant in the amount up to \$70,000 for a term of five (5) months with an optional three (3) month extension with a scope of work described in this report; and
 - iv. Prepare Controller's Instructions and/or make any technical adjustments that may be required, and authorize the Controller to implement these instructions.

The HSC recommendations are hereby transmitted to the Homelessness and Poverty Committee for consideration.


for Richard H. Llewellyn, Jr.
Interim City Administrative Officer

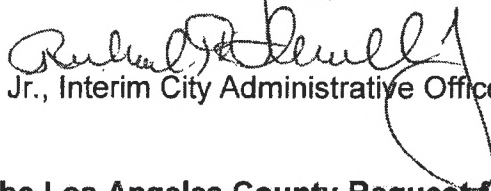
Attachment

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: August 28, 2017

To: Honorable Members of the Homeless Strategy Committee

From: Richard H. Llewellyn, Jr., Interim City Administrative Officer



Subject: **City Application to the Los Angeles County Request for Proposals
for City Planning Grants to Prevent and Combat Homelessness**


Attached for your consideration is a report from the Homeless Coordinator outlining recommendations relative to a City application to the Los Angeles County Request for Proposals for City Planning Grants to Prevent and Combat Homelessness. I recommend that the Homeless Strategy Committee approve this report and forward it to the Council and Mayor for consideration.

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: August 28, 2017

To: Richard H. Llewellyn, Jr., Interim City Administrative Officer

From: Meg Barclay, City Homeless Coordinator 

Subject: **City Application to the Los Angeles County Request for Proposals for City Planning Grants to Prevent and Combat Homelessness**

RECOMMENDATIONS

That the Homeless Strategy Committee review and process the following recommendations for Council and Mayor consideration:

1. AUTHORIZE the City Administrative Officer to:
 - a. Submit an application to the United Way of Greater Los Angeles Home for Good Funders Collaborative in response to the Los Angeles County Request for Proposals for City Planning Grants to Prevent and Combat Homelessness as described in this report; and
2. Subject to notification of award:
 - a. AUTHORIZE the City Administrative Officer to, subject to review by the City Attorney as to form and legality:
 - i. Negotiate and execute a grant award agreement with the County of Los Angeles and any other necessary documents relative to the grant award;
 - ii. Issue a request for bids to an approved pre-qualified list of planning and research firms, to be determined, to identify a consultant to review the City Comprehensive Homeless Strategy and prepare recommendations as described in this report;
 - iii. Negotiate and execute a contract with a consultant identified pursuant to the request for bids; and
 - iv. Prepare Controller's Instructions and/or make any technical adjustments that may be required, and authorize the Controller to implement these instructions.
 - b. AUTHORIZE the Controller, to establish a grant receivable in the amount of \$70,000 and establish an appropriation account entitled "Homelessness Planning Grant" within Fund 100 Account 3040 Department 10 for receipt and disbursement of grant funds.

SUMMARY

This report provides background and recommendations relative to a City application to the Los Angeles County Request for Proposals for City Planning Grants to Prevent and Combat Homelessness.

BACKGROUND

County Request for Proposals for City Planning Grants

On July 28, 2017, the United Way of Greater Los Angeles (UWGLA) Home for Good Funders Collaborative released a Request for Proposals (RFP) for City Planning Grants to Prevent and Combat Homelessness in Los Angeles County (Attached). UWGLA is administering this RFP in partnership with the Los Angeles County Homeless Initiative to allocate funding approved by the County Board of Supervisors for this purpose. Cities in the Los Angeles Continuum of Care are eligible to apply for up to \$70,000 to create a new homelessness plan or enhance/expand an existing homelessness plan. Maximum funding requests are based on the number of persons experiencing homelessness in eligible cities based on the 2017 Greater Los Angeles Homeless Count. The City of Los Angeles is eligible to apply for the maximum request of \$70,000.

As described in the RFP and supporting documents, applications must describe:

- Goals and purpose for undertaking the proposed planning process;
- Process for developing the homelessness plan or expanding/enhancing a current plan;
- Use of funds, if awarded;
- Assets or partnerships that will be leveraged during the planning process; and
- Internal and external stakeholders that will be engaged in the planning process.

