



REQUEST FOR PROPOSAL

Los Angeles County Bringing Families Home Fund

Rental Assistance and Supportive Services

Administered by the Los Angeles County Development Authority

Release Date: May 7, 2020

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1 Program Overview

1.1 Introduction

Assembly Bill (AB) 1603 (Chapter 25, Statutes of 2016) established the *Bringing Families Home (BFH)* program. The Budget Act of 2019 (Assembly Bill 74, Chapter 23, Statutes of 2019) appropriated \$24.4 million General Fund to continue and expand funding for BFH. The Los Angeles County Department of Children and Family Services (DCFS) received an additional allocation of \$4,593,421 from this funding. The primary focus of BFH is to address homelessness for families served by the child welfare system. This funding will be utilized to provide the Housing First model to families involved with the DCFS through the Rapid Re-Housing (RRH) of DCFS Family Maintenance (FM) families and children in the child welfare system, prioritizing those families that are literally homeless.

In order to participate in BFH, the family must meet the following criteria:

- (1) The child(ren) must currently be court ordered home of parent (HOP) and receiving FM services or the child(ren) is/are currently placed out of home and receiving Family Reunification services;
- (2) The family must be homeless or facing housing instability;
- (3) The family must be eligible for RRH (See Section 2.1 Rapid Re-housing Minimum Practice Standard); and
- (4) The family must have an annual income at or below 50% of the area median income.

The goals of the program are to:

- Significantly reduce the number of families in the child welfare system experiencing homelessness;
- Prevent foster care home placements when homelessness prevents a parent or guardian from addressing issues that could lead to foster care home placement; and
- Re-unite children in foster care with their families when homelessness is a barrier for the return of the children.

This Request for Proposals (RFP) makes available \$3 million to eligible Applicants to provide temporary rental assistance and supportive services to families in the child welfare system who are homeless or facing housing instability. The BFH Applicant should participate in the Los Angeles Housing Services Authority's (LAHSA) Coordinated Entry System (CES) for Families.

The Los Angeles County Development Authority (LACDA) will award service contracts in the amounts specified in Section 1.5, Funding Structure and Limits, to proposers that meet the following requirements:

- Due to limited funding, only one (1) service project per County of Los Angeles Service Planning Area (SPA) will be awarded;
- Funds will be awarded in accordance with Section 1.5 Funding Structure and Limits;
- Funds for administration must not exceed 10% of the project total budget;
- Additional financial information to verify Applicant's financial status must be submitted with this proposal. See Appendix 1 *Application for BFH Rental Assistance and Supportive Services funds* for additional details;
- Contracts will be awarded to selected providers on August 1, 2020;
- All funded projects must be fully staffed and operational by August 1, 2020;
- All funds are expected to be fully expended no later than June 30, 2022; and
- The projects must meet all other BFH contract requirements.

The LACDA has been designated by the DCFS to develop and administer this RFP and the agreements with the agencies to which these funds will be awarded.

1.2 Coordination with Continuum of Care Activities Related to Homeless Families

To make the most effective use of BFH funds, the applicant must have established connections to existing Continuum of Care (CoC) activities to ensure that families will be linked to appropriate support services and resources.

On May 20, 2009, President Obama signed the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009, which amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes. The HEARTH Act also led to new regulations that require area-wide systems coordination, including coordination with other targeted homeless services, coordination with mainstream resources, and coordinated assessment. The regulations build on the success of the Federal Stimulus-funded Homelessness Prevention Rapid Re-housing program (HPRP) and emphasize best practices such as RRH and diversion. The regulations also reflect the shift "from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness."

LAHSA, in collaboration with the County and City of Los Angeles, has pooled McKinney-Vento funds and other public funds to create regional systems of care that allow individuals and homeless families to receive services within their communities.

1.3 Funding Available

Applicants may submit an application for more than one (1) SPA. This funding is only for rental assistance and supportive services. Capacity building or other non-supportive service projects will not be considered.

Applicants will be required to provide rental assistance and/or supportive services to families served with these funds or with leveraged funds from another source. The funds must be used for service delivery models in support of the existing Coordinated Entry System for Families (AKA - Homeless Family Solutions System) that positively impact the lives of the eligible families who are homeless with the goal of moving them into permanent housing and achieving housing stability.

The proposals submitted under this category must conform to Sections 2.1, 2.3, 2.4 and 3.

1.4 Eligible Populations to be Served

Eligible families* must meet **all** of the following requirements:

- A. Families must be referred from 211 LA County with an open child welfare status and-meet one or more of the following criteria:
 - 1. Receive FM services with child(ren) at home, and experience homelessness or housing instability.
 - 2. Receive Family Reunification services with child(ren) at foster care, and experience homeless or housing instability
 - 3. Families that have exited from receiving services from the Family Reunification Housing Subsidy (FRHS) program but are still in need of additional assistance to prevent them from becoming homeless again.
 - 4. Families with open child welfare status who are currently being served through the LAHSA CES for Families.
 - 5. Or families who have child(ren) currently placed out of home receiving FR services and experiencing homelessness or housing instability.

- B. Has annual income at or below 50% of the area median family income for the Los Angeles County area, as determined by the U.S. Department of Housing and Urban Development (HUD).

- C. Meet homeless definition below as defined in [Welfare and Institutions \(W&I\) Code Section 16523\(d\)](#):

*Definition of Family - Households consisting of one or more minor children (17 or under) in the legal custody of one or two adults who are living together and working cooperatively to care for the children. This includes 2-parent and 1-parent families, including those with same sex partners, families with intergenerational or extended family members,

unmarried couples with children, families that contain adults who are not the biological parents of the children, and other family configurations.

