



REQUEST FOR PROPOSAL

Bringing Families Home

Rapid Re-Housing, Prevention, and Legal Services

Administered by the Los Angeles County Development Authority

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1. PROGRAM OVERVIEW

Introduction

Assembly Bill (AB) 1603 (Chapter 25, Statutes of 2016) established the *Bringing Families Home (BFH)* program. The Budget Act of 2021 (Senate Bill (SB) 129 (Chapter 69, Statutes of 2021)) appropriated an additional \$92.5 million in General Funds (GF) for BFH available July 1, 2021 through June 30, 2024. The Los Angeles County Department of Children and Family Services (DCFS) received an allocation of \$30,954,248 from this funding. The Los Angeles County Development Authority (LACDA) has been designated by the DCFS to develop and administer this RFP and the agreements with the Contractors to which these funds will be awarded.

Program Basics

The primary focus of the BFH program is to provide housing support to families receiving child welfare services who are experiencing or are at risk of homelessness, thereby increasing family reunification and keeping families together. The BFH program must operate in accordance with the Housing First model. [WIC Section 8256](#) requires that all state-funded housing programs operate in accordance with the core components of Housing First as enumerated in [WIC Section 8255](#).

In order to participate in the BFH program, the family must meet the following five conditions:

1. The family must receive child welfare services at the time eligibility is determined (i.e., have an open case);
2. The family is homeless, at risk of homelessness, or in a living situation that cannot accommodate the child or multiple children in the home, including individuals who have not received an eviction notice;
3. The family voluntarily agrees to participate in the program;
4. The family has annual income at or below 50% of the area median family income for the Los Angeles County area, as determined by the U.S. Department of Housing and Urban Development (HUD); and
5. The family must be referred by the case carrying DCFS Social Worker or the Child Dependency Court (reverse referrals allowed but must go through the Children Social Worker)

The goals of the program are to:

1. Significantly reduce the number of families in the child welfare system experiencing homelessness;
2. Prevent homelessness for those at-risk of homelessness and families in a living situation that cannot accommodate a child or multiple children;

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

This Request for Proposal (RFP) makes available \$20,902,067 to eligible Applicants providing Rapid Re-Housing (RRH), Prevention, and/or Legal Services to families in the child welfare system who are homeless or facing housing instability. The BFH Contractor must participate in the Los Angeles Housing Services Authority's (LAHSA) Coordinated Entry System (CES) for families.

Services under this RFP must be provided **free of charge** to all program participants.

Major Program Changes

This RFP institutes a number of significant changes to the current BFH program:

Program Design

1. Expansion to three program components - RRH, Prevention, and Legal Services - and a subcomponent, Bridge to Supportive Housing. ([Section 4.6](#))
2. Establishment of SPA-based case conferencing, facilitated by the RRH Contractors. ([Section 3.4](#))

Referrals

1. Reverse referrals (Contractors to DCFS) explicitly allowed. ([Section 3.1](#))
2. Referrals of families to Contractors based on the SPA of origin. ([Section 3.1](#))

Budgeting

1. Increased RRH average cost per household for budgeting purposes to \$40,000 ([Section 4.1](#))
2. Match funds are waived.
3. Ability to flexibly use funding within general eligibility parameters. ([Section 4.3](#))

RRH

1. Increased the length of rental assistance up to 24 months. ([Section 4.3](#))
2. Increased the time limit and broadened the eligibility criteria for motel vouchers used as interim housing. ([Section 4.5](#))
3. Availability of one-time emergency flexible funds up to \$250 per household. ([Section 4.3](#))
4. Formalized process to rebalance caseloads. ([Section 4.2](#))

5. Slot-based case assignment approach to support reasonable caseload sizes. ([Section 4.2](#))

Possibility of Supplemental Private Funding

Some private foundations have expressed an interest in supporting the BFH program. The LACDA is in the process of engaging with these entities to determine whether, and how best, private funding could be paired with BFH resources to enhance services to enrolled families. For this reason, Applicants are asked to respond to narrative questions in this BFH application regarding the potential uses of such funds.

1.1 Eligible Applicants

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

Eligible Applicants must be a registered non-profit organizations or joint ventures of nonprofits. For-profit and public agencies are not eligible as Applicants nor as a subcontractor.