In addition, the list of key issues to be addressed in plans resulting from grants awarded includes:

- Actions the City plans to take;
- County Homeless Initiative Strategies with which the City intends to align efforts;
- City resources that will be used to implement the plan;
- City staff who will lead and participate in plan implantation; and
- City participation in collaborative structures within the City and/or with other cities or in Service Planning Areas.

Applications are due on September 18, 2017. According to the RFP, awards are expected to be announced by October 31, 2017, and contracts will be executed in November 2017. The County has set a goal for cities to complete plans funded by these grants by March 2018, with potential three-month extensions.

Proposed City Application

Circumstances have changed drastically since the City's Comprehensive Homeless Strategy (CHS) was adopted in February 2016. The City's homeless count has increased by 20 percent

and voters have approved new funding sources for permanent supportive housing and for homeless services – Proposition HHH and Measure H, respectively.

The City, with Proposition HHH funding, will support the development of permanent supportive housing that represents the long-term solution for most homeless individuals and families. A large portion of the services that address the immediate needs of persons experiencing homelessness, which were supported with one-time City funds in Fiscal Year 2016-17, are now funded with County Measure H revenue. A number of key City CHS strategies are not included in the County homeless strategy and are therefore not eligible for Measure H funding. These include storage, safe parking and outreach coordinated with Los Angeles Police Department Homeless Outreach Partnership Endeavor (HOPE) teams.

This County RFP provides the City with an opportunity to assess, review and update the CHS to align with these changing circumstances. As such, I recommend that the CAO be authorized to submit an application to the United Way of Greater Los Angeles Home for Good Funders Collaborative in response to the Los Angeles County Request for Proposals for City Planning Grants to Prevent and Combat Homelessness. This application will request \$70,000 for consultant services to:

1. Review the 62 active strategies of the City Comprehensive Homeless Strategy;
2. Recommend amendments to the CHS to ensure effectiveness in response to:
 - a. 20 percent increase in persons experiencing homelessness in the City of Los Angeles based on the 2017 Greater Los Angeles Homeless Count;
 - b. City efforts to finance and facilitate the development of permanent supportive housing, including, but not limited to Proposition HHH implementation; and
 - c. Alignment of City efforts with homeless services funded through Los Angeles County Measure H.

As the City's Homeless Coordinator, I will manage this project, with monthly oversight from the Homeless Strategy Committee. Recommendations resulting from this review will be transmitted to the HSC to review and forward to Council and the Mayor for approval.

In order to complete this project within the timeframe established by the County, we are working with City Departments to identify an existing pre-qualified list of planning and/or research firms that could be used to select a consultant. If funds are awarded, and once a list has been identified, I request that the CAO be authorized to solicit bids to identify a consultant to conduct the work described above.

Attachment:

United Way of Greater Los Angeles Home for Good Funders Collaborative Request for Proposals Relating to City Planning Grants to Prevent and Combat Homelessness in Los Angeles County

HOMET FOR GOOD

2017-2018 FUNDERS COLLABORATIVE

REQUEST FOR PROPOSALS RELATING TO

***CITY PLANNING GRANTS
TO PREVENT AND COMBAT HOMELESSNESS
IN LOS ANGELES COUNTY***

Released on Friday, July 28, 2017

The deadline for proposal submission is Monday, September 18, 2017.



2017-2018 FUNDERS COLLABORATIVE RFP

CITY PLANNING GRANTS TO PREVENT AND COMBAT HOMELESSNESS

INTRODUCTION

The Home for Good Funders Collaborative is administering this request for proposal process in partnership with the Los Angeles County Homeless Initiative to solicit and make funding recommendations on proposals that will result in a Homelessness Plan for each city which receives a grant.

Cities have played a vital role since the inception of the Los Angeles County Homeless Initiative in 2015, including participation in the development of the strategies that aim to prevent and combat homelessness. On June 13, 2017, the Los Angeles County Board of Supervisors approved Measure H funding recommendations. The Board also allocated \$2,000,000 in one-time funding from the County general fund to support coordination efforts of the Councils of Governments and planning efforts for cities in the Los Angeles Continuum of Care; this Board motion can be viewed here.