1.5 Funding Structure and Limits

Maximum funding per SPA for BFH Funding:

SPA	2019 Homeless Counts % per SPA	Funding Distribution	Program Services	Admin. Maximum
1	13.39%	\$401,700	\$361,530	\$40,170
2	11.07%	\$332,100	\$298,890	\$33,210
3	6.75%	\$202,500	\$182,250	\$20,250
4	21.92%	\$657,600	\$591,840	\$65,760
5	9.04%	\$271,200	\$244,080	\$27,120
6	26.42%	\$792,600	\$713,340	\$79,260
7	4.43%	\$132,900	\$119,610	\$13,290
8	6.98%	\$209,400	\$188,460	\$20,940
Total	100%	\$3,000,000	\$2,700,000	\$300,000

No more than 10% of the funding per SPA may be requested for costs associated with grant/program administration, as shown above.

An agency may submit an application for more than one (1) SPA, however, a separate application **must** be submitted for each SPA.

All awarded funds are expected to be expended by June 30, 2022. During the contract period, funds may be recaptured and reallocated to other agencies that have been awarded contracts under this RFP. Future funds may be allocated based on the needs of the SPA and/or if additional allocations are available.

The LACDA reserves the right to negotiate services with Applicants in the event that a SPA does not receive a proposal that meets the minimum scoring requirements.

1.6 Geographic Requirements

All program must be located within the County of Los Angeles and service the same geographical area identified in the contract with the funded agencies

1.7 RFP Timeline

May 7, 2020.....RFP Release
 May 18, 2020.....Last Date to Submit Acknowledgment
 May 18, 2020.....Last day to Email Questions

May 20, 2020.....	Q & A and Addendum Issued
June 3, 2020.....	Applications due by 4:00 pm
June 17, 2020.....	Declination letters Issued
June 24, 2020.....	Last day to appeal
June 22, 2020.....	Pre-Award letters to selected Applicants
August 1, 2020.....	Anticipated Contract Start Date

1.8 LACDA’s Rights and Responsibilities

The LACDA has the right to change the requirements and policies described in this RFP at the LACDA’s sole discretion. The LACDA has the right to amend this RFP by written addendum. The LACDA is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addenda shall be made available online on or before May 21, 2020. Should any such addenda require additional information not previously requested, failure to address the requirements of such addenda may result in the application not being considered, as determined in the sole discretion of the LACDA. It is the responsibility of Applicants to ensure, prior to submission, that their application reflects the most recent addenda information, program requirements and policies. The LACDA is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on their behalf. Addenda to this RFP, if any, will be posted on LACDA’s website at <https://www.lacda.org/programs/bringing-families-home>.

2 Program Requirements

2.1 Housing First

The BFH program will be required to serve all participants with a Housing First approach. Housing First is an evidence-based model that uses housing as a tool, rather than a reward, for recovery and centers on providing or connecting homeless people to permanent housing as quickly as possible. The Housing First philosophy is based on the premise that stable housing is a critical determinant of health, education, employment, and other positive outcomes related to well-being. A Housing First program does not require any preconditions for admittance. Providers offer services on a voluntary basis and do not make housing contingent on service participation, sobriety or income. The focus is on quickly moving people experiencing homelessness into permanent housing with needed services. In practice, this means that participants shall not be exited from RRH due to lack of sobriety or income, or based on the presence of mental health issues, disabilities, or other psychosocial challenges.

As of July 1, 2019, [Senate Bill \(SB\) 1380 \(Chapter 847, Statutes of 2016\)](#) requires that all state-funded housing programs be operated in compliance with the core components of Housing First enumerated in [Welfare and Institutions Code \(WIC\) section 8255](#). Therefore, all funded BFH programs must be operated in compliance with the core components of Housing First.

All applicants are required to complete the Housing First Self-Assessment in the RFP Application.

2.2 Matching Requirements

Applicants are required to match at least 25% of their BFH funding award over the contract period. The applicant may meet their BFH match requirement through an expenditure of applicant's funds and/or through in-kind contributions/donations of goods, services, and other resources in support of the BFH program. To be eligible as a match, expenditures must be related to activities specific to finding and retaining housing for the BFH families.

Potential federal funds/grants that may serve as a match for BFH include, but are not limited to, the following sources:

- Emergency Solutions Grant;
- Community Development Block Grant;
- Community Services Block Grant;
- Continuum of Care;
- Housing Choice Voucher; and
- Family Unification Program.

Examples of eligible matching expenditures:

- Salaries and benefits of staff involved in the implementation of the BFH program that are paid with other funds;
- Salaries and benefits of administrative staff in support of the BFH program that are paid with other funds;
- Hotel/motel vouchers paid from other funding sources for the BFH participants;
- Third party in-kind expenditures to assist BFH participants find and retain housing.

In order for the in-kind donations to qualify as allowable match, they must be substantiated with written documentation provided on the source entity's letterhead and signed and dated by an authorized representative of that entity. Documentation must include the following:

- Description and value of the donated goods or services;
- Specific date and fiscal year for which the goods and services will be contributed;
- The method used to determine the value of the donation;
- Staff job descriptions supporting their contributions to the BFH program; and
- Third party in-kind contributions must be supported by a signed MOU that includes the above provisions.

2.3 RAPID RE-HOUSING MINIMUM PRACTICE STANDARDS

The following RRH Minimum Practice Standards establish minimum requirements for the operation of RRH program in Los Angeles County, to which all such program shall adhere. These standards are not intended to stand on their own and should be read and followed in conjunction with LACDA's contractual requirements. Standards will be reviewed from time to time and may be amended to best reflect current best practice, priorities and stakeholders' feedback.

2.3.1 Philosophy and Design

Program must have policies that clearly state an approach to working with participants in RRH that embraces Housing First, low barrier, Harm Reduction and Trauma Informed Care practices.

Program using harm reduction strategies work with individuals to reduce the negative consequences of continued risky behaviors. Program using harm reduction approaches do not terminate assistance based on a person's inability to achieve sobriety or due to medication non-compliance. Program service strategies shall include all possible approaches to assisting participants in their efforts to reduce or minimize risky behaviors, while at the same time helping participants move into, and stabilize in, permanent housing. Harm reduction approaches are not intended to prevent the termination of a participant whose actions or behavior constitute a threat to the safety of other participants or staff.