All Applicants must meet the following criteria:

1. Applicants for RRH and Prevention must have at least two (2) years of experience providing services in support of homelessness prevention and RRH to families who are homeless or at imminent risk of homelessness. Collaborating agencies can meet this requirement through the respective experience of each partner (e.g., if the lead agency has the requisite RRH experience and the partnering or subcontracting agency has the requisite Prevention experience).
2. Applicants for Legal Services must have at least two (2) years of experience providing housing-related legal services to persons experiencing or at risk of homelessness.
3. Applicants must demonstrate adequate financial and organizational capacity to successfully operate the project and carry out the specific activities proposed; and
4. Applicants cannot be debarred by the Federal, State, or local government.

The documentation required to meet each threshold criteria is detailed in the Application Checklist:

- Appendix 1 - Application for BFH Rapid Re-Housing
- Appendix 2 - Application for BFH Prevention
- Appendix 3 - Application for BFH Legal Services

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

The LACDA reserves the right to negotiate services with Applicants.

1.2 Funding Available & Anticipated Number of Applicants

The following table shows the allocation for the three programs during the funding term (March 2023 – June 2024):

Programs	Funding Allocation
Rapid Re-Housing	\$13,788,048
Prevention	\$6,114,019
Legal Services	\$1,000,000
TOTAL	\$20,902,067

RRH: The LACDA will award one or more contracts per SPA for RRH. Applicants can apply for all or a portion of the funding that is available in a targeted SPA as specified in [Section 4.1](#) Funding Structure and Limit. If applying for 100% of RRH funding, Applicant must also apply for Prevention funding. If not applying for Prevention funding, Applicant cannot request more than 50% of the RRH funding for the given SPA. “Bridge to Supportive Housing” ([Section 4.6](#)) subcomponent must be implemented by the Contractor who is also operating the Prevention component and is applying for more than 50% of RRH funding.

Prevention: Only one (1) Prevention contract will be awarded in each SPA. Applicants must apply for 100% of the funding and at least 50% of the RRH funding in that SPA.

Legal Services: Only one contract will be awarded to serve the entire LA County. Must apply for 100% of the funding.

Applicants applying for the entire allocation of RRH and Prevention are strongly encouraged to collaborate with a partner as a subcontractor for one of the components. An Applicant applying for Legal Services may subcontract to achieve full geographic coverage and/or the full scope of legal practice areas. If Applicants will be using subcontractors, only one application should be submitted by the Applicant, although separate budgets should be submitted for each subcontractor.

The following table summarizes the funding criteria for each program component:

	RRH	PREVENTION	LEGAL SERVICES
Number of Contracts awarded per SPA	One or more	Only one	Only one contract to serve the entire LA County
Number of Applications per Applicant	Multiple but maximum of two awarded per applicant.	Multiple but maximum of two awarded per applicant.	N/A
Funding Amount	<p>Can apply for all or portion of funding for SPA</p> <p>If applying for 100% of RRH funding, must also apply for Prevention funding.</p> <p>If <u>not applying for</u> Prevention funding – cannot request more than 50% of the RRH funding for the given SPA.</p>	<p>Must apply for 100% of funding for SPA and at least 50% of RRH funding.</p>	<p>Must apply for 100% of the funding.</p>
Bridge to Supportive Housing	<p>Must be implemented by the Contractor operating both RRH and Prevention components.</p> <p>Not applicable if applying for 50% or less of RRH funding.</p>	N/A	N/A

1.3 Eligible Projects

To be eligible, Applicants must propose projects operating and providing coverage in one (1) SPA within LA County, except for Applicants for Legal Services whose proposals must demonstrate countywide coverage. Applicants proposing services covering any area(s) outside of LA County are not eligible. Capacity-building or other non-supportive service projects will not be considered.

All proposals must meet the following requirements:

1. Funds for administration must not exceed 10% of the total program costs;
2. Funds for supportive service costs must not exceed 30% of the project's total budget for RRH and Prevention. Legal Services are not subject to the 30% limitation;
3. All funded projects must be fully staffed and operational by March 7, 2023;
4. All funds are expected to be fully expended no later than June 30, 2024; and
5. The projects must meet all other BFH contract requirements, including, but not limited to, CES collaboration, adherence to Housing First, equity, and other best practices, and use of required data management systems.

There are no match requirements for proposals. Leveraging of other resources, whether cash or in-kind, is not required, although highly encouraged, in order to provide smaller agencies an opportunity to apply for funding.

Applicants may propose projects in more than one (1) SPA for RRH and Prevention provided that they submit separate applications for each SPA. However, a maximum of two (2) contracts will be awarded.