For this RFP, the Funders Collaborative is seeking proposals from the eligible cities within the Los Angeles Continuum of Care (all cities except Glendale, Long Beach, and Pasadena) that are built on collaboration with internal and external stakeholders to assess challenges and opportunities (existing and future) and develop a Homelessness Plan that will serve as a road map for the city's participation in preventing and combating homelessness locally and regionally. To assist cities in the development of their proposals, an outline of the Homelessness Plan, which each city that receives a grant will develop, will be available at the Applicants' Technical Assistance Session on August 10, 2017, and a standardized planning template will be made available in early November.

Please submit a completed application package to the Funders Collaborative by noon on September 18, 2017, by visiting www.homeforgoodla.org/grantseekers. Applications may be submitted prior to the deadline.

For questions related to the grantmaking process, please email Home for Good at rfp@unitedwayla.org. For questions related to the County Homeless Initiative, please email homelessinitiative@lacounty.gov or visit homeless.lacounty.gov.

GRANTMAKING TIMELINE

Date/Time	Key Activities
7/24/17	Cities Web Meeting at 9:30am – 11:30am
7/28/17	Home for Good Funders Collaborative releases the request for proposals
7/31/17	2017 Homeless Count details will be available at <u>LAHSA website</u> .
8/1 – 9/14/17	Individual technical assistance is available to the applicants via phone or in person.
8/10/17 1:30pm (90 min)	Voluntary Technical Assistance session for the prospective City Planning Grant applicants will take place at United Way, 4 th Floor Conference Room, 1150 South Olive Street, Los Angeles, CA 90015. Please RSVP <u>HERE</u> by August 4. Space is limited. In order to ensure at least one seat per city, we may need to contact you to prioritize your RSVPs. You may also participate in the TA Session via web by registering <u>HERE</u> . Call-in number is (866) 901-6455. Access Code is 964-657-641.
9/18/17 Noon	Last day to submit planning grant proposals – email your application package to <u>rfp@unitedwayla.org</u> .
By 10/31/17	Grantees are selected and notified. The grant term will run from November 2017 through March 31, 2018 unless more time is needed (maximum 3 additional months), in which case a request for an extension and rationale need to be included in the proposal.
Nov. 2017	Begin contract execution
Early Nov.	Grantee Orientation (mandatory)



2017-2018 FUNDERS COLLABORATIVE RFP

CITY PLANNING GRANTS TO PREVENT AND COMBAT HOMELESSNESS

APPLICATION: INDIVIDUAL CITY

Name of the City	
Request Amount	\$70,000 (over 400 people in 2017 Homeless Count); \$50,000 (400-100 people in 2017 Homeless Count); \$30,000 (less than 100 people in 2017 Homeless Count). \$
Project Duration	State the start and end month. Final Plan is generally due no later than March 30, 2018. If more time is needed (maximum 3 additional months), please identify the needed extension and rationale here.

A. Statement of Need and Opportunity

1. Describe the state of homelessness in your city and/or region. Include its impacts and key challenges. (word limit – 150)
2. Given the landscape of homelessness in your city, describe how this planning grant will enable your city to prevent and combat homelessness locally and regionally. (word limit – 200)

B. Local and Regional Alignments to Combat Homelessness

1. If your City has been involved in the County Homeless Initiative (HI) efforts, please describe that involvement. For reference, original 47 HI Strategies that the Board of Supervisors approved in February 2016 may be viewed HERE. On June 13, 2017, the Board approved Measure H funding for 17 of the original HI strategies, plus four new strategies. Click HERE for details. (word limit – 150)
2. Highlight a current success in addressing homelessness since February 2016, when the HI strategies were adopted. No success is too small. (word limit – 120)
3. Does your city or affiliated Councils of Government currently have a homelessness plan? If so, please attach.