In addition to implementing a Housing First model which incorporates harm reduction techniques, all RRH program shall incorporate Trauma-Informed Care policies and procedures into their delivery of services. Trauma-Informed Care is defined as an organizational structure and service framework that involves understanding, recognizing, and responding to the effects of all types of trauma on program participants. Trauma-Informed Care also emphasizes physical, psychological, and emotional safety for individuals, families, and service providers alike, and helps participants rebuild a sense of control and empowerment. Trauma-Informed Care services account for trauma in all aspects of service delivery and prioritize the trauma survivor's safety, choice and control. Trauma-Informed Care services create and promote a culture of nonviolence, learning, and collaboration.

Program shall develop and maintain a set of policies for educating and training program staff on Housing First, Harm Reduction strategies, and Trauma-Informed Care.

2.3.2 System Collaboration

- a. To ensure coordination with the CES, Programs shall participate in all relevant CES and SPA-level activities, including system and service coordination

meetings. Participation in these activities includes keeping community partners updated regarding real-time changes to eligibility, prioritization, funding and capacity.

- b. Programs shall collaborate with community partners and leverage resources through active partnerships with other programs that provide services to individuals and families experiencing homelessness within their respective communities.

2.3.3 Intake and Assessment

- a. All program participants will be referred from DCFS through 211 Los Angeles County.
- b. Program participants must be experiencing homelessness or will imminently lose their housing in Los Angeles County at time of enrollment.
- c. Assessments for the purposes of determining a participant's disability(s) may not be used to screen people out of program participation.
- d. Program must have policies that make it clear that they do not screen out households based on any of the following criteria:
 - Lack of sobriety;
 - Lack of income;
 - The presence of mental health issues, disabilities, or other psychosocial challenges;
 - Lack of a commitment to participate in treatment;
 - Criminal background;
 - Presence of or number of evictions; and
 - Any other criteria thought to predict long-term housing stability.
- e. Before program enrollment and throughout program participation (until the participant is successfully housed), program shall work with participants to use problem-solving/diversion interventions which assist participants in identifying alternatives to homelessness system services, such as re-connecting with family or friends who could temporarily or permanently house them.
- f. If not already completed, or if significant life changes have occurred, program shall complete and update the appropriate CES triage tool (e.g. VI-SPDAT, Family-SPDAT, or Next Step Tool for Youth) as part of the intake and assessment process.
- g. Once the participant is referred to the program, case manager shall check the CLARITY/Homeless Management Information System (HMIS) and other accessible databases to assess whether or not the participant is already enrolled in another RRH program.

- Program staff will contact the RRH program the participant is currently enrolled in to notify them of the referral to BFH program.
 - If participant chooses to enroll in the BFH program, participant is eligible once the participant has exited from the current RRH program and a warm hand-off is completed.
- h. Once referral is received from 211, the program shall not halt intake and enrollment due to participant's lack of documentation.
 - i. Program shall orient participants to all program guidelines and expectations during intake, including the program's grievance and termination policies and procedures.
 - j. During intake, the program shall verify all eligibility criteria established by the BFH program.
 - k. Program shall transfer participants to another population-appropriate housing program if their household status changes. Program shall retain participants until the transfer is successfully completed.
 - l. Program shall assign a case manager to each participant at enrollment. Agency shall report any staff changes to LACDA, 211 LA County and DCFS immediately.
 - m. Any additional assessments completed prior to housing shall be limited and focused on items necessary to support health and safety and resolve the participants housing crisis.

2.3.4 Case Management

- a. Program must provide housing-focused case management that identifies participants' strengths and housing barriers; supports housing stabilization; and facilitates successful program exit.
- b. Program must have policies to support the use of third-party, online tenant screening services as used by local landlords and property management firms to screen tenants.
 - Case managers (and/or housing location/liaison staff) shall use these services to assist in matching participants with appropriate units.
 - Staff shall check the accuracy of information in these reports and refer to legal services to assist participants to correct the official record when appropriate.
- c. Program must provide resources to assist participants to resolve or navigate tenant barriers.

- d. Program must assist participants to develop a participant-driven budget, which will be revisited as often as needed. Budgeting assistance will follow a harm reduction approach.
- e. If participants experience barriers to stability that impact their ability to pay their portion of rent timely, the program must assist the participant with the rental payment.
- f. Program shall make rapid connections to resources that can support the participant's success in housing and emphasizing the temporary nature of their enrollment in the RRH program.
- g. Program shall use a progressive engagement/assistance approach to provide customized and flexible case management services by providing case management and home visits beyond the minimum requirements to participants when there is a higher need. Program should be prepared to offer a higher level of support after initial move-in.
- h. Case Management services shall always be voluntary and participant-centered. While case management services are voluntary, program staff are required to continue to attempt engagement with the participant throughout program enrollment and document all efforts in case notes.
- i. Program staff shall conduct a minimum of one home visit each month after the participant moves into permanent housing.
 - Program participants can direct when, where and how often additional case management meetings occur.
 - Program shall have written safety policies and procedures for home visits that staff receive training on and that are posted clearly in their office spaces.
 - Program policies shall make it possible to end financial assistance but continue case management.
 - Documented attempts at monthly home visits are required.
- j. Program are required to provide basic tenancy skills learning opportunities and provide guidance on basic landlord-tenant rights and responsibilities, meeting minimum expectations for care of the unit, and the meaning of the "peaceful and quiet enjoyment" clause of the lease.
- k. Program shall work directly with the participant and the landlord to resolve tenancy issues without threatening participant's tenancy.
- l. Program must have policies that clearly state that when necessary, program staff shall proactively assist participants avoid evictions and maintain a positive relationship with the landlord.

