



PUBLIC POLICY COMMITTEE Virtual Meeting

Monday, November 2, 2020

1:00PM-3:00PM (PST)

Agenda + Meeting Packet will be available on the
Commission's website at:

<http://hiv.lacounty.gov/Public-Policy-Committee>

REGISTER VIA WEBEX ON YOUR COMPUTER OR SMART PHONE:

<https://tinyurl.com/y3q2ovwz>

Password: PPC110220

**Link is for non-Committee members only*

JOIN VIA WEBEX ON YOUR PHONE:

1-415-655-0001 US Toll

Access code: 145 348 9394

PUBLIC COMMENTS

Public Comments will open at the time referenced on the meeting agenda. For those who wish to provide **live** public comment, you may do so by joining the WebEx meeting through your computer or smartphone and typing **PUBLIC COMMENT** in the Chat box. For those calling into the meeting via telephone, you will not be able to provide live public comment. However, you may provide written public comments or materials by email to hivcomm@lachiv.org. Please include the agenda item and meeting date in your correspondence. All correspondence and materials received shall become part of the official record.

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AGENDA FOR THE **VIRTUAL** MEETING OF THE
LOS ANGELES COUNTY COMMISSION ON HIV
PUBLIC POLICY COMMITTEE

Monday, November 2, 2020 | 1:00 PM – 3:00 PM

To Join by Computer: <https://tinyurl.com/y3eve3x7>

Password: PPC110220

Link is for committee members only

To Join by Phone: 1-415-655-0001

Access code: 145 348 9394

Public Policy Committee Members:			
Katja Nelson, MPP <i>Co-Chair</i>	Lee Kochems, MA <i>Co-Chair</i>	Pamela Coffey* <i>(Alasdair Burton, Alternate)</i>	Aaron Fox, MPM
Jerry D. Gates, PhD	Eduardo Martinez	Paul Nash	Nestor Rogel
Ricky Rosales	Martin Sattah, MD	Tony Spears (Alternate)	
QUORUM: 6	*Leave of Absence (LoA)		

**Due to COVID-19, quorum requirements suspended for teleconference meetings per Governor Newsom's Executive Order N-25-20*

AGENDA POSTED: October 29, 2020

ATTENTION: Any person who seeks support or endorsement from the Commission on any official action may be subject to the provisions of Los Angeles County Code, Chapter 2.160 relating to lobbyists. Violation of the lobbyist ordinance may result in a fine and other penalties. For information, call (213) 974-1093.

ACCOMMODATIONS: Interpretation services for the hearing impaired and translation services for languages other than English are available free of charge with at least 72 hours notice before the meeting date. To arrange for these services, please contact the Commission Office at (213) 738-2816 or via email at HIVComm@lachiv.org.

Servicios de interpretación para personas con impedimento auditivo y traducción para personas que no hablan Inglés están disponibles sin costo. Para pedir estos servicios, póngase en contacto con Oficina de la Comisión al (213) 738-2816 (teléfono), o por correo electrónico á HIVComm@lachiv.org, por lo menos setenta y dos horas antes de la junta.

SUPPORTING DOCUMENTATION can be obtained at the Commission on HIV Website at: <http://hiv.lacounty.gov>. The Commission Offices are located in Metroplex Wilshire, one building west of the southwest corner of Wilshire and Normandie. Validated parking is available in the parking lot behind Metroplex, just south of Wilshire, on the west side of Normandie.

NOTES on AGENDA SCHEDULING, TIMING, POSTED and ACTUAL TIMES, TIME ALLOTMENTS, and AGENDA ORDER: Because time allotments for discussions and decision-making regarding business before the Commission's standing committees cannot always be predicted precisely, posted times for items on the meeting agenda may vary significantly from either the actual time devoted to the item or the actual, ultimate order in which it was addressed on the agenda. Likewise, stakeholders may propose adjusting the order of various items at the commencement of the committee meeting (Approval of the Agenda), or times may be adjusted and/or modified, at the co-chairs' discretion, during the course of the meeting.

If a stakeholder is interested in joining the meeting to keep abreast of or participate in consideration of a specific agenda item, the Commission suggests that the stakeholder plan on attending the full meeting in case the agenda

order is modified or timing of the items is altered. All Commission committees make every effort to place items that they are aware involve external stakeholders at the top of the agenda in order to address and resolve those issues more quickly and release visiting participants from the obligation of staying for the full meeting.

External stakeholders who would like to participate in the deliberation of discussion of an a posted agenda item, but who may only be able to attend for a short time during a limited window of opportunity, may call the Commission’s Executive Director in advance of the meeting to see if the scheduled agenda order can be adjusted accordingly. Commission leadership and staff will make every effort to accommodate reasonable scheduling and timing requests - from members or other stakeholders - within the limitations and requirements of other possible constraints.

Call to Order, Introductions and Check-in, Conflict of Interest Statements 1:00 PM – 1:05 PM

I. ADMINISTRATIVE MATTERS 1:05 PM – 1:08 PM

- 1. Approval of Agenda **MOTION #1**
- 2. Approval of Meeting Minutes **MOTION #2**

II. PUBLIC COMMENT 1:08 PM – 1:10 PM

- 3. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission.

III. COMMITTEE NEW BUSINESS ITEMS 1:10 PM – 1:15 PM

- 4. Opportunity for Commission members to recommend new business items for the full body or a committee level discussion on non-agendized Matters not posted on the agenda, to be discussed and (if requested) placed on the agenda for action at a future meeting, or matters requiring immediate action because of an emergency situation, or where the need to take action arose subsequent to the posting of the agenda.

IV. REPORTS

- 5. Executive Director/Staff Report 1:15 PM – 1:30 PM
 - a. Committee and Caucus Updates
- 6. Co-Chair Report 1:30 PM – 2:00 PM
 - a. PPC Co-Chairs’ Efforts to Build Alliance with Black African American Community Task Force (BAAC/TF)
 - i. Report Back on Presentation/Meeting with BAAC TF

V. PRESENTATION

- 7. The Wall Las Memorias 2:00 PM – 3:00 PM
 - Methamphetamine Use and HIV

VI. DISCUSSION ITEMS

- 7. State Policy & Budget Updates 3:00 PM – 3:15 PM

- 8. Federal Policy Updates 3:15 PM – 3:30 PM
- 9. County Policy Updates 3:30 PM – 3:50 PM
 - a. Housing Opportunities for Person with AIDS (HOPWA)

VII. NEXT STEPS

3:50 PM – 3:55 PM

- 10. Task/Assignments Recap
- 11. Agenda development for the next meeting

VIII. ANNOUNCEMENTS

3:55 PM – 4:00 PM

- 12. Opportunity for members of the public and the committee to make announcements

IX. ADJOURNMENT

4:00 PM

- 13. Adjournment for the meeting of November 30, 2020

PROPOSED MOTIONS	
MOTION #1	Approve the Agenda Order as presented or revised.
MOTION #2	Approve the Public Policy Committee minutes, as presented or revised.



LOS ANGELES COUNTY
COMMISSION ON HIV



3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748
HIVCOMM@LACHIV.ORG • <http://hiv.lacounty.gov> ORG • VIRTUAL WEBEX MEETING

Presence at virtual meetings is recorded based on the attendance roll call. Only members of the Commission on HIV are accorded voting privileges and must verbally acknowledge their attendance in order to vote. Approved meeting minutes are available on the Commission's website; meeting recordings are available upon request.

**PUBLIC POLICY COMMITTEE
MEETING MINUTES**

October 5, 2020

Draft

The Public Policy Committee acts in accordance with the role of the Commission on HIV, as dictated by Los Angeles County Code 3.29.090. Consistent with Commission Bylaws Article VI, Section 2, no Ryan White resources are used to support Public Policy Committee activities.

MEMBERS PRESENT	MEMBERS PRESENT (cont.)	PUBLIC	COMM STAFF/ CONSULTANTS
Lee Kochems, MA, <i>Co-Chair</i>	Martin Sattah, MD	Geneviève Clavreul, RN, PhD	Cheryl Barrit, MPIA
Katja Nelson, MPP, <i>Co-Chair</i>		Kevin Donnelly	Carolyn Echols-Watson, MPA
Alasdair Burton (<i>Alt. to Coffey</i>)	MEMBERS ABSENT	Peter Soto	Dawn McClendon
Aaron Fox, MPM	Pamela Coffey (<i>Full to Burton</i>)	Jennifer Gjurashaj	Jane Nachazel
Jerry D. Gates, PhD	Eduardo Martinez (<i>Alt.</i>)	Craig Pulsipher, MPP, MSW	
Nestor Rogel (<i>Alt.</i>)	Tony Spears (<i>Alt.</i>)		DPH/DHSP STAFF
Ricky Rosales			Julie Tolentino, MPH

*Some participants may not have been captured electronically. Attendance can be corrected by emailing the Commission.

CONTENTS OF COMMITTEE PACKET

- 1) **Cover Page:** Public Policy Committee Virtual Meeting, 10/5/2020
- 2) **Agenda:** Public Policy Committee Agenda, 10/5/2020
- 3) **Minutes:** Public Policy Committee Meeting Minutes, 9/14/2020
- 4) **Table:** Commission Member "Conflicts-of-Interest", Updated 9/4/2020
- 5) **Priorities:** 2020 Policy Priorities, Approved 6/11/2020
- 6) **Public Comments:** Public Policy Committee Public Comments Submitted to Housing Saves Lives Regarding Proposed Rule Change by HUD and Denying Access to Housing for Transgender Individuals, October 2020
- 7) **Table:** 2020-2021 Legislative Docket, Commission Approved 6/11/2020 - Updated for 10/5/2020 Meeting
- 8) **Statement:** End the Epidemics Racial Justice Working Group Condemns Police Brutality and White Supremacist Violence, 9/22/2020
- 9) **Memorandum:** Washington - Overview of Short-Term Continuing Resolution for Federal Fiscal Year 2021, 9/21/2020
- 10) **Memorandum:** Washington - Latest Update on Short-Term Continuing Resolution (CR) for Federal Fiscal Year 2021, 9/30/2020

CALL TO ORDER - INTRODUCTIONS AND CHECK-IN - CONFLICT OF INTEREST STATEMENTS:

- Ms. Nelson welcomed all and called the meeting to order at 1:07 pm.
- As is the Committee's custom, attendees updated the body on how they were doing. Several noted frustrations with administration messaging downplaying the COVID-19 pandemic. Wildfire smoke was also a health issue.
- Another concern pertained to Health Resources and Services Administration (HRSA) definitions of race/ethnicity as used in their forms that are inadequate for true reflectiveness. Improved definitions could facilitate communication.
- Dr. Clavreul noted the lack of civility in public discourse. Mr. Donnelly looked to the work and carrying on despite challenge.
- Mr. Rosales, City of Los Angeles, said budget cuts continue, but AIDS Coordinator's Office programs were preserved so far.

- Dr. Sattah said he had been Interim Medical Director at Rand Schrader HIV/AIDS Clinic for several months, but a Medical Director has now been appointed so he will be able to return his full focus to patient care.
- Refer to Operations Committee: Consideration of HRSA race/ethnicity definitions and how concerns might be elevated.

I. ADMINISTRATIVE MATTERS

1. APPROVAL OF AGENDA

MOTION #1: Approve the Agenda Order, as presented (***Passed by Consensus***).

2. APPROVAL OF MEETING MINUTES

MOTION #2: Approve the 9/14/2020 Public Policy Committee Meeting Minutes, as presented (***Passed by Consensus***).

II. PUBLIC COMMENT

- 3. OPPORTUNITY FOR PUBLIC TO ADDRESS COMMISSION ON ITEMS OF INTEREST WITHIN COMMISSION JURISDICTION:** There were no comments.

III. COMMITTEE NEW BUSINESS ITEMS

- 4. OPPORTUNITY FOR COMMISSIONERS TO RECOMMEND ITEMS FOR FUTURE AGENDAS, OR ITEMS REQUIRING IMMEDIATE ACTION DUE TO AN EMERGENCY, OR IF NEED FOR ACTION AROSE AFTER POSTING AGENDA:** There were no items.