1.4 Program Eligibility for Families

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

The BFH eligibility is broadly defined in Welfare Institution Code (WIC) [Section 16523\(c\)](#) as families or individuals who meet all the following conditions and are referred from 211 LA with an open child welfare status:

1. The family must receive child welfare services at the time eligibility is determined (i.e., have an open case);
2. The family is homeless, at risk of homelessness, or in a living situation that cannot accommodate the child or multiple children in the home, including individuals who have not received an eviction notice; See [Program Eligibility Requirements Regarding Housing Status](#);
3. The family voluntarily agrees to participate in the program;
4. Has annual income at or below 50% of the area median family income for the Los Angeles County area, as determined by the U.S. Department of Housing and Urban Development (HUD); and

5. Must be referred by the case carrying DCFS Social Worker or the Child Dependency Court (reverse referrals allowed but must go through the Children-Social Worker)

The child welfare service component for BFH-eligible families may include, but are not limited to, Family Reunification, Family Maintenance, or families in receipt of voluntary supervision to prevent the need for the child's or children's removal.

NOTE: Cases where the parent is involved in the child welfare system (e.g., a TAY mother) are not eligible. The child(ren) has to be the subject of the open case.

*Definition of Family - Households consisting of one or more minor children (17 or under) in the legal custody of one or two adults who are living together and working cooperatively to care for the (child)ren. This includes 2-parent and 1-parent families, including those with same sex partners, families with intergenerational or extended family members, unmarried couples with children, families that contain adults who are not the biological parents of the children, and other family configurations.

Program Eligibility Requirements Regarding Housing Status

As stated in No. 2 above, BFH eligibility requires that the family is either A) homeless, B) at risk of homelessness, or C) in a situation that cannot accommodate a child or multiple children in the home.

Each of these categories is further defined below:

A. Definition of 'Homeless'

The BFH definition of homelessness broadly includes unsheltered homelessness, families living in shelters or temporary living situations, and those who are imminently homeless due to a residence being lost within 14 days. The AB 135 amended [WIC Section 16523\(d\)](#) aligns the definition more closely with the federal U.S. Department of Housing and Urban Development (HUD) definition of homelessness and is provided below for reference:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence.
2. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including, but not limited to, a car, park, abandoned building, bus station, train station, airport, or camping ground.
3. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements, including hotels or motels paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, congregate shelters, or transitional housing.

4. An individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where the individual temporarily resided.
5. An individual or family who will imminently lose their housing, including, but not limited to, housing they own, rent, or live in without paying rent, are sharing with others, or rooms in hotels or motels not paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, if any of the following criteria are met:
 - a. The primary nighttime residence will be lost within 14 days, as evidenced by any of the following:
 - i. A court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days.
 - ii. The individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days.
 - iii. Credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause.
 - b. The individual or family has no subsequent residence identified.
 - c. The individual or family lacks the resources or support networks needed to obtain other permanent housing.
6. Unaccompanied youth and homeless families with children and youth defined as homeless under any other federal statute, as of the effective date of this program, who meet all the following:
 - a. Have experienced a long-term period without living independently in permanent housing.
 - b. Have experienced persistent instability as measured by frequent moves over that long-term period.
 - c. Can be expected to continue in that status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.
7. Families may be considered homeless and lack an adequate nighttime residence pursuant to [WIC Section 16523\(d\)\(1\)](#) if individuals or families are fleeing or attempting to flee domestic violence, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family if they have no other residence and lack the resources or support to obtain other permanent housing.

B. Definition of At Risk of Homelessness

Changes made pursuant to AB 135 (Chapter 85, Statutes of 2021) now allow grantees to serve eligible families at risk of homelessness including families that have not yet received an eviction notice as well as families where the living situation cannot accommodate a child or multiple children.

For the purposes of BFH, a family is considered “at risk of homelessness” if they meet all three of the following requirements:

1. Are experiencing housing instability, defined as, housing instability that places them at risk of becoming homeless including those who have not yet received an eviction notice;
2. Have no subsequent permanent residence secured; and
3. Lack resources or support networks needed to stabilize their unique housing situation and secure subsequent permanent housing.

This definition of “at risk of homelessness” is inclusive of, but not limited to the HUD definition of “at risk of homelessness” under 24 Code of Federal Regulations Section 91.5. This means participants who meet the HUD definition of “at risk of homelessness” shall be deemed “at risk of homelessness” under the definition set out in this section.

This definition is distinct from the definition of homelessness due to a family who will imminently lose their housing.