- Preventing an eviction can be done by moving a household into a different unit prior to eviction.
 - By identifying a new tenant for the landlord's unit.
- m. Case management documentation must be entered into the HMIS and 211's, CareLinQ systems and the case notes shall be updated by provider within 72 hours of meetings with participants and other updates to participants' status.
- n. Case Manager must coordinate with 211 LA County and communicate all changes in client status with DCFS case worker and program staff.

2.3.5 Housing and Service Plans

- a. All program participants must establish a Housing and Services Plan in collaboration with program staff.
- b. Housing and Services Plans should be designed to guide case management and must be housing-focused and participant driven. The Housing and Services Plan shall identify the participant's needs, goals, actions to be taken, progress towards goals, and the actions to be taken by the case manager.
- c. Housing and Services Plans must be treated as a living document and shall be updated as the participant progresses towards goals or as new barriers are acknowledged. Program staff shall continuously attempt to engage participants who express a lack of interest in or willingness to participate in their plan.
- d. Work on the Housing and Services Plan begins immediately upon developing a working relationship with the participant.
- e. Housing and Services Plans (HSP) shall be focused around three distinct phases: housing barriers and strengths, housing stabilization, and exit planning.
- The initial HSP will focus on any emergent needs of the participant and on identifying, finding and acquiring permanent housing.
 - Once housed, the HSP will focus on housing stability and housing retention barriers, which the participant may face. Housing stabilization plans are required to focus on how the program participants can maintain a lease, maximizing their ability to pay rent, and address patterns that have, in the past, resulted in housing crises or housing loss.
 - Nearing program completion, HSPs transition focus to exit planning. Exit planning should be the ongoing work until such time as the participant is closed out from the program. This shall include a plan for preventing a fall

into homelessness and a finalized exit plan. The program shall update the HSP at a minimum of every three months and at the beginning of each phase.

- f. Program shall assist participants with a range of activities that address the participants' goals (as stated in their Housing and Service Plans, see Section 3.2.2 below), including but not limited to:
- Assistance obtaining identification and other documents that are required for securing permanent housing.
 - Enrollment in eligible mainstream resources (TANF, SSI/SSDI; health insurance, public benefits, VA benefits, etc.).
 - Connections may include life skills coaching, legal assistance, subsidized childcare, employment/vocational program, substance abuse counseling, mental health counseling, physical health services, food resources, communication services, and transportation resources.
 - When a referral is made to any community service, case managers shall provide a warm handoff and a follow-up to ensure the linkage has been made.

2.3.6 Housing Identification, Search, and Attainment

- a. Program will work to identify and recruit landlords and encourage them to rent to program participants.
- Program must have at least one staff person whose job has been identified as responsible for landlord recruitment and retention efforts.
 - Designated staff shall have the knowledge, skills, and agency resources to understand landlord and tenant rights and responsibilities and provide supports to landlords and property managers.
 - If program does not have a specific housing location staff position, then Case Managers' job descriptions must include this responsibility as well as other Case Management responsibilities.
- b. Program shall establish written policies and procedures that require that staff engage in proactive and continuous landlord recruitment activities, including screening out potential landlord partners who have a history of poor compliance with their legal responsibilities and fair housing practices.
- c. Program shall assign staff to explain basic landlord-tenant rights and responsibilities and the requirements of the lease to participants.
- d. Program shall assist participants in identifying units based on the choice and reasonable parameters of the participant. Program shall also assist with viewing, applications and negotiations with landlords and property managers.

- e. Program shall assist participants in obtaining necessary documentation for meeting landlord requirements and prepare participants for tenancy by reviewing lease provisions with the participant after moving into housing.
- f. Program shall support participants in making informed decisions about rent reasonable housing options with the goal of maintaining housing after program exit. This will include exploring all viable housing options, including shared housing and rooms for rent.
- g. Program are required to make sure all units housing participants are safe and meet funders' habitability standards.
- h. Program shall establish policies and procedures to verify and document unit's ownership before financial assistance is provided.
- i. Program must have a policy that requires that all participants have standard lease agreements that ensure that they have the rights and responsibilities of all tenants, including shared housing. Program should attempt to get an individual lease for all shared housing participants whenever possible.
- j. Upon identifying housing, provider is required to notify DCFS and LACDA prior to participant signing a lease.
- k. For clients identified by DCFS as candidates for the Housing Choice and/or Family Unification vouchers and public housing, program shall assist client with application process and facilitate approval.

2.3.7 Financial Assistance

- a. Program shall provide financial assistance for housing costs (when needed), which may include rental deposits, first month's rent, last month's rent, temporary rental assistance and/or utility assistance and has clear written policies and procedures for determining the amount that is reasonable for the participant's income, including those with zero income.
 - Policies shall detail how to pay reasonable rent and utility arrearages.
 - Program will not cover housing costs (except for security deposit and furnishings – See Section 3.2 Eligible Use of Funds) for clients that have qualified for housing vouchers.
- b. Program shall use a progressive engagement/assistance approach to determine the duration and amount of rental assistance provided to participants. This amount should be designed to ensure participants can reasonably maintain housing once rental assistance ends.
 - Program shall establish policies detailing this progressive engagement/assistance approach including clear and fair decision

guidelines and processes for continual reassessment for the amount of and continuation of the assistance.

- Financial assistance shall be adjusted to households' unique and changing needs. Program shall establish a policy that ensures that if financial assistance has been stopped while the participant is still enrolled and DCFS case is still opened, and the participant experiences a loss of income requiring additional rental assistance from the program, financial assistance can be restarted.
 - The transition of financial assistance shall be coordinated with case management staff efforts to assist program participants to assume and sustain their housing costs.
- c. Program assists participants meet basic needs at move in, such as securing basic furnishing including mattresses and basic kitchen items including (if not provided by the landlord) kitchen appliances.
- d. Program shall not provide rental assistance directly to the participant and are required to have policies and procedures that verify that financial assistance is being paid to the appropriate party.
- e. Program shall pay rent by the date specified on the participant's lease.
- Program must have a policy that requires staff to check on rental payments by participants (as needed) to ensure proper on-time and full rental payment has been made.
 - Program must have a policy that provides for quick payment (5 days) of rent in the event that the Participant has not paid their portion of the rent.
 - Policy must include how to communicate this late payment to the landlord/property manager.
 - Program must have the capacity to track payments to landlords and other vendors.