IV. REPORTS

5. EXECUTIVE DIRECTOR/STAFF REPORT

a. Committee and Caucus Updates

- Ms. Barrit reminded the body that all Commissioners have been asked to read the draft Ending the HIV Epidemic (EHE) Plan. Commissioner comments should be submitted to her by 10/9/2020 so that she has time to compile them under a Commission cover letter and submit them to DHSP. Anyone may also submit comments individually.
- Commissioners were also encouraged to identify EHE activities for the Commission as well as Annual Meeting ideas.
- In Committee, Caucus, and Task Force updates:
 - ↳ The Operations Committee continues to fill vacancies. The Board of Supervisors (Board) recently appointed new Commissioners: Kevin Donnelly; Stephanie Cipres, MPH, Part D Representative; and, Paul Nash, PhD, CPsychol, AFBPsS FHEA. Ms. Cipres replaces LaShonda Spencer, MD, now moved to another seat. Everardo Alvizo, City of Long Beach Representative, was pending Board appointment. Several people were interviewed whose applications were not yet forwarded pending their attendance at more meetings to foster understanding of the Commission and its attendant responsibilities. More interviews were scheduled that week. Promotion of virtual trainings continues with the most recent 10/1/2020 focused on membership structure. Trainings are also on the website.
 - ↳ Standards and Best Practices (SBP) The Committee paused work on the Childcare Standards of Care (SOC) pending feedback from English- and Spanish-language focus groups hosted by DHSP and Part D partners. It was working to update the Universal SOC with a focus on incorporation of telehealth which is likely to remain a viable model.
 - ↳ Planning, Priorities and Allocations (PP&A) The Committee approved Program Directives at its last meeting for presentation at the 10/8/2020 Commission Meeting. On 9/29/2020, Al Ballesteros, MBA, Joseph Green, Carlos Moreno, Kevin Stalter, and Ms. Barrit reviewed the Part A application at the DHSP offices prior to submission.
 - ↳ At the Commission meeting Eric Daar, MD, infectious disease specialist, will present on COVID-19 at the 10/8/2020 meeting. The meeting will also devote time to review the 24-page draft EHE Plan in order to garner additional feedback.
 - ↳ The Consumer Caucus will hold an extended meeting following the 10/8/2020 Commission Meeting in order to assist DHSP with focus groups to inform a resolicitation of Linguistic Services. The regular meeting time of 3:00 to 5:00 pm will comprise the meeting proper and the English-language focus group. From 5:30 to 7:00 pm there will be a Spanish-language focus group. A flyer with WebEx attendance information was on the website. The regular portion of the meeting will also begin review of the Priority Setting and Resource Allocation (PSRA) process.
 - ↳ The Women's Caucus is sponsoring a Virtual Lunch and Learn series on Women. A flyer is on the website.

- ☞ Mr. Kochems and Ms. Nelson joined the last Transgender Caucus meeting to review this Committee's work, how the Legislative Docket was constructed, and the Trans Wellness Fund recently signed by Governor Gavin Newsom. The Caucus is very interested in working with the Public Policy Committee on advocacy.
- ☞ The Aging Task Force discussed recommendations at its last meeting which it hopes will be included in the Program Directives. The deadline to submit additional recommendations/feedback is 10/9/2020.
- ☞ The Black African American Community (BAAC) Task Force's next meeting will be 10/26/2020. It is working to distill its recommendations into action steps for each Commission Committee. In addition, it is discussing ways to engage other community members who identify as part of the BAAC Diaspora in Task Force work.
- Ms. Barrit noted a prior email sent by Ms. McClendon details a change in how the Commission will do mass mailings. Los Angeles County (LAC) flagged the Commission for sending too many emails to more than 500 recipients. LAC prioritizes security and considers that volume unsafe. Instead, official communications, e.g., meeting notices, to the full Commission listserv of nearly 7,000 will go through GovDelivery. Requests to share materials will be reviewed and pertinent materials shared mainly via the Commission Facebook page. Emails to smaller groups will remain unchanged.
- Ms. Nelson asked how new Commissioners were assigned and whether any would be joining Public Policy to diversify representation. Ms. Barrit responded that staff make recommendations to Commission Co-Chairs Al Ballesteros, MBA and Bridget Gordon based on availability, interest, talent, expertise, and representation. Of recent appointments: Dr. Nash was assigned to SBP; and Ms. Cipres, representing Part D, and Mr. Donnelly, a consumer, were assigned to PP&A. Other candidates were in the pipeline and may be assigned to the Public Policy Committee.
- ➡ Ms. Barrit will redistribute the draft EHE Plan for Commissioner review prior to the 10/8/2020 Commission Meeting.
- ➡ Ms. Barrit will distribute the Aging Task Force draft recommendations for feedback by 10/9/2020 to either all Commissioners or, at least, to Executive and PP&A Committee Members.
- ➡ Ms. Barrit will forward the link to the application form and duty statement to Dr. Sattah. He will provide them to the new Medical Director, Rand Schrader HIV/AIDS Clinic, who has expressed interest in joining the Commission.

b. Holiday Meeting Schedule

- Ms. Barrit noted the 11/26/2020 Operations and Executive Committee meetings conflict with the Thanksgiving Holiday and their 12/24/2020 meeting which is Christmas Eve. Both dates will be rescheduled and cancelled.
- ➡ Maintain the 11/2/2020 and 12/7/2020 regular meeting dates. Agendize discussion of whether to cancel 1/4/2021.

6. CO-CHAIR REPORT

- Mr. Kochems urged the body not to use Chat for side discussions but, rather, bring pertinent topics to the full Committee.
- Regarding Committee-only Members, Mr. Kochems noted several people participate regularly who have access to a broad range of public policy staff. The Committee has been discussing how to engage minority organization public policy staff to increase Parity, Inclusion, and Reflectiveness (PIR). Inviting them to apply as Committee-only Members could help.
- Ms. Barrit noted interested individuals need to submit a Committee-only Member application. There is no specific limit on the number of such members per Committee, but they are voting members of the Committee and affect quorum. The justification for Committee-only Member is to bring an area of expertise to the table that is otherwise lacking.
- ➡ Attendees were encouraged to refer potential Committee-only Members to Co-Chairs.
- a. Public Policy Committee Co-Chairs' Efforts to Build Alliance with Black African American Community (BAAC) Task Force**
 - Ms. Nelson and Mr. Kochems will present at the BAAC Task Force on Policy Priorities, much as they did for the Transgender Caucus. They will also discuss more specific BAAC recommendations for the Public Policy Committee.
 - On a related matter, Supervisor Mark Ridley-Thomas announced at last week's Board Meeting that the Chief Executive Office (CEO) launched its search for a Director, Racial Equity, to oversee the LAC anti-racist policy and an anti-racist, diversity, and inclusion website. The website was not yet up but will reflect the four-phase strategic plan anticipated by June 2021. Ms. Nelson and Mr. Kochems recommends that the Commission identify its own options for participation.
 - Mr. Kochems and Ms. Nelson suggested mandating all Committee Members or, preferably, all Commissioners, attend Implicit Bias training like that offered in the past. They were unsure if that was mandatory. Drs. Gates and Sattah also both attended the previous training, found it valuable, and supported making it mandatory for all Commissioners.
 - Ms. Barrit replied Implicit Bias training was offered over a year ago. Mandatory for LAC employees, Commission staff requested and received permission for Commissioners to attend as well. Only a handful of Commissioners chose to do so. Staff hoped to arrange a mandatory training with the LAC contractor for the training for the first quarter of 2021.

- Mr. Kochems recalled the last time this was offered that attendees self-sorted into somewhat homogenous groups. He urged fostering engagement by ensuring diversity in groups including, e.g., race/ethnicity and backgrounds.
- ➡ Email additional comments on these topics to the Co-Chairs or call to talk one-on-one.

b. Methamphetamine Use and HIV

- ➡ Ms. Barrit will contact Richard Zaldivar, Founder and Executive Director, The Wall Las Memorias Project, a second time to attempt to schedule a presentation on methamphetamine and HIV for the Committee.

c. Transgender Meeting Update

- Ms. Nelson and Mr. Kochems presented on policy issues with a focus on issues pertinent to transgender individuals, e.g., the Housing and Urban Development (HUD) proposed rule that would allow single-sex shelters to refuse access to transgender individuals. Comments on the HUD rule submitted by the Public Policy Committee were in the packet. More than 60 such comments were submitted, and HUD must respond to them before moving forward.
- The Co-Chairs hoped this opens a communication channel. They encourage the Caucuses to talk among themselves about their experiences and strategies. Those can then be shared with Public Policy to foster advocacy.

V. DISCUSSION ITEMS

7. STATE POLICY AND BUDGET UPDATE

- Ms. Nelson noted the End the Epidemics (ETE) Coalition Racial Justice Working Group statement in the packet. She felt it complemented the Commission's statement and suggested endorsement as supportive of Commission public health work.
- Extensive discussion noted that multiple similar statements were being promulgated and considered whether endorsing statements not connected to any specific actions was transformational or not. Dr. Sattah sought to stand in solidarity, but also was concerned with something that might come across as inflammatory. He also felt racial injustice could be better addressed through action in creating equity in STD awareness, education, testing, and treatment.
- Mr. Rosales felt this a fairly noncontroversial statement but asked about its purpose. What is the work called for? Would we be committing to something - or just talking? Mr. Kochems concurred with the need for measurable action steps.
- Ms. Nelson supported sharing the statement with the BAAC Task Force. She did not find it inflammatory. She felt it important to not just say we recognize that this exists but continue to talk and work towards racial justice.
- Mr. Kochems noted there was no action by the Executive Committee other than to refer it to Public Policy. Consequently, he recommended acknowledging its receipt and adding it to the ongoing conversation with the BAAC Task Force.
- On another topic, California added a COVID-19 Equity Metric requirement last week. Counties exceeding 106,000 residents are to ensure test positivity rates in the most disadvantaged neighborhoods does not significantly lag overall test positivity; and target investments to disparities. Counties with less than 106,000 residents need only address the second requirement.
- ➡ Bring ETE Coalition Racial Justice Working Group statement to BAAC Task Force for input and report back on its response.
- ➡ Ms. Nelson posted a link for more information on the COVID-19 Health Equity Metric in the Chat.

a. 2020-2021 Legislative Docket Update

- The updated Docket was in the packet. Most highlighted on the Docket that were presented for Governor Gavin Newsom for signature were signed. The notable exception was AB 2405 establishing a policy of a right to housing.
- The Committee took positions on the 12 Propositions and Measure J, but these will not be recommendations to the Board as it has already taken positions. Committee recommendations can help inform the Commission and community. Mr. Kochems noted conversation on these items was brief and some information was still being sought.
- ➡ Add Docket to Commission packet for informational purposes as a reflection of Public Policy's discussion and process.
- i. **SB 145: Sex Offenders: Registration:** This Watch addition, approved by the Governor, exempts registration for certain offenses involving minors if the person is not more than 10 years older than the minor and it is the only such offense.
- ii. **SB 741: Change of Gender and Sex Identifier:** This Watch addition would allow a person to obtain a new marriage license and certificate, confidential marriage license and certificate, or birth certificate reflecting a change in gender and sex identifier without a court order. It was currently pending in the Senate in consideration of the Governor's veto.

8. FEDERAL POLICY UPDATE

- The deadline for completing the Census has shifted several times. It is now 10/31/2020 and LAC is pushing completion.
- President Trump and the Department of Health and Human Services (HHS) have extended the telehealth emergency declaration for another 90 days past 10/23/2020. It is hoped renewals will continue to meet the needs of the pandemic.

- On 9/22/2020, the United States Citizenship and Immigration Services updated its website to state that Public Charge regulations were being retroactively reinstated after 9/24/2020. Litigation challenging the regulations was in multiple federal courts. Meanwhile, California Protecting Immigrant Families (CA PIF) has a new information toolkit available.
- The Office of Infectious Disease and HIV/AIDS Policy (OIDP), HHS has released the first STI National Strategic Plan. Goals are: 1. Prevent new STIs; 2. Improve the health of people by reducing adverse outcomes of STIs; 3. Accelerate progress in STI research, technology, and innovation; 4. Reduce STI-related health disparities and health inequities; and, 5. Achieve integrated, coordinated efforts that address the STI epidemic. Public comment was brief and has closed.

➡ Ms. Nelson will include the CA PIF link in the Chat.

➡ Ms. Nelson will ask DHSP if they have reviewed the STI National Strategic Plan and how it might coordinate with ETE efforts.

a. Budget

- The 9/21/2020 and 9/30/2020 Legislative Affairs and Intergovernmental Relations memoranda in the packet address the Continuing Resolution (CR) approved by Congress on 9/30/2020. It will extend funding for the Federal government at Federal Fiscal Year (FFY) 2020 levels through 12/11/2020, with a few exceptions, and extend funding for mandatory and several other programs that would otherwise expire at the end of the current FFY on 9/30/2020.
- It appears that the Ryan White HIV/AIDS Program (RWHAP) Part A received an increase of about \$370,0000.
- Regarding a COVID-19 stimulus, the House introduced a "skinny" version of its package, but the Senate will not move it.

b. Executive Orders: A recently signed Executive Order bans federal contractors from using federal funds for racial sensitivity/bias training. APLA Health has released a statement of concern on the policy's impact on public health work.

c. Supreme Court: Supreme Court of the United States (SCOTUS) nominee Judge Amy Coney Barrett has raised concerns, in particular about an upcoming Texas case pertaining to the Affordable Care Act (ACA) individual mandate. She is considered to represent conservative views of topics that may come before SCOTUS like the ACA, reproductive, and LGBTQ issues.