C. Definition of “Living Situation that Cannot Accommodate a Child”

A living situation cannot accommodate a child or multiple children if it meets all three of the following requirements:

1. The parent or guardian’s nighttime residence would not be an adequate or appropriate long term housing placement for a child or children due to living situations that jeopardize the physical health, mental health, safety and/or well-being of the child, as well as situations where a lease, living arrangement, or because tenancy would be terminated for the family if the child or children were to live in the home;
2. Have no subsequent permanent residence secured; and
3. Lack resources or support networks needed to stabilize their unique housing situation and secure subsequent permanent housing.

D. At-Risk Self-Attestation

Families and individuals shall be allowed to self-attest that they meet the definition of “at risk of homelessness” set out in this section, including that the living situation cannot accommodate a child or children. No additional verification or documentation demonstrating that a family meets the definition of “at risk of homelessness” is needed

for the purposes of BFH enrollment. This self-determination assumes that families in receipt of child welfare services are likely already more vulnerable to homelessness than the general population.

2. MINIMUM PRACTICE STANDARDS

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

2.1 Philosophy and Design

The BFH program must have policies that clearly state an approach to working with participants that embraces Housing First, Harm Reduction and Trauma Informed Care practices.

2.1.1. Housing First

The BFH program will be required to serve all participants with a Housing First approach as stated in [WIC Section 8256](#). Housing First is an evidence-based model that uses housing as a tool, rather than a reward, for recovery and centers on providing or connecting homeless people to permanent housing as quickly as possible. The Housing First philosophy is based on the premise that stable housing is a critical determinant of health, education, employment, and other positive outcomes related to well-being. A Housing First program does not require any preconditions for admittance. Providers offer services on a voluntary basis and do not make housing contingent on service participation, past evictions, substance use, income or any other behaviors that some may interpret as a lack of "housing readiness". The focus is on quickly moving people experiencing homelessness into permanent housing with needed services. In practice, this means that participants shall not be exited from RRH due to lack of sobriety, income, or based on the presence of mental health issues, disabilities, or other psychosocial challenges.

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

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

2.1.2 HARM REDUCTION

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

2.1.3 TRAUMA-INFORMED CARE

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

Programs shall develop and maintain a set of policies for educating and training program staff on Housing First, Harm Reduction strategies, and Trauma-Informed Care. This should be applied consistently across the program and should not rely on the social worker's individual determination of who to serve.

2.2 Racial Equity and Cultural Competency

The BFH program requires Applicants to commit to addressing racial disproportionality for people experiencing homelessness and ensuring equitable provision of services for black and indigenous individuals and other people of color who are disproportionately impacted by homelessness. Black and indigenous people experience homelessness at significantly higher rates than whites, largely due to long-standing historical and structural racism. In California, black people account for seven percent of the general population, but represent more than 31 percent of people experiencing homelessness. The disproportionality in homelessness is a by-product of systemic inequity – the racism continues to perpetuate disparities in critical areas that impact rates of homelessness, including poverty, segregation/rental housing discrimination, incarceration, and access to health care. Additionally, children of color are overrepresented in the child welfare system

including black and indigenous children despite requirements of the Indian Child Welfare Act.

The BFH program must be operated in a way that takes “meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics.”

To ensure racial equity, the LACDA and DCFS will do the following:

1. Review demographic data of child welfare and BFH participants and understand how program demographics compare to the racial and ethnic makeup of low income, unhoused families, and/or families in receipt of child welfare services. This information can provide initial insight on racial inequity within programming and will inform strategies for addressing racial equity;
2. Utilize and track data to inform the provision of equitable services for families of marginalized populations including black and indigenous children who are overrepresented in the child welfare system;
3. Review the reports and resources on how housing and homelessness programs have incorporated racial equity into programming;
4. Seek meaningful input and participation from current and former BFH recipients, including recipients of color, that go beyond identifying disparities to try to identify causes of such disparities from individuals with lived experiences; and
5. Provide continuous oversight of program implementation to ensure that services are delivered in a culturally competent manner.

Cultural competence is an understanding of the cultural differences of people in need of services, striving to understand and support those differences with sensitivity and respect. Cultural groups should be viewed expansively and can include but are not limited to individuals of different races and ethnicities, different genders, different sexualities, different legal statuses, different language speakers, different physical, mental, and emotional abilities, and different ages.

2.3 System Collaboration

To ensure coordination with the CES, programs shall participate in all relevant CES and SPA-level activities, including system and service coordination meetings. Participation in these activities includes keeping community partners updated regarding real-time changes to eligibility, prioritization, funding and capacity.