2.3.8 Customer Service Supports for Landlords and Property Managers

- a. Landlords/property managers shall be provided with a clear summary of services, communication protocols, roles, responsibilities, and emergency contact numbers before a participant moves into the unit.
- b. Staff will accompany participants during the lease signing and move-in process and ensure that participants understand all aspects of their lease agreement and the relationship with the landlord/property manager.
- c. Program must have policies and procedures in place that ensure the Landlord has the tenant's case manager/housing specialist or other appropriate staff's contact information.

- Landlords/Property Managers must also be provided with a secondary point of contact to ensure concerns are addressed when the case manager/housing specialist is unavailable.
 - Landlords shall also have the contact information for a 24/7 emergency contact.
- d. Program are required to regularly and proactively connect with the landlord/property manager or property Management Company to address any concerns or questions.
- e. Program must have a policy that they will respond quickly (within 1 business day) to landlord calls regarding tenancy issues.
- f. Program will seek to resolve conflicts around lease requirements, complaints by other tenants, and timely rent payments by promoting regular communication, positive problem-solving and interventions that work to prevent evictions.
- g. Program are required to have rent payments to landlords by required rental payment date on lease.
- Program must have a policy that allows for staff to check on rental payments by participants (as needed) to ensure proper on-time and full rental payment has been made.
 - Program must have a policy that provides for quick payment (5 days) of rent in the event that the participant has not paid their portion of the rent.
 - Payments for security deposit or move-in assistance must be made to landlords within five business days of initial request or lease signing. Program must have a policy that provides promissory notes to landlords if the move-in funds are not going to be available at lease signing.
- h. In the event that a Landlord/Property Manager has stated that the Participant can no longer stay in the unit, program shall have a policy that states they will work to negotiate move-out terms and assist the participant to quickly re-locate and move into another unit without an eviction and maintain the relationship with the landlord.
- i. Program will coordinate with landlords and participants for transition of rental payments once financial assistance has ended.

2.3.9 Case Closing and Program Completion

- a. Program shall establish objective guidelines for when case management and/or financial assistance shall continue and/or end. The policies shall be flexible enough to respond to the varied and changing needs of participants and should include a review and approval process for any exceptions.
- b. Rental assistance to participants may end prior to DCFS closing the case. However, program shall **NOT** close out participants from program until a six month aftercare component is completed and approval is obtained from DCFS. The aftercare component entails monthly check-in with the client either home visit or phone call.
- c. If a participant received voucher and the client is still in the aftercare component, program shall work with the participant to continue searching for housing.
- d. Program shall work with the participant to arrange a transfer to another housing program if it is determined that the participant needs a higher level of care.
- e. Program shall continue to serve participants until transfers to another program/system are successfully completed.
- f. Upon DCFS's approval to close the case, case managers are responsible for ensuring that all appropriate referrals have been made to the household and that necessary supports remain in effect. Information on available community resources in their neighborhood have been shared with the participants.
- g. Upon DCFS's approval to close the case, case managers shall provide information to participants about what kind of follow-up assistance may be available.

2.3.10 Data Collection and Documentation

- a. Program shall maintain participant records that include documentation of all participant assessments, enrollments, Housing and Service Plans, interventions, move-ins, exits, and follow-up activities. Case notes must be updated in the client file and in CarelinQ to be in compliant with the program. Also see Section 2.1.4.m.
- b. Program shall document homeless status with all enrollments.
- c. Program shall enter data into the funders' data systems as required by BFH program requirements. Data reported shall align with all policies and procedures outlined by BFH program requirements.

- d. Files containing participant information shall be stored in a secure and locked location (to maintain confidentiality) and maintained for 5 years. Documents shall only be accessible by authorized personnel.

3 Rental Assistance and Supportive Services Fund

3.1 Eligible Applicants

Applicants must meet the threshold criteria below at the time of submission. Failure to submit all required attachments and documents will constitute an incomplete application and may be grounds for disqualification. If the LACDA or its designee deems that the application does not meet all requirements, the application shall not receive further consideration.

Eligible Applicants include non-profit organizations, public agencies, and joint ventures. For-profit entities are NOT eligible applicants. All Applicants must meet the following criteria:

- Applicants must have at least two (2) years of experience providing services in support of homeless prevention and RRH to families who are homeless or at imminent risk of homelessness;
- Applicants must demonstrate adequate financial and organizational capacity to successfully operate the project and carry out the specific activities proposed; and
- Applicant cannot be debarred by the Federal, State, or local government

The documentation required to meet each threshold criterion is detailed in the Application Checklist in Appendix 1 - *Application for BFH Rental Assistance and Supportive Services Fund*.

The LACDA reserves the right in its sole discretion to approve or reject Applicants based on past performance.

All funding awards are subject to further due diligence review prior to contract execution. Projects that receive a recommendation for funding may be required to provide additional documentation prior to or after contracting.

The LACDA reserves the right to negotiate services with Applicants.

3.2 Eligible Use of Funds

The funds must be used to provide RRH services and financial assistance to eligible families with DCFS involvement, where the family's homelessness is a barrier to reunification of child(ren) from out-of-home placement or keep child(ren) home with parents under court order. The project will provide rental assistance and supportive

services to families to assist them in securing and retaining permanent housing so that children can be reunited with their parents when the Dependency Court determines that children temporarily removed from the parental home can be safely returned to the parents' custody or provide stable housing for child(ren) at home with parents under DCFS supervision.