9. COUNTY POLICY UPDATE

- The Housing Opportunities for Persons with AIDS (HOPWA) Request for Proposals (RFP) applications were due 11/23/2020.
- LAC received state funds for Project Home Key to purchase properties as part of a wider effort to address homelessness.
- Mr. Rosales said the City of Los Angeles previously initiated a 3% department wide cut, directed a second 3% cut last week, and a third 3% cut from the budget for the next FY which staff was in the process of developing. So far, programs have been protected. The City has also taken a 10% cut from the salaries account. Furloughs were supposed to begin in July 2020 but were deferred until next week. The Mayor's Office and Chief Administrative Office have apparently agreed with the unions to defer them until January 2021, but no official notice has been received so furloughs remain scheduled to start next week.
- Ms. Barrit said all cities struggled, e.g., West Hollywood started furloughs and the City of Long Beach has furlough Fridays.
- Mr. Kochems noted Long Beach was also overwhelmed, e.g., with the need for mental health services. The Long Beach HIV Planning Group's next meeting was 10/14/2020, 12:00 noon to 2:00 pm, and could benefit from Commissioner expertise.

➡ Ms. Nelson will ask Maribel Ulloa, HOPWA Representative, about new aspects of the RFP.

➡ Ms. Barrit will distribute the link for the Long Beach HIV Planning Group meeting.

VI. NEXT STEPS

10. TASK/ASSIGNMENTS RECAP: There was no additional discussion.

11. AGENDA DEVELOPMENT FOR NEXT MEETING: There was no additional discussion.

VII. ANNOUNCEMENTS

12. OPPORTUNITY FOR PUBLIC AND COMMITTEE TO MAKE ANNOUNCEMENTS:

- Health Access was hosting a Town Hall 10/15/2020 on the ACA, what's at stake, and advocacy options.
- Ms. Nelson will be moderating a webinar on HIV and Aging in November 2020.
- ➡ Ms. Nelson will provide links to the two events to Ms. Barrit for distribution.

VIII. ADJOURNMENT

13. ADJOURNMENT: The meeting adjourned at 3:00 pm.



County of Los Angeles CHIEF EXECUTIVE OFFICE

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FESIA A. DAVENPORT
Acting Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

September 22, 2020

To: Supervisor Kathryn Barger, Chair
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Janice Hahn

From: Fesia A. Davenport
Acting Chief Executive Officer

REPORT ON ESTABLISHING AN ANTI-RACIST LOS ANGELES COUNTY POLICY AGENDA (ITEM NO. 3, AGENDA OF JULY 21, 2020)

On July 21, 2020, the Board of Supervisors (Board) adopted a motion to establish an Anti-Racist County Policy Agenda, recognizing, affirming, and declaring that "racism is a matter of public health in Los Angeles County (County) and that racism against Black people has reached crisis proportions that result in large disparities in family stability, health and mental wellness, education, employment, economic development, public safety, criminal justice, and housing." The Board issued several related directives, including that the Chief Executive Office (CEO) "establish an eighth Board Directed Priority to address the elimination of racism and bias in the County," and: a) develop a strategic plan and underlying policy platform articulating the associated goals, actions, and deliverables; b) establish an organizational unit within the CEO that is dedicated to implementing the plan; and c) report back to the Board on the strategic plan and policy platform within 60 days.

This report is our response to the Board motion's directive for a 60-day report, and presents the essential components and initial framework for developing a strategic plan and policy platform for moving forward the Board's Anti-Racist County Policy Agenda and, more specifically, for establishing a new *Anti-Racism, Diversity and Equity Initiative* (Initiative) within the CEO.

Context for Establishing an *Anti-Racism, Diversity and Equity Initiative*

The Board's July 21, 2020 motion stated that "[i]t is no longer sufficient to support diversity and inclusion initiatives. The County must move to identify and confront explicit institutional racism to set the national standard and become a leader of anti-racist policy making and program implementation."

The Board's directive, therefore, recognizes the injurious nature of systemic and institutionalized racism; it is so entrenched that it often goes unrecognized and its impacts are easily disregarded. As a result, while diversity and inclusion initiatives remain important, supporting diversity and inclusion alone is no longer sufficient. Anti-racism will require the County to work proactively to change the policies, behaviors, and beliefs that perpetuate racism by identifying and addressing those policies and practices in those areas where the County has control or influence, such as County employment, contracting, and the provision of County services.

Building on and Maximizing Existing Efforts

To be effective, a strategic plan for the new *Anti-Racism, Diversity and Equity Initiative* must guide, govern, and increase the County's ongoing commitment to fighting systemic racism in the places the County can effectively reach. In areas where the County has limited direct influence, the County should focus on developing partnerships that further its commitment to fighting systemic racism. The County's anti-racist strategic focus must address inequity compounded over time, and focus on actions and outcomes that will produce real, transformative, and systemic change.

Under the Board's vision and leadership, the County has established several innovative efforts aimed at achieving equity and addressing existing social and economic disparities. These initiatives (the Office of Diversion and Reentry, Alternatives to Incarceration, Office of Violence Prevention, Center for Health Equity, and the Chief Sustainability Office) have moved the County toward more equitable practices.

While the County continues to expand its efforts to address disparities, there is an opportunity to develop a shared understanding of anti-racist principles to meet and maximize this moment. Thus, the *Anti-Racism Strategic Plan* will recommend trainings, convenings, and stakeholder meetings to identify, refine, and develop critical strategies that will culminate in an *Anti-Racism, Diversity and Equity Initiative* for the County.

Anti-Racism Strategic Plan: Preliminary Steps and Proposed Framework

Given the urgent nature of the motion, the CEO launched a national search for an Executive Director of Racial Equity on September 11, 2020, with priority being given to applications received by September 28, 2020. Additionally, to create a platform for engagement and outreach, an Anti-Racism, Diversity and Inclusion Initiative website was created where content will be added as the Initiative takes shape. The CEO has created a phased framework to implement the motion's directives that will ultimately result in the development of an *Anti-Racism Strategic Plan*. The framework consists of four phases: Initialize, Mobilize, Operationalize, and Realize. Based on the CEO's initial fact-finding efforts, we also developed preliminary actions to capitalize on existing equity efforts and to set the stage for the strategic planning process described in our proposed framework. Although the action items in the framework are designed to be phased-in, any opportunities for executing items sooner than scheduled will be explored as they arise.

Conclusion and Next Steps

The eradication of structural racism is of utmost importance for the County. Consistent with the vision laid out by the Board in its motion on July 21, 2020, the CEO will:

- Begin implementing the phased strategic planning process outlined above, with the goal of having a completed *Anti-Racism Strategic Plan* by the end of the third phase (“Operationalize”); and
- Begin to implement and make operational an eighth Board Directed Priority to address the elimination of racism and bias in Los Angeles County, with the aim of helping the County become an actively anti-racist organization, and working to apply an anti-racist lens to review, develop, adjust, deconstruct, and reconstruct County procedures, policies, and practices accordingly.

The CEO will provide a status report on the implementation of the Initiative by June 30, 2021. In the interim, we will also assess existing resources in the County and determine their ability to be repurposed, leveraged or otherwise used to advance the *Anti-Racism Strategic Plan*, and present our recommendations as part of the Recommended Budget Phase.

Should you have any questions concerning this matter, please contact me or Tiana Murillo, Assistant Chief Executive Officer, at (213) 974-1186 or TMurillo@ceo.lacounty.gov.

FAD:JMN:TJM
EDT:RB:LJ:km

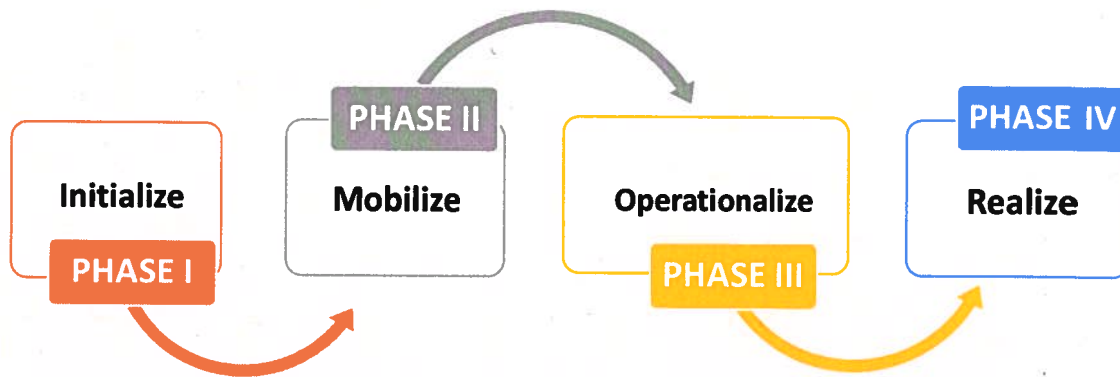
Attachment

c: Executive Office, Board of Supervisors
County Counsel

Preliminary Steps and Anti-Racism Strategic Plan Framework Phases***Preliminary Steps Underway***

1. **Establishing the Anti-Racism Leadership Committee**, comprised of the CEO and the departments of Human Resources; Workforce Development, Aging and Community Services/Human Relations Commission; co-leads of each workgroup referenced in number seven below; and others (e.g., Alternatives to Incarceration, the Center for Health Equity, the Chief Sustainability Office, Los Angeles Homeless Service Authority, the Office of Diversion and Reentry, Office of Child Protection, Center for Strategic Partnership, and the Office of Violence Prevention). The Committee will coordinate and drive County resources toward the development of an *Anti-Racism Strategic Plan* for Los Angeles County.
2. **Scheduling a Philanthropic/Academic Meeting** to inform the County's efforts to:
 - a) address systemic racism through the sharing of best practices from the field;
 - b) consult on strategies/metrics being developed for the *Anti-Racism Strategic Plan*;
 - and c) advise on the development of the County's future Annual Report on the *State of Black Los Angeles County*.
3. **Collaborating with Government Alliance on Race and Equity (GARE)** to provide training, coaching, technical assistance, and strategic counsel on national best practices, as part of the strategic planning process for advancing racial equity in the County.
4. **Developing Countywide Core Committees** to develop/implement departmental and Countywide anti-racism and racial equity goals/objectives.
5. **Strategizing with the CEO's Office of Intergovernmental Affairs** and organizing a workgroup to identify legislative opportunities and develop recommendations to support the implementation of the County's *Anti-Racism Strategic Plan* and reduce racial disparities.
6. **Scheduling Additional Race Equity Community Forums** to inform the *Anti-Racism Strategic Plan* in areas such as, the digital divide, economic development, and employment.
7. **Convening Four Race Equity Internal Workgroups (Assessment and Metrics, Contracts and Procurement, Community Partnerships, and Personnel and Training)** to discuss the Board motion and assign specific directives for implementation. A key role of the Workgroups will be to take the policies, programs, and procedures (PPPs) analysis and recommendations completed by the departments and weave them into an integrated tapestry of Countywide PPPs to be included in the *Anti-Racism Strategic Plan*.

Preliminary Steps and Anti-Racism Strategic Plan Framework Phases



Phase I: Initialize

1. **Establish an eighth Board-directed Priority** to address the elimination of racism and bias in the County.
2. **Respond to the Urban Institute's *Upward Mobility Request for Information***. If successful, the County would receive 18 months of customized technical assistance to develop policies that address inequities and support upward mobility from poverty.
3. **Convene philanthropic/academic and community partnership workgroups**.
4. **Convene internal Racial Equity workgroups** to implement the Board motion's directives.
5. **Convene a workgroup to develop guiding principles (Mission/Vision/Goals)** for the strategic planning process.
6. **Develop a set of data/metrics** to establish baselines and measure future progress.
7. **Draft a Countywide community engagement process** for vetting the analysis and recommendations developed during Phase II.
8. **Expand functions of the County's *Anti-Racism, Diversity and Inclusion Website*** to enhance community engagement in the *Race Equity Strategic Planning process*.
9. **Develop a Race Equity training plan** for leadership/workgroup representatives, in consultation with GARE, on race equity and how to use a standardized race equity tool (race equity lens) for conducting an analysis of Countywide and departmental PPPs.
10. **Adopt a GARE Survey** to gather information on County employees' understanding of race and help to inform the strategic planning process.
11. **Develop a mandatory *Anti-Racism, Diversity and Equity Training Plan*** for County employees.

Preliminary Steps and Anti-Racism Strategic Plan Framework Phases

Phase II: Mobilize

1. **Complete analysis** and develop recommendations for changing departmental and Countywide PPPs to address systemic and structural racism, and other inequities based on the race equity analysis completed.
2. **Engage community/stakeholders** to discuss findings and receive input regarding the draft recommendations developed.
3. **Incorporate community input/finalize recommendations.**
4. **Launch Mandatory *Anti-Racism, Diversity and Equity Training Plan*** for County employees.
5. **Provide guidance for County Department Heads** on developing Anti-Racism, Diversity and Equity Management Appraisal and Performance Program (MAPP) Goals for Fiscal Year (FY) 2021-22.
6. **Establishment of *Office of Anti-Racism, Diversity and Equity* within the CEO**, and task it with coordinating the implementation of the County's *Anti-Racism Strategic Plan*, as instructed by the Board.