C. Project Description

1. What are your goals and purpose for undertaking the proposed process and developing the plan? (word limit – 100)
2. How will you develop your city's homelessness plan or enhance/expand your current homelessness plan? Be as specific as possible. (word limit – 250)
3. Who will be the Project Lead for the planning process? Please state his/her relevant experience, current role, and decision-making authority. (word limit – 100)
4. How will the funds be used? If your city is retaining a consulting partner, please state the name of the consultant/agency. Consultants may be selected from the attached list of suggested consultants focused on ending homelessness, but there is no requirement to use a consultant, nor to use a consultant from the attached list. (word limit – 120)
5. What city assets and or partnerships will be leveraged during the planning process, e.g. funding, facilities, staff time, etc.? (word limit – 200)

D. Stakeholders and Leverage Points

List and describe the roles of the internal (include names of the City Departments) and external stakeholders or community organizations during the planning process. Partnering agencies need to include the Council of Governments and at least one Coordinated Entry System (CES) Lead provider in your Service Planning Area. You are encouraged to include other community stakeholders in the planning process, including homeless service providers, faith-based organizations, people with direct lived experience of homelessness, business sector, etc. If more space is needed, please attach additional sheets.

Agency/Dept. Name	Current Role in the City or Relationship with the City Around Homelessness	Planned Role of the Agency in the Planning Process

E. Grantee Orientation

There will be a mandatory orientation for the awardees in early November 2017 hosted by the Los Angeles County Homeless Initiative to discuss successful models that prevent and combat homelessness, share city and regional approaches to developing the plan, and build a learning forum amongst grantees, partners, and other system stakeholders to strengthen a culture of regional collaboration and innovation.

Should your proposal be funded, please list the city representative(s) who will attend the Orientation

Name	Title	City Department

Required Attachments

Below is a list of project attachments required under this funding opportunity:

1. Cover Page (Template attached to the application)
2. Budget (Template attached to the application)
3. Letters of coordination from at least one Coordinated Entry System lead and Council of Government Lead(s) with whom you will be collaborating (Sample letters of coordination will be provided on August 10.)

Reference Materials

1. Frequently Asked Questions for the Cities Planning Grant RFP
2. Potential City Connections to Select Homeless Initiative Strategies
3. Coordinated Entry System Regional Contact List
4. Service Planning Area Map
5. Suggested List of Consultants
6. 2017 Homeless Count details will be made available on July 31, 2017 at lahsa.org.



**2017-2018 FUNDERS COLLABORATIVE RFP
CITY PLANNING GRANT TO PREVENT AND COMBAT HOMELESSNESS**

APPLICANT COVER SHEET: INDIVIDUAL CITY

REQUEST INFORMATION

Request Amount	\$70,000 (over 400 people in 2017 Homeless Count); \$50,000 (400-100 people in 2017 Homeless Count); \$30,000 (less than 100 people in 2017 Homeless Count). \$
Project Duration	Start month to end month. The City Plan is due no later than March 30, 2018. If more time is needed (maximum 3 additional months), please identify the needed extension and rationale here.

ORGANIZATION INFORMATION

Organization Name	
Physical Address	
Mailing Address (if different than above)	
City Manager Name Telephone Number Email Address	
Primary Grant Contact Name Title Email Phone No.	
Primary Project Lead Name Title Email Phone No.	
Council of Government Affiliation(s)	<input type="checkbox"/> North County Transportation Coalition <input type="checkbox"/> Gateway Council of Governments <input type="checkbox"/> Las Virgenes-Malibu Council of Governments <input type="checkbox"/> San Fernando Valley Council of Governments <input type="checkbox"/> San Gabriel Valley Council of Governments <input type="checkbox"/> South Bay Cities Council of Governments <input type="checkbox"/> Westside Cities Council of Governments

Authorization of the City Manager submitting the proposal:

Signature

Date



2017-2018 FUNDERS COLLABORATIVE RFP
CITIES PLANNING GRANT TO PREVENT AND COMBAT HOMELESSNESS

PROPOSED BUDGET: INDIVIDUAL CITY

- **Personnel Cost:** Include titles of the staff or consultant cost
- **Non-Personnel Cost:** Examples include event-related cost, mileage, collateral, etc.

Personnel Cost	
	\$
	\$
	\$
Fringe Benefits	\$
Total Personnel Cost	\$
Non-Personnel Cost	
	\$
	\$
	\$
Total Non-Personnel Cost	\$
Total Budget (will equal total request amount)	\$