Funds awarded under the BFH Rental Assistance and Supportive Services Fund must be used for the following activities:

3.2.1 Rental Assistance

Sub-contractors shall assess a family's eligibility for homeless assistance program and assist families develop financial assistance plans that will ensure their success in securing and retaining permanent housing. This coordination may include the financial assistance available through the funding streams other than those included in this agreement, resource coordination agreements with other funding entities, or resources coordinated through regional partnerships.

Rental assistance includes:

- a. Rental Application Fees: application fee that is charged by the owner to all applicants;
- b. Security Deposits (up to two (2) months) for an unfurnished unit and three (3) months for a furnished unit (allowable for Section 8 voucher);
- c. First month's rent, last month's rent and monthly Rental Assistance (not allowable when receiving Section 8 and FUP vouchers and public housing);
- d. Landlord Holding Fees;
- e. Furnishings (allowable for Section 8 and FUP vouchers and public housing): including child safety devices, mattresses and basic kitchen items;
- f. Moving Costs: moving costs, such as truck rental or hiring a moving company, when rental housing has been identified, including certain temporary storage fees;
- g. Utility Deposits: standard utility deposit required by the utility company for all customers (i.e., gas, electric, water/sewage);
- h. Utility Payments: including up to six (6) months of arrearages, per service;
- i. Reasonable and appropriate motel/hotel vouchers and/or paid shelter space when rental housing has been identified for the family but is not immediately available for move-in, provided there are no appropriate emergency shelter beds available (30 days maximum, can ONLY be extended on a case by case basis with justification and approval from LACDA)
- j. Rental Assistance payments for up to 18 months as determined on a case by case basis by program cannot exceed the actual rental cost, and must be in compliance with HUD's standard of "rent reasonableness";
- k. Payments must be paid directly to a third party, i.e., landlord or utility company. Payments must not be paid directly to program participants; and

- I. Reasonable rental arrears.

3.2.2. Supportive Services

Supportive services or activities necessary to assist families that are homeless in locating, obtaining, and retaining suitable permanent housing include, but may not be limited, to the following:

- Assessment of housing barriers, needs, and preferences;
- Development of an action plan for locating housing
- Housing search;
- Outreach to and negotiation with owners;
- Assistance with submitting rental applications and understanding leases;
- Assessment of housing for compliance with requirements for habitability, lead-based paint, and rent reasonableness;
- Assistance with obtaining utilities and making moving arrangements;
- Tenant counseling;
- Child care services; must be a legitimate business; and
- Assistance with submittal of other permanent supportive housing applications such as Housing Choice Voucher, Family Reunification Voucher and Public Housing.

Types of Case Management activities that are eligible

Case management that consists of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for families that are homeless in overcoming immediate barriers to obtaining housing. Eligible services and activities include, but may not be limited to, the following:

- Conducting the initial evaluation including verifying and documenting eligibility;
- Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
- Monitoring and evaluating program participant progress;
- Providing information and referrals to other providers;
- Developing an individualized housing and service plan, including planning a path to permanent housing stability;
- Tracking client rental subsidy with detailed case notes and updates to the notes;
- Conducting re-evaluations; and
- Attending funder mandatory monthly meetings.

3.2.3 Administration Costs

No more than 10% of the grant may be used for costs associated with grant/program administration.

3.3 Ineligible Uses of Funds

Funds shall NOT be used for:

- Substitution of a committed funding source (public or private). These funds should be used exclusively for the BFH program and services.
- Legal fees associated with eviction prevention.
- Rental assistance for housing stock owned by the Applicant.
- Any use of funds not meeting the program requirements of this RFP.

4 Application Process

The RFP and Application for Funding are in Word and Excel 2016.

The RFP and Applications for Funding list all submission requirements and are available at <https://www.lacda.org/programs/bringing-families-home>. Changes and/or additions to the application after submission will not be accepted.

All Applicants must complete Appendix 1 – *Application for BFH Rental Assistance and Supportive Services Fund*; Appendix 2 – *Financial Checklist* and Appendix 8 – *Acknowledgment Form*.

Acceptance of an application under this RFP does not constitute a contract or commitment of any kind. The LACDA reserves the right in its sole discretion to reject any and all applications in whole or in part. **Submission of an application under this RFP constitutes agreement by the Applicant as to all terms, conditions, requirements, and rules of the RFP.**

4.1 Mandatory Proposers' Conference

In lieu of attending a live mandatory proposers' conference, Applicants interested in submitting an application **must** review a PowerPoint presentation (Appendix 7) on the key requirements of this RFP and **submit an Acknowledgment Form** (Appendix 8) by no later than **May 18, 2019**. **Acknowledgment Form** is a threshold requirement. The presentation and acknowledgment may be accessed at <https://www.lacda.org/programs/bringing-families-home>. All Applicants will have an opportunity to ask questions by submitting them to BFH-RFP@LACDA.org. Answers to

all questions will be posted on LACDA's website at <https://www.lacda.org/programs/bringing-families-home> within 48 hours after submission. The final date to submit questions is May 18, 2020.

4.2 Application Submission

The LACDA must receive all applications electronically **by 4:00 pm on June 3, 2020**. Applicants must upload application and all required documents to <https://www.lacda.org/programs/bringing-families-home>.

Applications received after 4:00 p.m. on June 3, 2020 will not be accepted.