Phase III: Operationalize

Present for the Board's consideration:

1. **The County's *Anti-Racism Strategic Plan*.**
2. **The *Anti-Racism, Diversity and Equity Training Plan*** for County employees.
3. **A summary of Department Head *Anti-Racism, Diversity, and Equity MAPP Goals*** for FY 2021-22.
4. **Legislative recommendations** to support the implementation of the County's *Anti-Racism Strategic Plan*, reduce racial disparities, and support local, regional, State, and Federal initiatives that advance efforts to dismantle systemic racism.
5. **Recommendations for launching the first annual report** on the *State of Black Los Angeles County* by June 2022, as instructed by the Board.

Phase IV: Realize

Begin implementation of the first year of the *Anti-Racism Strategic Plan* and the recommendations approved by the Board during the previous quarter.



**City of Los Angeles
Housing and Community
Investment Department**



Eric Garcetti, Mayor
Ann Sewill, General Manager

Request for Proposals (RFP)

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

Release Date	Monday, September 28, 2020
RFP Submission Deadline	Monday, November 23, 2020 Proposals shall be accepted no later than 5:00 p.m. PST via electronic submission only.
Submission Address	Email to: hcidla.contractsprocurement@lacity.org
Mandatory Proposers' Conference (Proposers must participate via webinar <u>only</u> , see page 27)	Thursday, October 8, 2020 (2:00 p.m. – 4:00 p.m.) Please register by Wednesday, October 7, 2020 at: https://attendee.gotowebinar.com/register/1526419416084359949
Request for Technical Assistance Deadline	Monday, November 9, 2020 Submit by email only to: hcidla.contractsprocurement@lacity.org All questions and answers will be made available to all proposers on the LABAVN website at: www.labavn.org

It is the policy of the City of Los Angeles to provide access to its programs and services for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA) of 1990, as amended. As a covered entity under Title II of the Americans with Disabilities Act, 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.

For more information on the City's business outreach opportunities, visit www.labavn.org

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

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ATTACHMENTS/EXHIBITS.BUDGET FORMS:

ATTACHMENT 1.1 - Proposal Checklist (Table of Contents)

ATTACHMENT 1.2 - Proposal Checklist for Fiscal Monitoring Services (Table of Contents)

ATTACHMENT 2 - Living Wage Ordinance and Service Contractor Worker Retention Ordinance

ATTACHMENT 3 - LWO Statutory Exemptions

ATTACHMENT 4 - Proposer Workforce Information/Non-Collusion Affidavit

ATTACHMENT 5 - Business Services Implementation Plan Collaborator Agreements

ATTACHMENT 7 - Iran Contracting Act of 2010 Compliance Affidavit

ATTACHMENT 8 - Corporate Documents

ATTACHMENT 9 - Child Support Obligations

ATTACHMENT 10 - CEC Form 55 Instructions

ATTACHMENT 11 - Proposer Organization Reference Form

ATTACHMENT 12 - Required Insurance and Minimum Limits

EXHIBIT A Subcontractor Template

EXHIBIT B Boundaries of the 8 SPAS and SPA 4 Subgroups

EXHIBIT C Los Angeles Homeless Services Authority (LAHSA) Crisis Housing Requirements

EXHIBIT D Subcontractor and Procurement Procedures

EXHIBIT E Scope of Services and Narratives for Fiscal Monitoring Services

EXHIBIT F Narratives for Regional Offices

EXHIBIT G Narratives for Housing Information and Referral

EXHIBIT H Narratives for Scattered-Site Master Leasing

EXHIBIT I Documentation of Financial Support

Budget Forms – Housing Information and Referral

Budget Forms – Regional Offices

Budget Forms – Scattered-Site Master Leasing

Budget Form – 4A Position Description

Guidelines for Preparation of Budget Forms

I. BACKGROUND

A. ADMINISTRATIVE ENTITY

The Los Angeles Housing and Community Investment Department (HCIDLA) administers various programs to meet the diverse housing needs of the City. HCIDLA oversees these programs including but not limited to the Affordable Housing Trust Fund, Low-Income Purchase Assistance (LIPA) Program, FamilySource Centers, Domestic Violence Shelters, Homeless Services, and enforces the Rent Stabilization 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 Community Services & Development Bureau serves as the administrator for this Request for Proposals (RFP) and seeks proposals from nonprofit organizations to provide housing and related services to implement the HOPWA program as presented in this RFP. 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. 18-0968).

B. OVERVIEW

HOPWA is a federal program to provide housing assistance and supportive services to low-income People 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) Office of HIV/AIDS Housing. HOPWA's strategic objectives are to increase housing stability, expand access to care, and reduce the risk of homelessness.

In 2016, HUD implemented the Housing Opportunity Through Modernization Act (HOTMA), Public Law 114-201 that amends section 854 (c) of the AIDS Housing Opportunity Act (42 U.S.C. 12903 (c)) to modernize the Housing Opportunities for Persons With AIDS (HOPWA) formula grant. Seventy-five percent (75%) of funds allocated to a metropolitan statistical area (MSA) or State will be based on the area's share of the total number of individuals living with HIV or AIDS in all such eligible areas. Twenty-five percent (25%) of funds previously distributed to cities with high per-capita incidence of AIDS will instead be allocated based on the relative housing costs and poverty rates of eligible States and MSAs (see 42 U.S.C. 12903(c)(1)(A)(B) and(C)).

The City of Los Angeles HOPWA grant encompasses the Los Angeles-Long Beach Eligible Metropolitan Statistical Area (EMSA), which includes both the City and the County of Los Angeles. The geographic area is more than 4,000 square miles with a population of 9.8 million of which 17% live below the poverty line. That is higher than the

national average of 13.1%. There are 88 cities within the County as well as unincorporated areas. The City of Los Angeles's HOPWA program serves the entire Los Angeles County, from urban to rural areas, although most services are located where there are high concentrations of persons living with HIV/AIDS.

According to the HIV Surveillance Annual Report, 2019, published May 2020, by the Division of HIV and STD Programs, Department of Public Health, County of Los Angeles, in 2019, a total of 52,004 persons were living with diagnosed HIV in Los Angeles County. In 2018, 1,660 persons were diagnosed with HIV.

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.

In order to simplify and focus program administration, HCIDLA is seeking proposals to coordinate multiple program activities under Regional Offices. This consolidation is intended to reduce the total number of contracts, amendments, budgets and invoices for HCIDLA and for contractors. HCIDLA intends for this reduction to enable HCIDLA staff and contractors to focus resources on delivering and tracking services to clients.

II. RFP SPECIFICATIONS

A. SERVICES SOLICITED

HCIDLA seeks to contract with qualified agencies with demonstrated successes in serving People Living with HIV/AIDS (PLWHA) or other vulnerable populations. PLWHA continue to experience barriers to housing, in addition to their HIV status, including mental health, substance use disorder, and homelessness.

HCIDLA also seeks to contract with one qualified firm to conduct risk analyses, fiscal reviews and monitoring of nonprofit organizations, firms and public housing authorities that receive HOPWA funding.

This RFP seeks to solicit proposals for a regional and county-wide design to ensure that clients in all areas of Los Angeles County will have consistent access to HOPWA-funded housing and supportive services.

Proposed changes:

Housing and Supportive Service Categories	Number of Contracts
HOPWA Regional Offices	6
Housing Information and Referral	1
Scattered-Site Master Leasing	3
Fiscal Services Category	Number of Contracts
Fiscal Monitoring Services	1

B. SCOPE OF WORK

HOUSING AND SUPPORTIVE SERVICES

This RFP proposes a program design that uses a regional and countywide model to ensure that clients in all areas of Los Angeles County will have consistent access to HOPWA-funded housing and services.

Direct service programs must be available in English and Spanish, and proposers and subcontractors must be able to provide services and/or offer translation services in other languages, as needed.

All funded contractors will be expected to report and track clients in an interactive database provided by HCIDLA. HCIDLA will establish performance goals and outcomes to include target metrics for crisis housing, permanent housing placement and retention, length of time from program entry to housing assistance, connections to and uptake of supportive services, and other metrics that measure funded activities.

Client Eligibility

Eligible clients of HOPWA services are low-income persons, defined by HUD with incomes at or below 80% of the area median income (AMI), diagnosed with HIV/AIDS, and residing in Los Angeles County. Some HOPWA programs may have stricter eligibility requirements, including lower income limits. Verifiable documentation is required for eligibility, including annual income re-certification.

Annual re-certification of HIV status is recommended. However, documentation of viral load and CD4 count will be required annually to ensure clients are linked to medical care and as a metric to measure the effectiveness of HOPWA programs.

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

Confidentiality

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 any individual assisted under the HOPWA program and any other information regarding receiving assistance.

Vulnerable Subpopulations

Proposers are expected to demonstrate their experience and outreach with providing housing and/or related services to diverse communities and vulnerable HIV subpopulations, including but not limited to people of color, Men who have Sex with Men (MSM), LGBTQ+, homeless, chronically homeless, at-risk of homelessness, persons living with chemical addiction, persons living with mental illness, seniors, veterans, persons who have been incarcerated, and persons who are undocumented.

Staffing

All Housing Specialists, resident service coordinators, and scattered-site master leasing supportive services providers are required to have a Bachelor's degree or a minimum of three (3) years of relevant experience in direct service with HIV/AIDS clients, homeless population, or clients with similar chronic conditions or a Master's degree in Social Work, or related Master's degree, or a minimum of five (5) years' experience in direct

service as a case manager with HIV/AIDS clients, homeless population, or clients with other chronic illnesses.

Proposers must have a Program Manager, or equivalent position, dedicated to ensuring HOPWA services are successfully implemented and accurately reported. In addition, the Program Manager will be responsible for coordinating regular staff meetings, supervising staff, overseeing the case management services, and conducting periodic reviews of each client's progress.

Proposers are expected to have all HOPWA-supported staff hired within 90 days of the start of the program year. Vacant positions supported by the HOPWA budget are also required to be filled within 90 days of the start of the program year.

Partnerships to Support Clients

Proposers are expected to demonstrate partnerships with the Los Angeles Homeless Services Authority (LAHSA) Coordinated Entry System (CES) and 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. HCIDLA and DHSP are encouraging funded agencies in both systems to collaborate to strengthen overall service provision.

Regional Offices are expected to describe collaborative relationships with DHSP medical homes and other services supporting HOPWA clients. To serve DHSP clients in need of housing services, Regional Offices will accept referrals from Medical Care Coordination. Regional Offices will refer their clients in need of Ryan White services, such as mental health, dental, substance use treatment, etc. (Link for locating DHSP medical provider(s) per geographic area: [HRSA - Find Ryan White Medical Provider](#)).

Funding may also be used 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.

Treatment Programs

Substance abuse treatment programs, including sober living housing facilities, and 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 medical/mental health treatment, and must provide a description of the collaboration with such entities in the proposal.

Leveraged Services

All Proposers will demonstrate leveraged services provided through a Memorandum of Understanding (MOU) with an organization to support and enhance the provisions of services to clients, to include, but be not limited to, medical care and medication

management assistance, dental services, substance abuse treatment programs, case management, mental health, food and nutrition programs, financial/benefits counseling, life skills training, employment training, legal assistance, child care, etc.

Client Satisfaction Survey

All Proposers will be required to evaluate client satisfaction using a tool and methodology approved by HCIDLA.

Grievance and Termination

Proposers will establish grievance and termination procedures, including an appeals process, in accordance with Fair Housing and HOPWA guidance found in §574.310(e)(1)(2). Grievance, Termination, and Appeal procedures will be provided to the client upon entry to the program. HCIDLA may provide document templates to assist with these procedures.

Subcontractors

Proposers will establish subcontracts with all partners or agencies that will receive any portion of the Lead Agency's HOPWA funding allocation. This includes all core services to be provided as part of this RFP. HCIDLA will provide document templates to assist with these subcontracts. **(Exhibit A – Subcontractor Template)**

1. HOPWA Regional Offices

The HOPWA Regional Offices will hire staff, establish subcontractors, mobile teams, satellite offices, and co-located staff, as needed to effectively serve all clients in the region to ensure that all clients have access to all needed services.

HOPWA Regional Offices will be responsible for covering the following six geographic service areas. One Lead Agency will be selected in each of the following areas listed below:

	HOPWA Regional Office Boundaries	Service Planning Areas (SPA)
1	San Fernando Valley & Antelope Valley	SPA 1 & 2
2	San Gabriel/Foothills & East Los Angeles	SPA 3 & 7
3	Metro West & West Los Angeles	SPA 4 (Subgroup) & SPA 5
4	South Los Angeles	SPA 6
5	Metro Downtown & Metro East	SPA 4 (Subgroup)
6	South Bay	SPA 8

Regions are defined using the [Los Angeles County Service Planning Areas](#) and the subgroups of boundaries. (see **Exhibit B**, Boundaries of the eight SPAS and SPA 4 Subgroups)

Required and Eligible Activities of Regional Offices

The HOPWA Regional Offices will assist PLWHA who are low-income and in need of housing services, including those experiencing, or at risk of, homelessness (see [HUD Definition of Homelessness](#)). The HOPWA 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. HOPWA Regional Offices are encouraged to partner with other organizations or leverage other funding sources to provide needed services to clients.