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

3. GENERAL PROGRAM REQUIREMENTS

3.1 Referrals and Assessment

3.1.1 Referrals

211 LA will perform the centralized intake and referral functions for all three program components: RRH, Prevention and Legal Services.

1. Standard Process Flow: DCFS refers family to 211 LA who assesses and refers to RRH or Prevention Contractor.
 - i. For families referred to Prevention, simultaneous referral will be made to Legal Services Contractor when determined as necessary. Prevention Contractor can also make referral to Legal Services if need is determined at some point following enrollment.
2. 211 LA will provide referred families with basic program information that will ensure they have realistic expectations when first meeting with Contractor;
3. Reverse Referrals: Standardized process and referral form will be developed to enable Contractors to refer eligible families directly into BFH.

Families will be referred by 211 LA to the Contractor in the SPA based on the region in which the family currently resides (SPA of origin) rather than where the family states that they want to live. Exceptions can be made on a case-by-case basis for extenuating circumstances, (e.g., parent works in another SPA that is far away). In anticipation of such situations, all Applicants should be willing to accept a limited number of referrals from outside their SPA and to travel to those SPAs to deliver services.

211 LA will administer a Prevention Targeting Tool for referred families who are at-risk of homelessness. A standardized tool will be developed to include child welfare factors that place the family at risk of homelessness.

3.1.2 Rebalancing Caseloads

The LACDA and DCFS will monitor caseload sizes of program Contractors using regularly generated reports from 211 LA and will be apprised of available slots remaining for each Contractor. As needed and in consultation with the affected Contractor, a case/referral may be diverted from a Contractor with a high number of cases to one with a low(er) number.

1. Contractors should be able to serve clients in other SPAs on a limited basis beyond their primary service area; and
2. The LACDA may adjust funding to Contractors, as needed, to account for increases/decreases in caseloads.

3.1.3 Intake and Assessment

Pursuant to [WIC Section 16523.1\(c\)\(2\)\(A\)](#) BFH programs must conduct “an assessment of each family’s housing and service needs, including a plan to assist them in meeting those needs,” using the standardized assessment tool, consistent with current practice within the Coordinated Entry System for Families.

Prioritization or assessment processes should incorporate the following principles:

1. The majority of program participants will be referred from DCFS through 211 LA. Some families will be “reversed referred” from Contractors to DCFS.
2. Once the participant is referred to the program, the BFH Contractor shall check the Homeless Management Information System (HMIS) to assess whether or not the participant is already enrolled in another RRH, Prevention or Legal Services program.
3. Once a referral is received, the BFH Contractor will conduct a comprehensive assessment to confirm family eligibility and to determine an initial individualized service plan for the household.
4. Contractors are required to triage service needs in a trauma-informed, housing-focused manner and to customize financial and non-financial services offered to eligible families.
5. BFH Contractor shall assign a case manager to each participant at enrollment. Contractor shall report any staff changes to LACDA, 211 LA and DCFS immediately.
6. Each program must have policies that make it clear that the Contractor does not screen out households based on any of the following criteria:
 - i. Disability status of any household member;
 - ii. Lack of sobriety;
 - iii. Lack of income;
 - iv. The presence of mental health issues, disabilities, or other psychosocial challenges;
 - v. Lack of a commitment to participate in treatment;
 - vi. Criminal background;
 - vii. Presence of or number of evictions; and
 - viii. Any other criteria thought to predict long-term housing stability.

7. Before program enrollment and throughout program participation (until the participant is successfully housed), the Contractor shall work with participants to use problem-solving/diversion interventions which assist participants in identifying alternatives to (engaging or continuing in) homelessness system services, such as re-connecting with family or friends who could temporarily or permanently house them.
8. If not already completed, or if significant life changes have occurred, the Contractor shall complete and update the appropriate CES triage tool (e.g., VI-SPDAT and Family-SPDAT) as part of the intake and assessment process. The assessment of the CES triage tool should be completed within 30 days of enrollment.
9. If applicable, program staff will contact the RRH or Prevention program in which the participant is currently enrolled in to notify them of the referral to the BFH program. If participant chooses to enroll in the BFH program, participant is eligible once the participant has exited from the current program and a warm hand-off is completed.
10. Once referral is received from 211 LA, the Contractor shall not halt intake and enrollment due to participant's lack of documentation but rather should use a presumptive eligibility standard.
11. Contractor shall orient participants to all program guidelines and expectations during intake, including the program's grievance and termination policies and procedures as well as guidelines for receipt of financial assistance.
12. Families assessed as being more appropriate for a longer-term housing program (e.g., Section 8 or FUP voucher or permanent supportive housing) should be assigned by the Contractor to the "bridge to supportive housing" case manager (or, if applicable, referred by another RRH Contractor or Legal Services Contractor to the RRH Contractor that has this type of caseload).
13. Contractor shall transfer participants to another population-appropriate housing program if their household status changes (i.e., no longer qualify as a family due to court terminating parental rights). Program shall retain participants until the transfer is successfully completed.
14. Any additional assessments completed with a family during program participation shall be limited and focused on items necessary to support health and safety and resolve the participant's housing crisis.