Applicants must adhere to the following:

Complete the *Application for BFH Rental Assistance and Supportive Services Fund*. The Application consist of the following sections:

- Threshold Items;
 - Proposer and Project Information;
 - Program Narrative;
 - Housing First Assessment;
 - Program Budget;
 - Executed Corporate Resolution;
 - Executed Board of Directors Affidavit; and
 - Signed Agency Involvement in Litigation Form
- Submit Application in Excel format to <https://www.lacda.org/programs/bringing-families-home>. Applications in PDF format will **not** be accepted. Other documents requested with Application may be submitted in PDF format.
 - Files must be named as follows:
 - a) Application [Applicant Name] SPA [Number]
 - b) [Applicant Name] – CA Good Standing
 - c) [Applicant Name] – Audited FS
 - d) [Applicant Name] – Financial Checklist
 - e) [Applicant Name] – Operating Budget
 - f) [Applicant Name] – IRS 990
 - g) [Applicant Name] – Vendor App
 - h) [Applicant Name] – Site Control
 - i) [Applicant Name] – Match Documents
 - j) [Applicant Name] – Corp Resolution
 - k) [Applicant Name] – Board Affidavit
 - l) [Applicant Name] - Litigation
 - Type application uniformly with 12 pitch font size that is legible and single space.

- Include with application, each item noted on the Application Checklist or clearly indicate any items that are not applicable and explain why.

Note: Brochures, clippings, or promotional items will not be considered as a submittal item on the Application Checklist or an acceptable response.

- Applications must be specific unto themselves and all questions must be answered. For Example, “see attached” or “enclosed” will not suffice. If a question does not apply, indicate N/A and explain why.

Applications must be submitted electronically to:
Los Angeles County Development Authority
BFH Rental Assistance and Supportive Services Fund
<https://www.lacda.org/programs/bringing-families-home>

By submission of an application, each Applicant acknowledges receipt of all addenda, if any, posted on the LACDA’s website at <https://www.lacda.org/programs/bringing-families-home>.

4.3 Application Evaluation

Applications will be processed in two (2) stages. First, the threshold review will evaluate compliance with Appendix 1 - Application Checklist. Applications that do not conform to the threshold requirements will not receive further consideration. Second, those that pass threshold review will proceed to technical review for scoring using the Scoring Criteria in Section 8. Once scoring is completed, Applicants not being recommended for funding will receive a declination letter.

4.4 Appeals

The LACDA reserves the right, without prejudice, to reject any or all submitted applications. An appeal shall be permitted only on the grounds that the decision violated applicable law, LACDA policies and procedures, or the terms of the RFP. **Appeals challenging the LACDA’s decision on the merits or qualifications of Applicants shall not be permitted.** An appeal of the LACDA decision shall be in writing and submitted to the LACDA at BFH-RFP@LACDA.org no later than five (5) business days following the date the notification of decision is made by the LACDA.

Applicants must be available to meet with LACDA staff in person or via conference call to discuss the appeal during the appeal period, currently estimated to be between June 18, 2020 and June 24, 2020 or the right to appeal will be forfeited.

4.5 Questions and Answers

Applicants will have the opportunity to submit questions via email. All questions must be emailed to BFH-RFP@LACDA.org by 5:00 p.m. on May 18, 2020, using the subject line:

“BFH Rental Assistance and Supportive Services Fund.” Answers to all questions will be posted on LACDA’s website at <https://wwwa.lacda.org/programs/bringing-families-home> within 48 hours after submission.

5 Contractual Considerations (Service Contracts)

Specific contractual considerations, including but not limited to, the following, apply to the RFP submission process and project implementation and to any contracts that result from the submission and implementation of the project/application. The Operating Agency will need to comply will all of the provisions in the attached sample contract.

5.1 Conflict of Interest

The selected Operating Agency will be required to comply with the LACDA’s Conflict of Interest provisions, as outlined in the contract, and as applicable under California Law. Operating Agency acknowledges that he/she/it is acting as public official pursuant to the Contract and shall therefore avoid undertaking any activity or accepting any payment, employment, or gift from any third party that could create a legal conflict of interest or the appearance of any such conflict. A conflict of interest exists when one has the opportunity to advance or protect one’s own interest or private interest of others, with whom one has a relationship, in a way that is detrimental to the interest, or potentially harmful for the integrity or fundamental mission of the LACDA. Operating Agency shall maintain the confidentiality of any confidential information obtained from the LACDA during the Contract and shall not use such information for personal or commercial gain outside the Contract. By agreeing to the Contract and accepting financial compensation for services rendered hereunder, Operating Agency agrees that he/she/it will not subsequently solicit or accept employment or compensation under any program, grant or service that results from or arises out of the funded project and related initiative(s). During the term of the Contract and for one year thereafter, Operating Agency will not knowingly solicit or accept employment and/or compensation from any LACDA collaborator or Contractor without the prior written consent of the LACDA.

5.2 Compliance

Current/Former Operating Agencies must be in good standing and in compliance with all aspects of their contract with the LACDA in order to be eligible to apply for the current RFP. The LACDA may deem an Applicant ineligible if it finds in its reasonable discretion, that Applicant has done any of the following, including but not limited to: (1) violated any significant terms or conditions of Grant Agreement/Contract; (2) committed any act or omission which negatively reflects on Applicant’s quality, fitness, or capacity to perform services listed in the RFP with the LACDA or any other public entity, or engaged in a pattern or practice which negatively reflects on the same; (3) committed an act or offense which indicates a lack of business integrity or business dishonesty; or (4) made or submitted a false claim against the LACDA or any other public entity.