	Core Service	Must Provide	Service Provided By	Eligible Cost Category
	1. HOPWA Regional Offices			
1	Housing Specialist Services	X	Lead Agency only	Supportive Services
2	Crisis beds	X	Lead Agency and/or Subcontractor	Housing Subsidy
3	Legal Services	X	Subcontractor	Supportive Services
4	Resident Service Coordination (RSC)		Lead Agency and/or Subcontractor	Supportive Services
5	Short-Term, Rent, Mortgage, Utility (STRMU) & Permanent Housing Placement (PHP)	X	Lead Agency and/or Subcontractor	Housing Subsidy
6	Additional HOPWA-eligible supportive services		Lead Agency and/or Subcontractor	Supportive Services

Agencies may apply to operate more than one Regional Office, up to a maximum of two regions. A Regional Office may also apply as a subcontractor for other Regional Offices, except for Housing Specialist Services, which are core services to be delivered by the Regional Office. However, the agency must provide ample evidence of capacity to provide comprehensive services for more than one Regional Office.

Housing Specialist Services

The Lead Agency will provide housing interventions that match clients’ needs and will be required to provide service coordination and linkages to help clients secure and maintain housing and achieve housing stability, including case management, medical services and medication management assistance, mental health and substance abuse counseling, financial/benefits counseling, life skills training, food and nutrition programs, employment training, legal assistance, child care, etc.

The Lead Agency will:

- a) Complete a HOPWA intake/assessment and individual housing plan for all clients to be enrolled, which will include, but not be limited to, determination of eligibility; develop housing plans and goals to assist clients with all aspects of housing search, including working with staff from the HOPWA Information and Referral program, emergency and permanent housing placement, assisting clients with maintaining timely rental and utility payments, and housing retention with the ultimate goal of helping clients become permanently, stably housed and progress notes and develop new goals, as needed. Caseload 1:40, depending on a client's acuity and how long they have maintained their permanent housing unit;
- b) Assist clients with applications for Short-Term Rent, Mortgage and Utility (STRMU) and Permanent Housing Placement (PHP), and other financial assistance programs;
- c) Follow the client throughout the entire Tenant-Based Rental Assistance (TBRA) process, including assisting the client with the public housing authority (Section 8) application, interviews, certificate issuance, housing search, housing placement, and move-in grant financial assistance. The Housing Specialist will remain in contact with the client by providing monthly on-going follow-ups as well as quarterly home visits, for at least 12 months or until the client converts to a Housing Choice Voucher. Any deviation from this must be documented in case notes and written notification must be submitted HCIDLA;
- d) Assist clients with applications for affordable/low-income housing programs, housing applications for prospective unit(s), landlord/property management negotiations, locate affordable moving companies, storage, landlord/tenant rights and responsibilities, budgeting, leases and rental agreements, interpersonal skills to interact successfully with landlord/property managers and neighbors, address poor rental/credit histories and address this barrier during interviews with prospective landlords and act as a liaison between the landlord/property management and other referral agencies, as needed;
- e) Offer services or referrals for increasing income, including benefits counseling, employment training, job counseling, and education and vocational services;
- f) Ensure clients are linked to an HIV medical care provider or provide referral to medical care services, such as the Ryan White linkage to care program;
- g) Provide on-going monthly follow-up contact with clients for up to one (1) year or more, with more frequent intensive support for high-needs clients, based on the client's acuity, including those moving into permanent housing, that do not have on-site supportive services. This will include on-site home visits, telephone calls and other methods of communication to address housing stability and to provide additional services to help the client maintain their housing. Quarterly assessment of the client's acuity will help to determine the extent and frequency of the follow-up necessary;

- h) Conduct annual re-assessments of on-going clients, including annual recertification of eligibility, including collecting verifiable income documentation, progress notes identifying any setbacks on achieving goals, develop new goals with clients, connection to regular medical care, and financial stability to achieve self-sufficiency with the ultimate goal of helping clients become permanently, stably housed; and
- i) Coordinate all client interactions to services, track crisis beds, monitor progress on the client's housing plan, and evaluate effectiveness of the services, including each client encounter. Referral and program services rendered must be documented and maintained in HCIDLA's approved client-centered electronic database for each individual client file.

Crisis beds

The Lead Agency or a subcontractor must provide access to crisis housing beds for their homeless and unstably housed clients. The Housing Specialist must work with individual clients to develop and implement housing plans with the ultimate goal of securing permanent housing. Crisis beds include emergency shelter and transitional housing. Justifications for the number of beds must be provided to demonstrate how they will meet the needs of the regions. If there are no suitable beds available for a client in a particular region, the Regional Office may secure beds using a hotel/motel voucher. Crisis housing beds will be reimbursed on a bed-night reimbursement basis only. The bed-night rate must be broken down into two parts: operating costs and supportive service costs, and the applicant must justify the rate on their budget (See Budget Narrative). 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.

Crisis beds must follow these requirements:

- a) The Lead Agency's Housing Specialist will be expected to keep in contact with the client in a crisis bed for a minimum of, at least twice a month or more frequently, as needed and determined by the client's acuity;
- b) The time limit for emergency shelter stays is 60 days during any six-month period, and the days do not have to be consecutive (24 CFR 574.330 (a) (2)). Emergency shelters may not charge a fee to clients;
- c) 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 implement a plan to increase skills and income, when possible, for increased self-sufficiency. The Client is also expected to apply for all other affordable housing programs for which they may be eligible during the transitional stay;
- d) Crisis housing 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 most current LAHSA Crisis Housing Requirements, **(Exhibit C Los Angeles Homeless Services Authority (LAHSA) Crisis Housing Requirements)** and must ensure that the housing facilities follow the established LAHSA crisis housing requirements; and

e) 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.

Motel and Food Vouchers

Lead Agencies may request funds for motel and food vouchers as a form of crisis housing if the region lacks alternative emergency shelters. The Lead Agency will be responsible for developing formal relationships with motel and food vendors. 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, issue payments to vendors, and perform all other tasks necessary to provide this housing resource.

Legal Services

Lead Agencies will be required to provide legal services through a subcontract with a legal service provider(s) in the regions to be covered. Legal and advocacy services are to be provided 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, landlord/tenant issues, habitability issues; 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 assistance with issues involving employment, credit, medical care, health insurance, denial of public benefits and public benefits advocacy. The Lead Agencies will be responsible for determining the level of legal services in each region.

The Lead Agency subcontractor will:

- a) Provide counsel, legal advice and assistance, representation at hearing, negotiations, mediations, and appearances in court, when necessary;
- b) Accept referrals from the Lead Agency, as well as refer clients for Housing Specialist services. Legal Services subcontractors may accept referrals outside of the regional office as dictated by the Lead Agency;
- c) Provide workshops, presentations, and informational materials to Lead Agency on housing rights, landlord/tenant rights, Fair Housing law, accessing benefits, public housing, or other issues relevant to PLWHA;
- d) Ensure all attorneys assigned to this program are licensed in the State of

California to practice law and all staff are experienced and trained in all HOPWA program, federal, and contract requirements, landlord/tenant and fair housing law, accessibility and reasonable accommodations laws, public housing, accessing benefits and other issues as necessary to assist clients; and

e) Coordinate all client interactions and services, monitor progress on the client's plan, and evaluate effectiveness of the services, including each client encounter. All referral and program services must be documented and maintained in HCIDLA's approved client-centered electronic database or approved alternative tool, for each individual client file.

Resident Service Coordination

The Lead Agency or subcontractor will provide services to PLWHA who reside in affordable permanent housing developments which include housing interventions that match clients' needs, and service coordination and linkages to help clients maintain housing and achieve housing stability, including case management, medical services and medication management assistance, mental health and substance abuse counseling, financial/benefits counseling, life skills training, food and nutrition programs, employment training, legal assistance, child care, etc.

The Resident Service Coordinators (RSC) will:

a) Provide services, at a minimum, during regular business hours, at the housing site(s) or at another location easily accessible to the clients. Proposer(s) will also ensure access to after-hours supportive services. Provide new resident orientation, introduction to their new neighborhood and local services, and other necessary assistance to help them adjust to their new housing;

b) Complete a HOPWA intake/assessment and individual housing plan, develop housing retention plan and goals for all new eligible and on-going clients, provide linkage/referrals and track necessary services such as, but not limited to, benefits counseling, mental health counseling, substance abuse programs; assist clients with maintaining timely rental and utility payments, medical care, financial management and budgeting, food and nutrition, life skills and ensure clients are linked to an HIV medical care provider or provide referral(s) to medical care services, such as the Ryan White linkage to care program. The Proposer must demonstrate how the services provided by the RSC assist the tenants to retain their affordable housing and become self-sufficient. Caseload up to 1:60 depending on client acuity and long-term, stable tenants requiring less frequent meetings;

c) Provide information and training to clients on landlord/tenant rights and responsibilities, budgeting, interpersonal skills to interact successfully with landlord/property managers and neighbors, address poor rental/credit histories, etc.;

d) Coordinate and manage monthly tenant/resident meetings on topics including, but not limited to, landlord/tenant rights and responsibilities, HIV/AIDS medical

updates neighborhood amenities, building and management issues, as well as social and recreational activities and encourage client participation. Meetings will be held on-site or at a convenient location for clients to attend. A record of each meeting is required and must include date, location, topic, staff attendance, guest speakers, sign-in sheets for residents and any handouts or flyers;

e) Manage any tenant/landlord issues, address any complaints and issues that arise that could lead to eviction, attempt to resolve any behavioral problems, substance abuse issues, or other issues that threaten to destabilize the client's housing, including necessary minor repairs, safety issues, etc.;

f) Offer services or referrals for increasing income, including benefits counseling, employment training, job counseling, and education and vocational services;

g) Develop emergency procedures that include the steps to be taken in the event of psychiatric/medical emergencies, accidents, or other serious incidents affecting clients. Procedures should include an on-call phone number, emergency contracts, and other resources in the event of an emergency;

h) Conduct annual assessments of on-going clients, including annual recertification of eligibility, including collecting verifiable income documentation, progress, development of new goals with clients as necessary to achieve self-sufficiency, connection to regular medical care, and financial stability;

i) Provide, on-going monthly follow-up contact with clients, with more frequent intensive support for new or high-needs clients, based on the client's acuity. This will include on-site home visits, telephone calls and other methods of communication to address housing stability and to provide additional services to help the client maintain their housing. Quarterly assessment of the client's acuity will help to determine the extent and frequency of the follow-up necessary;

j) Refer to the Regional Office to provide Permanent Housing Placement grants when moving in clients, as needed and when exiting/transitioning clients from permanent housing program to ensure clients are linked to a Housing Specialist; and

k) Coordinate all client interactions to services, monitor progress on the client's housing plan, and evaluate effectiveness of the services, including each client encounter, referral and program service which must be documented and maintained in HCIDLA's approved client-centered electronic database for each individual client file.

Short-Term, Rent, Mortgage, Utility (STRMU) & Permanent Housing Placement (PHP)

Short-Term, Rent, Mortgage, Utility (STRMU)

The Lead Agency or subcontractor will provide STRMU payments for households experiencing a financial crisis as a result of their HIV health condition or a change in their economic circumstances. STRMU is designed to prevent households from

becoming homeless by helping them remain in their own dwellings during a financial crisis. Eligible clients must be working with a Housing Specialist to develop a housing plan to achieve self-sufficiency. STRMU is a “needs-based” program; the amount of assistance provided to households is based on available funding, funding cap and the actual need for assistance. For more information, please see HUD’s fact sheet: <https://files.hudexchange.info/resources/documents/HOPWA-STRMU-Assistance.pdf>

Permanent Housing Placement (PHP) – This service will provide financial assistance for move-in costs of security deposit, first month’s rent, and/or utility connection costs for clients moving into permanent housing. The grant is limited to twice the amount of the new contracted rent. PHP grants can be issued once every three (3) years to eligible households. For more information, please see HUD’s fact sheet: https://www.hud.gov/sites/documents/FACTSHEET_PHPS08.PDF.

The Lead Agency or subcontractor will.