5.3 Contract Information

- a. The LACDA may, at its sole discretion, reject any or all submissions in response to this RFP. The LACDA also reserves the right to cancel this RFP, at its sole discretion, at any time before execution of a contract. The LACDA shall not be liable for any costs incurred in connection with the preparation of any submissions in response to this RFP. Any cover letters, resumes and/or curriculum vita, including attached materials, submitted in response to this RFP shall become property of the LACDA and subject to public disclosure.
- b. The agency/organization submitting an application agrees that by submitting an application it authorizes the LACDA to verify any or all information and/or references given in the application.
- c. The LACDA reserves the right, after contract award, to amend the resulting contract, scope of work, and any other exhibits as needed throughout the term of the contract to best meet the needs of the LACDA and the BFH funding.
- d. The LACDA reserves the right to request additional financial information to verify Applicant's past and current financial status. This information includes, but is not limited to, the most recent independent audit, Cash Flow Statement, Statement of Activities (Income Statement), and Statement of Financial Position (Balance Sheet).
- e. The award of a contract by the LACDA to an individual/agency/organization that proposes to use subcontractors for the performance of work under the contract resulting from this application process shall not be interpreted to limit the LACDA's right to approve subcontractors, assemble teams and/or assign leads. Each Applicant will be evaluated independently for added value to the overall team.
- f. The commencement of any activities under the Exhibit A – Scope of Work will not begin until the contract execution date (the date all parties have signed the contract) and Operating Agency will not be eligible to obtain reimbursement for any costs incurred prior to the contract execution date, unless otherwise approved in writing by the LACDA. If this Contract is not signed within the 30-day period from the intended start date, the LACDA has the right to withdraw the contract award. The LACDA reserves the right to revise the effective date prior to final execution of the contract.

6 Funding Conditions

6.1 Contract Term

Grant Agreements and/or contracts for BFH funding are expected to commence upon receiving a contract from the LACDA and continue for the requested period in the proposal up to June 30, 2022. LACDA retains the option to renew or extend the agreement with

the Operating Agency, subject to satisfactory contractor performance as described below, available funding, and ongoing need.

6.2 Payment Process

The payment of funds for services will be on the basis of monthly reimbursements. Applicants that receive funding may be required to submit invoices with documentation of eligible expenses and can expect to receive reimbursement within ten (10) days of the receipt of invoice. No advances will be made.

6.3 Contract Monitoring

The LACDA will conduct quarterly evaluations of the Operating Agency's performance during the term of the contract. Evaluations will be based on a number of criteria, including, but not limited to the quality of the work product or services provided, the timeliness in reporting and invoicing, the Operating Agency's compliance with budget and program requirements, the expertise of personnel that the Operating Agency assigns to the contract, documentation of client eligibility, and achievement of contract goals.

6.4 Data Collection, Reporting, & Evaluation

All Operating Agencies receiving funding must collect and report data on the required outcomes and demographics for families on a timely basis, as required. Additionally, all Operating Agencies must report client data through the HMIS with CoC and 211's CareLinQ system. All projects recommended for funding under this RFP must participate in other evaluation activities, as the LACDA deems necessary. Additional information and training on program requirements will be provided after contracts are awarded.

6.5 Legal Compliance

Operating Agencies shall comply with any and all Federal, State, or local laws and licensing regulations including but not limited to, Federal HIPPA regulations and State of California Welfare and Institutions Code Section 5328 regarding confidentiality.

In no event shall an Operating Agency or its officers, employees, agents, subcontractors or assignees supplant State, County, local, or other governmental General Fund money with DCFS and HPI funds for any purpose.

7 Administrative Provisions

7.1 LACDA Discretion

The LACDA reserves the right in its sole discretion to disqualify any application which is incomplete, out of order, lack required original attachments, or has other content errors, inconsistencies, misrepresented information or deficiencies.

The LACDA reserves the right to conduct site visits of all proposing agencies.

The LACDA reserves the right to extend the RFP submission deadline should such action be in the best interest of the LACDA. Proposers may revise and re-submit their proposal in the event the deadline is extended.

The LACDA reserves the sole right to reject any or all proposals received in answer to this RFP if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFP, or is not in the best interest of the LACDA.

The LACDA reserves the right to reject any or all submissions.

The LACDA reserves the right to negotiate services and costs with proposers, as necessary, to better meet the funding requirements.

The LACDA reserves the right to verify information submitted in the proposal. The proposer agrees that data in CareLinQ will be the primary source of verification of program performance and outcome data for this program.

The LACDA reserves the right to request additional data to verify information submitted with the proposal, at its sole discretion.

If an insufficient number of qualified proposals are received or if the proposals received are deemed non-responsive or not qualified as determined by the LACDA, the LACDA reserves the right to re-issue a RFP, execute a sole-source contract, or otherwise ensure that services are provided by other means in a manner consistent with the program requirements.

The LACDA reserves the right to waive minor technical deficiencies or any informality.

Further, the LACDA reserves the right to withdraw this RFP at any time without prior notice.

7.2 Events of Default

Under the terms of the documents for any grant made pursuant to this RFP, the following events will cause the LACDA to declare the Service provider in default. This list is representative and not all-inclusive.

- Failure to maintain appropriate insurance coverage.
- Bankruptcy, dissolution, or insolvency of the agency.

7.3 Cost of Application Preparation

All costs of application preparation shall be borne by the Applicant. In no event shall the LACDA be liable for any pre-contractual expenses incurred by the Applicant in the preparation and submission of the application.

7.4 Application

Once submitted, all applications become property of the LACDA and may become public records. However, Applicant's financial documentation will remain confidential and will not be made available for public review. The LACDA is not liable for the disclosure of any information contained in an application.

7.5 Conditional Funding Awards

If the Applicant, has been deemed non-performing with respect to compliance, or other requirements on any projects funded by the LACDA, such Applicant's application that otherwise meets all criteria for funding may be recommended for conditional approval.

The LACDA will make determinations of such non-performance at its sole discretion. A conditional approval may be rescinded by the LACDA if the service provider fails to cure any non-performance in a manner and time frame acceptable to the LACDA.

7.6 Insurance Requirements

Applicants awarded an allocation must document that they procure and maintain, at their own expense, for the duration of their agreement with LACDA, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work by the Applicant, its agents, representatives, employees, or subcontractors. The insurance requirements are included in the sample contract.

8 Scoring Criteria

	Proposal Section	Maximum Score
A.	Project and Facility Readiness	15
B.	Program Design	35
C.	Experience and Capacity	35
D.	Project Budget	15
	TOTAL	100

Projects must score a minimum of 75% of the total possible points overall to be considered for an award.

END