- a) Accept, review and process STRMU/PHP applications, verify program eligibility, housing plan to achieve self-sufficiency, and collect and verify supportive documentation, including a verifiable picture identification, living or moving within Los Angeles County, verify proof of ownership or homeowner using a services such as a property data information software, including collecting W-9s, mortgage statements or deeds, (for STRMU only) collect verifiable documentation of inability to pay rent, mortgage and/or utilities due to a HIV medically related or loss of income, rent burden to determine if STRMU/PHP is the appropriate program to meet the needs of the client, verify client’s name on lease/rental agreement or mortgage statement;
- b) For STRMU Only: Maximum Subsidy - The maximum amount of assistance is, in accordance with 24 CFR Part 574. STRMU assistance is provided to eligible households for up to 21 weeks within a given 52-week period, and an established cap set by HCIDLA for a single individual and family household in combined STRMU/PHP assistance in a contract period, whichever comes first. Upon approval by HCIDLA, the maximum cap amount may be increase on a program-wide basis but may not be increased on an individual basis. At minimum, the annual per household amount for STRMU is the equivalent to at least one-month Fair Market Rent as established by HUD annually per unit size. STRMU may not be used for moving assistance, security and utility deposits, or first month’s rent;
- c) For PHP Only: Provide move-in costs of security deposit, first month’s rent, and/or utility connection costs for clients moving into permanent housing. For client’s moving into a unit under a TBRA program, the rent to income burden cannot exceed 70%. The maximum PHP grant is limited to twice the amount of the new contracted rent. PHP grants can be issued once every three years to eligible households;
- d) Using PHP for first month’s rent when the unit is also receiving an ongoing subsidy, such as TBRA, is considered to be used in conjunction with another federal funding and not allowed. A client is expected to pay their first month’s rent;

- e) Demonstrate capacity to maintain accounting records for returned security deposits that is considered program income and maintain a record of all deposits and make a good faith effort to recover program funds when a client has vacated the unit;
- f) Lead-based paint, per 24 CFR §574.310(b), §574.635, §35, and CPD-94-05, STRMU/PHP do not require inspections, but households must certify their housing meets all standards and requirements. If a household is residing in substandard housing, the housing plan should address issues or include a goal of moving the household to a unit that meets all Housing Quality Standards. A Housing Quality Standards Certification form may be completed before assisting a household;
- g) Develop written policies and procedures for each program, which must be submitted to HCIDLA for written approval with 30 days of contract execution;
- h) Proposers may impose other requirements but must be in accordance with HOPWA regulations and approved by HCIDLA before implementation and be included in the HOPWA policies and procedures as approved by HCIDLA;
- i) The Lead Agency or subcontractor will oversee all aspects of fiscal management to safeguard and manage all funds paid by the program including those issued for payment to subcontract and 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;
- j) Develop, STRMU/PHP applications, forms, and reporting documents. Conduct regular trainings on program guidelines, application procedures, documentation, etc. Maintain 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 Housing Specialist by Regional Office. Track clients to ensure that the programs are accessed within the time limit parameters. Issue monthly/quarterly reports to HCIDLA on usage of the programs. The final elements of the reports will be defined in the contract with HCIDLA;
- k) Process and issue checks made payable to property owners, management companies, lenders, utility companies, or other vendors, on behalf of the client. Payment can never be made payable to the client, or staff under any circumstances. Payments must be made within 5-7 business days of receipt of a complete and accurate application;
- l) Coordinate with other HOPWA-funded Regional offices to ensure that clients are not receiving duplicate funding for both STRMU, PHP or from other funding sources; and
- m) Conduct outreach to HIV/AIDS and medical/mental health service providers, Coordinated Entry System (CES) and Ryan White Medical Case Coordination (MCC)

teams, parolee programs, and other service organizations in the region to ensure that eligible clients are aware of the availability of financial assistance program.

Additional HOPWA-eligible supportive services

Food and nutrition support, benefits assistance, life skills, transportation, employment and/or vocational services may be considered for funding, based on the Proposer's proposal and available funding as long as the ultimate goal is to help clients become permanently and stably housing. However, HOPWA funds may not be used to provide mental health care, substance abuse treatment or medical care.

The Lead Agency or subcontractor will:

- a) Ensure a client is enrolled with a Housing Specialist and that food and nutrition, benefits assistance, life skills, transportation, or employment and/or vocational services assist to support a housing plan with the ultimate goal of providing housing stability;
- b) The following services may be provided as a component of supportive service;
 - i. Food and nutrition – food bank or home-delivered meals include the actual cost of food or nutritional supplements. Food cards/vouchers are unallowable costs. This provision includes hygiene items, limited to homeless clients and household cleaning supplies, limited to clients moving into permanent housing. Lead Agency or subcontractor will be required to maintain a record of services provided to clients and purchases services.
 - ii. Benefit assistance – includes benefit related services such as but not limited to benefit counseling, assist client with benefit applications, food stamps, general relief, etc.
 - iii. Life skills – provide training to include but not limited to, communication skills, budgeting and money management, maintaining and operating a home (cooking, cleaning, pay bills), etc.
 - iv. Transportation – services provided include ride share/taxi services and metro/bus passes to increase access to health care services and housing. Lead Agency or subcontractor will be required to maintain a record of all transportation services provided to clients and purchases of ride share/taxi services and metro/bus passes.
 - v. Employment and/or vocational services – Client-centered service and training to assist in building employment and job readiness skills, including but not limited to building resumes, job posting, interview skills, job training materials, etc.
- c) At a minimum, conduct an intake, determine and evaluate specific program

eligibility, and develop program goals to address the needs, barriers, and increase independent living and income and as related to food and nutrition, benefits assistance, life skills, or transportation, or employment and/or vocational services, including frequency of services, assist clients to complete any necessary applications, and work in collaboration with the Housing Specialist to provide housing stability;

d) Provide on-going monthly follow-up contact with clients for up to one (1) year or more, with more frequent intensive support for high-needs clients, based on the client’s acuity. This may include on-site home visits, telephone calls and other methods of communication to address food and nutrition, benefits assistance, life skills, transportation, or employment and/or vocational services that support housing stability and provide additional services to help the client maintain their housing. Quarterly assessment of the client’s acuity will help to determine the extent and frequency of the follow-up necessary;

e) Conduct annual assessments of on-going clients, including annual recertification of eligibility, including collecting verifiable income documentation, progress, develop new goals with clients as necessary to achieve self-sufficiency; and

f) Food and nutrition, benefits assistance, life skills, transportation and employment and/or vocational services will coordinate all client interactions related to the specific service, track and monitor progress on the client’s plan, and evaluate effectiveness of the services, including each client encounter, referral and program service must be documented and maintained in HCIDLA’s approved client-centered electronic database for each individual client file.

2. Housing Information and Referral

This countywide coordination office will offer resources to PLWHA seeking housing and related services, a training module and animal support and advocacy. One Lead Agency will be selected.

	Core Service	Must Provide	Service Provided By	Eligible Cost Category
	2. Housing Information and Referral			
1	Housing Information and Referral	X	Lead Agency	Housing Subsidy
2	Training Module	X	Lead Agency and/or Subcontractor	Supportive Services
3	Animal Support and Advocacy	X	Lead Agency and/or Subcontractor	Supportive Services

Housing Information and Referral

This program will provide countywide service and consist of three primary components, housing information and assistance with referrals to affordable housing resources, locating available and affordable housing units, working with property owners to secure units, and maintaining a resources web-based database.

The Lead Agency will:

- a) Maintain a user-friendly countywide housing resources web-based database to include but not limited to tenant rights, landlord/tenant rights and responsibilities, fair housing, life skills, food/nutrition services, Social Security Administration offices, Veteran Affairs resources, Ryan White-funded services and accommodation process through the American with Disabilities Act (ADA) that target PLWHA. 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);
- b) 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, develop a procedure to monitor the accuracy of listings and information, including administering phone interviews and written questionnaires to each listing at regular intervals, conduct and maintain documentation of site visits 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);
- c) Operate a toll-free telephone line for client inquiries during normal business hours. A Lead Agency staff member must be available to respond to all client inquiries. All messages will be returned within one (1) business day;
- d) Provide referrals to calls and walk-in clients, provide information on housing resources, including HOPWA programs, provide transportation resources for clients receiving referrals to a regional office or HOPWA funded crisis beds;
- e) Identify emergency and transitional housing and affordable permanent housing opportunities throughout Los Angeles County to serve as a resource to all Regional Offices, identification efforts developing relationships with property owners and/or managers, apartment associations, monitoring property openings and visiting properties, housing location staff will develop relationships with LAHSA's Coordinated Entry Systems, crisis housing providers in each SPA, and notify Regional Offices of available permanent housing opportunities via the housing database, informational emails, and other outreach mechanisms;
- f) Conduct 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. Additionally, will assist with coordinating meetings between HCIDLA and HOPWA providers throughout the County; and
- g) Ensure that HOPWA funding may also be used to provide client trainings on topics included but not limited to housing search, housing retention and other relevant

housing topics.

Training Module

This training will consist of conducting a Housing Specialist Certification training program to ensure consistent service delivery throughout all HOPWA funded programs, countywide and training modules on a variety of topics. All HOPWA-funded Housing Specialist and program managers will be required to complete the Housing Specialist Certification training.

The Lead Agency or subcontractor will:

- a) Develop curriculum and a training manual to accompany the Housing Specialist Certification program, include topics such as interview techniques, 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; and
- b) Develop conduct trainings to include a variety of formats, such as webinars, online self-paced modules, and in-person trainings. Training topics, including but are not limited dealing with difficult clients, self-care, etc. Funding may be used to pay for outside trainers, as needed.

Animal Support and Advocacy

This service will provide animal support services and advocacy to low-income PLWHA with the goal of helping clients secure and maintain appropriate housing with their service/emotional support animals. HOPWA funds will pay for staffing and administration of the program. the Lead Agency or subcontractor must be able to provide evidence that pet/animal food, veterinary costs, and animal grooming will be paid by other sources of funds.

The Lead Agency or subcontractor will:

- a) Provide advocacy services to educate clients on housing rights related to service or emotional support animals, including how to request a reasonable accommodation, including providing consultation and guidance on these matters as they relate to housing accessibility, reasonable accommodation and any barriers to accessing supportive services;
- b) Provide advocacy a minimum of four (4) trainings on clients' rights with support animals to HOPWA providers, regional offices, other agencies or groups whose clientele are likely to include a high percentage of low income PLWHA;
- c) Complete a HOPWA intake/assessment and individual housing plan for all clients to be enrolled for services, which will include but not limited to determination of

eligibility, develop housing plans and goals to assist clients with the ultimate goal of helping clients and their service/emotional support animals become permanently or maintain housing, track progress in case notes and develop new goals, as needed. Offer referrals for STRMU/PHP, crisis housing, increasing income, including benefits counseling, employment training, job counseling, and education and vocational services, ensure clients are linked to a HIV medical care provider or provide referral to medical care services, such as the Ryan White linkage to care program. Caseload depends on a client’s acuity and how long they have maintained their permanent housing unit;

d) Provide, on-going monthly follow-up contact with clients for up to one year, including those moving into permanent housing, that do not have on-site supportive services. This will include telephone calls and other methods of communication to address housing stability and to provide additional services to help the client maintain their housing and their service/emotional support animals. Quarterly assessment of the client’s acuity will help to determine the extent and frequency of the follow-up necessary. A warm handoff referral to a Housing Specialist for more intensive support for high-needs clients, based on the client’s acuity;

e) Conduct annual re-assessments of on-going clients, including annual recertification of eligibility, including collecting verifiable income documentation, include progress notes identifying any setbacks on achieving goals, develop new goals with clients, connection to regular medical care, and financial stability to achieve self-sufficiency with the ultimate goal of helping clients become permanently, stably housed; and

f) Coordinate all client interactions to services, track animal support services, monitor progress on the client’s housing plan, and evaluate effectiveness of the services, including each client encounter, referral and program service must be documented and maintained in HCIDLA’s approved client-centered electronic database for each individual client file.

3. Scattered-Site Master Leasing (SSML)

This service will provide master lease scattered site units of permanent housing in any community within the boundaries of the County of Los Angeles and the provision of supportive services in permanent housing.

	Core Service	Must Provide	Service Provided By	Eligible Cost Category
	3. Scattered-Site Master Leasing (SSML)			
1	Scattered-Site Master Leasing	X	Lead Agency	Housing Information and Referral
2	Supportive Services	X	Lead Agency	Supportive Services

As it relates to the Master Lease Function, the Lead Agency will:

- a) Locate units and negotiate master leases with private landlords, identify eligible clients and negotiate sub-leases;
- b) Establish rents for master-leased units must not exceed 100% of the Fair Market Rent (FMR) for the Los Angeles-Long Beach Statistical Metropolitan Area as determined by HUD, or the average applicable bedroom size, or comparable rent for the area, whichever is lower. Rent for master-leased units also must be comparable to rents charged by the owner for similar unassigned units. Agencies will be responsible for determining appropriate subtenant rent amounts, associated rental subsidy levels, and ensuring housing quality standards for master-leased units. Documentation of the rent reasonableness must be kept on file for each unit/building;
- c) Ensure that any person residing in any master-leased unit pays rent, including utilities, in an amount that is the higher of:
 - Thirty (30%) percent of the monthly household adjusted income (adjustment factors include the age of the individual, medical expenses, size of family and child care expenses, and are described in detail in 24 C.F.R. Section 813.102);
 - Ten (10%) percent of the monthly household gross income, or;
 - If the household is receiving financial assistance from a public agency, the part of the payment specifically designated by the agency to meet the household's housing costs.
- d) Address any complaints and issues that arise that could lead to eviction. The Lead Agency must take steps to resolve any behavioral problems, substance use issues, or other issues that threaten to destabilize the client's housing, including necessary minor repairs, safety issues, etc. Provide cleaning, painting, and light repair services to housing unit when there is a change in sub-lessee, as needed; and
- e) Ensure that the rental units meet the applicable housing quality standards outlined in 24 C.F.R. Sec. 574.310(b), also known as the HOPWA Habitability Standards and the Los Angeles Housing Code prior to move-in and annually thereafter. Ensure all units meet the Lead-based paint, per 24 CFR §574.310(b), §574.635, §35, and CPD-94-05 standard. If a household is found residing in substandard housing, the housing plan should address issues or include a goal of moving the household to a unit that meets all Housing Quality Standards. A Housing Quality Standards Certification form must be included in each client's file.

As it relates to the Supportive Services in Housing Function, the Lead Agency will:

- a) Provide services to PLWHA who reside in affordable SSML units that include housing interventions that match clients' needs, and service coordination and linkages to help clients maintain housing and achieve housing stability, including case management, medical services and medication management assistance, mental

health and substance use counseling, financial/benefits counseling, life skills training, food and nutrition programs, employment training, legal assistance, child care, etc.;

b) Provide services, at a minimum, during regular business hours, at the housing site(s) or at another location easily accessible to the clients. Proposer(s) will also ensure access to after-hours supportive services, provide new resident orientation, introduction to their new neighborhood and local services, and other necessary assistance to help them adjust to their new housing;

c) Complete a HOPWA intake/assessment and individual housing plan, develop housing retention plan and goals for all new eligible and on-going clients, provide linkage/referrals and track necessary services such as but not limited to benefits counseling, mental health counseling, substance abuse programs; assist clients with maintaining timely rental and utility payments, medical care, financial management and budgeting, food and nutrition, life skills and ensure clients are linked to an HIV medical care provider or provide referral(s) to medical care services, such as the Ryan White linkage to care program. The proposer must demonstrate how the services provided by the Service Provide assist the tenants to retain their affordable housing and become self-sufficient. Caseload up to 1:60 depending on client acuity and long-term, stable tenants requiring less frequent meetings;

d) Provide information and training to clients on landlord/tenant rights and responsibilities, budgeting, interpersonal skills to interact successfully with landlord/property managers and neighbors, address poor rental/credit histories, etc.;

e) Coordinate and manage monthly tenant/resident meetings on topics, including but not limited to landlord/tenant rights and responsibilities, HIV/AIDS medical updates neighborhood amenities, building and management issues, as well as social and recreational activities and encourage client participation. Meetings will be held on-site or at a convenient location for clients to attend. A record of each meeting is required and must include date, location, topic, staff attendance, guest speakers, sign-in sheets for residents and any handouts or flyers;

f) Manage any tenant/landlord issues, address any complaints and issues that arise that could lead to eviction, attempt to resolve any behavioral problems, substance use issues, or other issues that threaten to destabilize the client's housing, including necessary minor repairs, safety issues, etc.;

g) Offer services or referrals for increasing income, including benefits counseling, employment training, job counseling, and education and vocational services;

h) Conduct annual assessments of on-going clients, including annual recertification of eligibility, including collecting verifiable income documentation, include progress, develop new goals with clients as necessary to achieve self-sufficiency, connection to regular medical care, and financial stability;

i) Provide, on-going monthly follow-up contact with clients, with more frequent

intensive support for new or high-needs clients, based on the client's acuity. This will include on-site home visits, telephone calls and other methods of communication to address housing stability and to provide additional services to help the client maintain their housing. Quarterly assessment of the client's acuity will help to determine the extent and frequency of the follow-up necessary;

j) Provide referrals to Regional Office to provide Permanent Housing Placement grants when moving in clients, as needed and when exiting/transitioning clients from permanent housing program to ensure clients are linked to a Housing Specialist;

k) Coordinate all client interactions to services, monitor progress on the client's housing plan, and evaluate effectiveness of the services, including each client encounter, referral and program service must be documented and maintained in HCIDLA's approved client-centered electronic database for each individual client file; and

l) Develop emergency procedures that include the steps to be taken in the event of a psychiatric/medical emergencies, accidents, or other serious incidents affecting clients. Procedures should include on-call phone number, emergency contracts, and other resources in the event of an emergency.

For more information on Scattered-Site Master Leasing, including establishing rent amounts please reference the HOPWA Rental Assistance Guidebook. <https://files.hudexchange.info/resources/documents/HOPWARentalAssistanceGuidebook.pdf>

Administrative Requirements

Invoices/Contract Monitoring

The Lead Agency will be required to review and pay monthly invoices of the subcontractors and monitor them to ensure contract compliance, such as the number of client served, crisis beds provided, etc. The Lead Agency will be expected to conduct site visits of the subcontracted providers as part of the monitoring process and submit reports to HCIDLA.

Reporting

The Lead Agency will be required to track and report to HCIDLA, using the HCIDLA approved client-centered database, all client activities including but not limited to intake/assessment, placement into crisis and permanent housing, monthly follow-ups, STRMU/PHP applications, housing retention, etc.

Procurement

The Lead Agency will be expected to conduct a procurement process for crisis housing providers, legal services, resident service coordination, STRMU/PHP services, training

module, and animal support and advocacy for which a subcontract may perform the service. Crisis housing, resident service coordination, STRMU/PHP, and animal support and advocacy can be provided by the Lead Agency and/or a subcontractor. The minimum procurement process is described in **EXHIBIT D Subcontractor and Procurement Procedures**.

Proprietary Materials

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.

FISCAL MONITORING SERVICES

This RFP also seeks to hire one organization or firm to conduct risk analyses, fiscal reviews and monitoring and conducting on-site fiscal reviews, audits, and audit related services of the HOPWA contractors. (See **Exhibit E** for Fiscal Monitoring Services Scope of Work and Narratives.)

C. ELIGIBLE PROPOSERS (Threshold Requirements)

Proposals will be accepted only from organizations that meet the following criteria. Proposers must:

1. Be qualified to conduct business in the State of California as evidenced by the organization's business registration with the California Secretary of State;
2. Be in good standing with the California Secretary of State, if a corporation or limited liability company;
3. Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance;
4. Have not been debarred by the federal government, State of California or local government;
5. For regional offices, housing information and referral and scattered-site master leasing: Proposers must be a community-based non-profit or a faith-based organization operating in Los Angeles County and has at least three (3) years of experience in providing similar types of housing and/or services to those for which a proposal is submitted.
6. For Fiscal Monitoring Services: The proposer must be either 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, reviews requested in this RFP

7. Not have any outstanding debt which has not been repaid or for which a repayment agreement plan has not been implemented, if the proposer has previously contracted with the State of California or the City of Los Angeles. If it has contracted with the HCIDLA, it must not have any outstanding disallowed costs or other liability to the City.

D. BUDGET AND SOURCES OF FUNDS

The funding for HOPWA services solicited is provided by the HOPWA formula grant allocated to the City of Los Angeles through the federal Consolidated Plan.

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

- Subcontractor budgets: May include 7% for administrative costs; however, the administrative costs must come from the administrative allocation as a Lead Agency.
- Fiscal monitoring contract is not eligible for the 7% administrative costs.

Projected funding ranges available for each service category are listed below and include 7% for administrative operations. However, based on changes in the availability of federal funds, 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.

Service Category	Funding Ranges
Regional Offices	Up to \$2,500,000
Housing Information and Referral	Up to \$1,000,000
Scattered-Site Master Leasing	Up to \$800,000
Fiscal Monitoring Services	\$90,000 <i>(This category is not eligible for the 7% administrative allocation)</i>

The total funding available is an approximate amount. Funding may be increased or decreased depending on the final 2021-22 HOPWA formula grant allocation, available savings rollover, or other factors. HCIDLA reserves the right to redistribute funding among Contractors.

The HOPWA program is focused on customer services. Expectations of transparency and accountability mean that 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, 2021, for a one-year period with an option to extend for up to two (2) 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.

F. PRELIMINARY SCHEDULE

<u>Event</u>	<u>Date</u>
Request for Proposals Released	Monday, September 28, 2020
Mandatory Proposers' Conference	Thursday, October 8, 2020
Proposal Submission Deadline	Monday November 23, 2020

G. MANDATORY PROPOSERS' CONFERENCE

A Proposers' Conference, via webinar only, has been scheduled to answer questions about this RFP. See cover page for Conference date and time. Participation is mandatory for anyone interested in submitting a proposal in response to this RFP, and failure to participate will result in proposer ineligibility. Please plan to participate on time as credit may not be given if a proposer's representative joins the webinar late. The registration and webinar information for remote participation is as follows:

1. Please register for the **Housing Opportunities for People With AIDS (HOPWA) RFP Proposers' Conference** by **October 7, 2020** at:

<https://attendee.gotowebinar.com/register/1526419416084359949>

2. When attending, please select **Phone Call** as your audio mode.
3. The following number should be dialed on your phone in order to access the audio portion of this meeting:

United States: +1 (213) 929-4221

Access Code: 658-512-451

Audio PIN: Shown after joining the online webinar

After registering, you will receive a confirmation email containing information about joining the webinar. A GoToWebinar attendee guide can be found at the following address: <https://support.logmeininc.com/gotowebinar/how-to-join-attendees>

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 program design. It is recommended that you have a copy of the RFP available to you during the webinar for easy reference.

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 Contracts and Procurement Unit at (213) 744-7278 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.contractsprocurement@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. 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 submitted electronically to the email address listed on the front cover of this RFP by 5:00 p.m. PDT by the submission deadline date.

The cover letter accompanying the proposal must bear the actual signature of the person(s) authorized to sign the proposal and addressed to:

Contracts and Procurement Unit
Los Angeles Housing and Community Investment Department
1200 W. 7th Street, 4th Floor
Los Angeles, CA 90017

Persons who submit a proposal will receive an email response confirming receipt of their submission. 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 5:00 p.m. or earlier.

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 SUBMITTED AFTER 5:00 P.M. PDT ON THE SUBMISSION DEADLINE DATE WILL NOT BE OPENED.**

J. EVALUATION CRITERIA

The Housing and Community Investment Department will review and score each complete and fully responsive proposal. Proposals shall be determined eligible for review and scoring based on the responsiveness and factuality or verifiability of the proposal documentation and information. A minimum score of 70 is required to be considered for funding. The evaluation will be based on the proximity of a proposal’s prices to competitive market values and relative to other proposers’ pricing, the quality of responses to the RFP, and reasonableness of the proposer’s costs relative to other proposers’ costs. Proposals shall be evaluated based on the following categories and may include consideration of any or all of the listed factors at the City’s sole discretion.

Evaluation Criteria for Housing and Supportive Services proposals:

Area	Description	Points
1	Organizational Capacity and Demonstrated Effectiveness	30
2	Program Plan and Implementation	40
3	Budget	20
4	Past Performance and References	10
	Total Points	100

Evaluation Criteria for Fiscal Monitoring Services proposals:

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

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

The City's decision to award a contract(s) will be based on the stated evaluation criteria. The City reserves the right to modify the City's objectives and requirements at any point during the period prior to submittal deadlines (by RFP addendum), without liability, obligation, or commitment to any party, firm or organization for costs incurred in responding to this RFP, RFP addendums or subsequent modifications of the City's terms and conditions prior to execution of a contract.

Proposals will be evaluated against others proposing to provide the same services and to independent cost estimates. The lowest cost proposer may not be determined to be the best proposer when all the evaluation factors have been 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 be reviewed to determine that the minimum eligibility requirements are met (See Section II. C). 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. A proposal's fee schedule pricing will be judged based on its proximity to HCIDLA's competitive market value pricing and other proposers' pricing.
5. At the City's sole discretion, oral interviews may be held with top-scoring proposers. The results of the oral review may determine the final funding recommendations.
6. Proposers shall be notified in writing about funding recommendations and evaluation results.

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. Letters of Appeal

Appeals shall be delivered electronically via email to HCIDLA at hcidla.contractsprocurement@lacity.org, no later than within five (5) business days from the date that the notification of the results of the RFP was emailed. Proposers may file an appeal by submitting a written request and identifying the specific reason for the appeal to:

Rosa Benavides, Director of Administrative Services
Los Angeles Housing and Community Investment Department
c/o Contracts and Procurement Unit
RFP Appeal – HOPWA RFP
1200 W. 7th Street, 4th 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.

M. 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.

III. GENERAL RFP INFORMATION

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 email 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; and
- 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:

<https://bca.lacity.org/Uploads/cro/CRO%20Personal%20Services%20Questionnaire%20FINAL%2001.23.2020.pdf>

and

https://bca.lacity.org/Uploads/cro/CRO_Pledge%20of%20Compliance_Fillable%20%281%29.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 City Ethics Commission (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:

<https://ethics.lacity.org/wp-content/uploads/Laws-Lobbying-MLO.pdf>.

(Refer to the link below to access the Bidder Certification CEC Form 50, <https://ethics.lacity.org/pdf/forms/City/CEC50.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 City of Los Angeles 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/proposers must submit CEC Form 55 to the awarding authority at the same time the response is submitted (refer to the following link to access the form <https://ethics.lacity.org/pdf/forms/City/CEC55.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. (See **Attachment 10** – Form 55 Instructions). Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

4. Equal Benefits Ordinance/First Source Hiring Ordinance Compliance Affidavits

All 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) and the Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO).

Effective July 1, 2016, the Equal Benefits Ordinance and First Source Hiring Ordinance Compliance affidavits were combined into one web application form available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org. All bidders/proposers shall complete and upload the joint affidavit prior to the award of a City contract, the value of which exceeds \$25,000. A sample form may be accessed via the link below:

http://www.labavn.org/misc/docs/co_files/EBOFSHO/EBOFSHO_Sample_07-01-2016.pdf

If subject to the ordinances, a contractor will be required to complete the web application form, electronically sign, and submit. If a form was uploaded and verified prior to July 1, 2016, these will continue to be valid until they expire or are deleted (generally three years from upload date).

When the form expires, a contractor will be required to complete the new web application form.

Equal Benefits Ordinance

By completing and uploading the Equal Benefits Ordinance Compliance Affidavit, your company is certifying compliance with the requirements of said ordinance. If selected as a successful Bidder/Proposer, your EBO Compliance Affidavit will be verified for completeness by the Office of Contract Compliance (OCC) prior to contract award. The EBO Affidavit shall be effective for a period of three years from the date it is first uploaded onto the City's BAVN. A company wishing to seek a waiver of the EBO provisions must submit the EBO Waiver Application with the bid or proposal. The EBO Waiver Application shall be forwarded to OCC for processing. OCC shall notify the awarding department of the determination resulting from the waiver request. Upon contract award, your company may be randomly selected for a compliance audit, at which time your company will be required to demonstrate compliance as indicated in the EBO Compliance Affidavit.

First Source Hiring Ordinance

Prime contractors who are awarded a contract that is subject to the requirements of the FSHO must complete and upload the FSHO Compliance Affidavit. Unless otherwise exempt, the FSHO applies to service contracts over \$25,000 and 3 months, and some loan or grant recipients. Awarding departments may seek exemption by submitting a completed FSHO-X Form to the Office of Contract Compliance prior to contract execution.

The uploaded forms 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. If in the process of verifying the uploaded forms, BCA finds that the form(s) are incomplete, the awarding department shall be notified and your company will be required to re-upload the form(s). The re-uploading of form(s) will not trigger a new renewal date. The renewal date shall remain as the first time the form(s) were uploaded.

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

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.
(www.labavn.org)

5. Disclosure Ordinances Affidavit (Slavery Disclosure Ordinance, Disclosure of Border Wall Contracting Ordinance)

Unless otherwise exempt by the provisions of the Slavery Disclosure Ordinance (SDO) and Disclosure of Border Wall Contracting Ordinance (DBWCO), any contract awarded under this RFP will be subject to the SDO, Section 10.41 of the Los Angeles Administrative Code and the DBWCO, Section 10.50 of the Los Angeles Administrative Code.

You must register on LABAVN (www.labavn.org) to access the updated Disclosure Ordinances Affidavit web form. The web form can be found by clicking on the "Profiles" tab. Scroll to the "Company Profile" section and click on "Compliance Documents". The web form should be completed and submitted by the time of RFP submission.

The web form will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award. Proposers/Bidders seeking additional information regarding the requirements of the SDO and DBWCO Disclosure Ordinances 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)

6. 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 2**, "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 (see **Attachment 3**: LWO Statutory Exemptions) shall apply for an exemption from the Ordinance by submitting with their proposal the LW-10 - Exemption Application which can be accessed at: <https://bca.lacity.org/Uploads/lwo/LW%2010%20-%20OCC%20Exemption%20Application%20edited%207.10.19.pdf> or by

submitting the LW-26 - Small Business Exemption Application which can be accessed at:

https://bca.lacity.org/Uploads/lwo/LW26_Small_Business_Exemption_Application_%28English%29.pdf or by submitting the LW-28 – 501(c)3

Nonprofit Exemption Application, which can be accessed at:

https://bca.lacity.org/Uploads/lwo/Template_LW%2028%20-%20501c3%20Nonprofit%20Exemption%20Application.pdf or by

submitting the LW-29 Non-Coverage Determination Application, which can be accessed at:

https://bca.lacity.org/Uploads/lwo/LW29_NonCoverage_Determination_Application.pdf

THESE STATEMENTS ARE REQUIRED WITH THE PROPOSAL, IF APPLICABLE.

7. Proposer Workforce Information/Non-Collusion Affidavit

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 Affidavit. (See **Attachment 4**: Proposer Workforce Information/Non-Collusion Affidavit).

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 5**: 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. Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, all bidders/proposers 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 7**: 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 will 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 **Attachment 12**: "Insurance Requirements and Minimum Limits", and the following link for Insurance Instructions and Information. Additional Fire Legal Liability and Property Insurance coverages may be required after contracts are awarded).
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: <https://businesssearch.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, DUNS number or Unique Entity Identifier number when it becomes available as a replacement for the DUNS 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 8**: 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.

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

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

- a. 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). Contractors 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. A 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. Non-Discrimination/Equal Employment Practices/Affirmative Action

Effective July 1, 2016 the Non-Discrimination/Equal Employment Practices and Affirmative Action (ND/EEP and AA) provisions were amended to eliminate the need for contractors to complete affidavits on BAVN. By affixing its signature to a contract, the contractor agrees to adhere to the ND/EEP and AA for the duration of the contract. When a contractor signs the contract, they will also be acknowledging their responsibility to comply

with both the ND/EEP and AA provisions. The AA provisions will now apply to all construction contracts and all non-construction contracts of \$25,000 or more.

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:

<https://bca.lacity.org/Uploads/eeo/NDEEOAAP%20Admin%20Code.pdf>

10. Americans with Disabilities Act

Any contract awarded pursuant to this RFP shall:

1. Comply with the Americans with Disabilities Act, as amended, 42 U.S.C. Section 12101 et seq., the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 701 et seq., the Fair Housing Act, and its implementing regulations and any subsequent amendments; and California Government Code Section 11135.
2. Not discriminate in the provision of its programs, services or activities on the basis of disability or on the basis of a person's relationship to, or association with, a person who has a disability.
3. Provide reasonable accommodation upon request to ensure equal access to all of its programs, services and activities.

Contractor represents that it will certify that any construction for housing performed with funds provided through any future contract will be done in accordance with the Uniform Federal Accessibility Standards (UFAS), 24 CFR, Part 40.

Contractor represents that it will certify that its buildings, and facilities used to provide services in accordance with any future contract, are in compliance with the federal and state standards for accessibility as set forth in the 2010 ADA Standards, California Title 24, Chapter 11, or other applicable federal and state law.

Contractor understands that the City is relying upon these certifications and representations as a condition of funding any future contract.

Contractor will require its subcontractors, if any, to include this language in any subcontract.

Contractors must be in compliance with these provisions at the time the contract is executed.

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 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 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. Fair Chance Initiative for Hiring Ordinance

City Contractors and subcontractors with 10 or more employees are prohibited under Los Angeles Administrative Code Section 10.48 from seeking a job applicant's criminal history information until a job offer is

made and from withdrawing a job offer unless the employer performs an assessment of the applicant's criminal history and the duties of the position. Contractors and subcontractors are required to include information regarding the ordinance in all job solicitations and advertisements and to post notices informing job applicants of their rights. Additional information and forms can be found at Department of Public Works, Bureau of Contract Administration at:
<https://bca.lacity.org/fair-chance>

13. Nonresident/Foreign Tax Withholding

The City must generally impose California withholding tax of 7% on payments issued to nonresident vendors, unless otherwise exempted. In cases where a nonresident vendor is of a foreign status, such payments are generally subject to an additional 30% federal withholding tax, unless otherwise exempted or reduced by an applicable income tax treaty or other legal provision.

Nonresident vendors should submit the applicable Franchise Tax Board's (FTB) nonresident tax forms to clarify their tax withholding status. Examples of State nonresident tax forms are listed below. State income tax forms can be accessed through the FTB link:
<https://www.ftb.ca.gov/forms/index.html>

California Nonresident Income Tax	Form Number	Form Description
	Form 590	Used to indicate that the vendor has submitted a Form 590 and is claiming an exemption from withholding
	Form 587	Used to indicate that the vendor submitted Form 587 and to allocate expected gross payments to amounts subject to withholding.
	Form 588	CA Non-Resident Withholding Waiver Request. Should be accompanied with FTB approval.
	Form 589 C	CA Non-Resident Reduced Withholding Request. Should be accompanied with FTB approval.

Foreign vendors should submit the applicable federal withholding tax forms in addition to the applicable Franchise Tax Board Form(s). Examples of certain federal withholding tax forms are listed below. Federal withholding tax forms can be found using the following link:
<https://apps.irs.gov/app/picklist/list/formsInstructions.html>

Federal Nonresident	Form Number	Form Description
	8233	Exemption From Withholding for Independent Personal Services (Individuals)
W-8BEN	Certificate of Foreign Status for U.S Tax (Individuals)	

	W-8BEN-E	Certificate of Status of Foreign Status for U.S. Tax (Entities)
	W-8ECI	Certificate of Foreign Person's Claim of Effectively Connected Income
	W-8EXP	Certificate of Foreign Government or Other Foreign Organization tax exemption
	W-8IMY	Certificate of Foreign Intermediary and tax exemption

14. Compliance with COVID-19 Requirements

- a. California and the City of Los Angeles are in a State of Emergency because of the COVID-19 pandemic. Due to the fluid nature of the pandemic, the City may enact various ordinances affecting the Contractor's obligations when entering into a contract for the provision of services to the City. At the time of the execution of any contract for the provision of services with the City, the selected Contractor(s) shall comply with any new contract provisions.
- b. Covid-19 Notification (If applicable): The Contractor shall immediately notify the City in the event that any person who has performed services for the Contractor (including, but not limited to, employees, volunteers and contractors) at a site operated by City, on behalf of City, or under this contract, (1) has been diagnosed with COVID-19, (2) has been informed by a medical professional that the person is likely to have COVID-19, or (3) meets the criteria for isolation under the most current County of Los Angeles Public Health Officer Order for the Control of COVID-19: Public Health Emergency Isolation Order (http://publichealth.lacounty.gov/media/Coronavirus/docs/HOO/HOO_Coronavirus_Blanket_Isolation.pdf).
- c. Comply with any and all safety protocols, public health orders, current laws, and regulations related to the COVID-19 pandemic to ensure the health and safety of both the contractor's employees, any subcontractors, and the public.

D. CONTRACTOR EVALUATION ORDINANCE

At the end of this 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 the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the contractor assigns to the contract. A contractor who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the contractor, to evaluate

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proposals and to conduct reference checks when awarding other personal services contracts.

IV. PROPOSAL PACKAGE

A. GENERAL PREPARATION GUIDELINES

If a proposer does not follow these instructions and/or information is omitted or a required attachment is not submitted, the bidder/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. The submitted proposal must include a scanned version of the embossed seal and authorized signature.
2. Proposers must submit one (1) original Proposal. The proposal must be marked "Original" on the cover and must bear the actual "wet" signature(s) of the person(s) authorized to sign the proposal.
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. Also include the above contact information for the proposer's contract manager and accounting liaison.
 - 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 as indicated per narrative question and must follow these standards:
 - Font size – 12 points

- Margins – At least 1 inch on all sides
- Line spacing – Single-spaced

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. NARRATIVES

Narrative responses will be required for each program category for which an organization submits a proposal as detailed below.

1. **Exhibit E:** Scope of Work and Narratives for Fiscal Monitoring Services.
2. **Exhibit F:** Narratives for Regional Offices, if applying for more than one Regional Office a narrative will be required for each program for which an organization is applying.
3. **Exhibit G:** Narratives for Housing Information and Referral
4. **Exhibit H:** Narratives for Scattered-Site Master Leasing

C. DOCUMENTS TO BE COMPLETED

Proposers must complete and submit all of the attachments and certification forms listed. **Do not assume that any document is not applicable.** If the proposer does not follow all the instructions and/or requirements in this RFP, the proposer may be

determined to be ineligible and excluded from the review. Use the Proposal Checklist as a guide.

D. PROPOSAL CHECKLIST

The **Proposal Checklist (Attachment 1)** is to serve as the Table of Contents for your proposal and as a 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.