3.2 Aftercare, Case Closing and Program Completion

When the client has ended receiving rental assistance, BFH Contractor must provide six months of aftercare services to the family. During the six months, BFH Contractor should adhere, but not limited to, the following guidelines.

1. Program shall establish objective guidelines for when case management and/or financial assistance shall continue and/or end. The policies shall be flexible enough to respond to the varied and changing needs of participants and should include a review and approval process for any exceptions.
2. Rental assistance to participants may end prior to DCFS closing the case. However, program shall **NOT** close out participants from the program until a six-month aftercare component is completed and approval is obtained from DCFS. The aftercare component entails monthly check-ins with the client via a home visit or phone call.
3. If a participant received a voucher (e.g., Section 8 or FUP) while in the aftercare component, program shall work with the participant to continue searching for housing.
4. Program shall work with the participant to arrange a transfer to another housing program if it is determined that the participant needs a higher level of care.
5. Program shall continue to serve participants until transfers to another program/system are successfully completed.
6. BFH Contractor may exit the client if they declined services or when contact has been lost with the client for more than 60 days. During the 60 days, BFH Contractor must demonstrate that all options to contact the client have been exhausted, and a notification of BFH termination has been provided (by mail, voice message, email, or text), including a reasonable deadline for the client to respond. Once the deadline has passed, documentation of the outcome of the notification must be entered in 211 LA's CareLinQ system. Request for case closure must be sent to DCFS Program staff. The case can only be closed upon DCFS's approval.
7. During the aftercare component and prior to case closure, BFH Contractor is responsible for ensuring that all appropriate referrals have been made for the household and that necessary supports remain in effect. Information on available community resources in their neighborhood have been shared with participants. Upon DCFS's approval to close the case, BFH Contractor shall provide information to participants about available follow-up assistance.

3.3 Data Collection and Documentation

Program shall maintain participant records that include documentation of all participant assessments, enrollments, Housing and Service Plans, interventions, move-ins, exits, and follow-up activities. Program shall document homeless or at-risk of homelessness status with all enrollments.

All client data, updates and case notes must be updated in the client file, CareLinQ and HMIS as required by BFH program requirements. Data reported shall align with all policies and procedures outlined by BFH program requirements. Legal Providers are not required to report participant's services or progress in HMIS and CareLinQ but will be required to use a comparable system (to be agreed upon following contract award).

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

3.4 Case Conferencing

Case conferencing will be established in each SPA and will be facilitated by the RRH Contractor. In SPAs with multiple RRH Contractors, the agency that also operates the Prevention component will be responsible for facilitating the case conferencing, although all Contractors will be required to attend. The LACDA and DCFS representatives, including DCFS staff with access to case information and the ability to facilitate connecting families to other DCFS resources, will be attending. These sessions will focus on problem-solving cases and resource navigation.

Case conferencing will be required to be held on a monthly basis at minimum. At the Contractor's discretion, these meetings can be integrated with existing CES case conferencing or held as separate BFH-specific sessions.

4. RRH PROGRAM COMPONENT

4.1 RRH Funding Structure and Limits - Maximum funding per SPA

1. LACDA will award one or more contracts per SPA for RRH. Applicants may apply for all or a portion of the funding listed below for each SPA. See [Section 1.2](#) and [Section 1.3](#). An Applicant may apply (in separate applications) to serve multiple SPAs but will only be awarded a maximum of two SPAs.
2. Average cost of \$40,000 per family per year for budgeting (all expenses including administration).

- The percentage funding distribution is based on the number of housed clients for the Family Reunification Housing Subsidy Program from inception thru June 30, 2022.

SPA	% By SPA	Funding Distribution	Program Costs *	Admin Maximum *
1	9%	\$1,240,924	\$1,128,113	\$112,811
2	10%	\$1,378,805	\$1,253,459	\$125,346
3	20%	\$2,757,610	\$2,506,918	\$250,692
4	9%	\$1,240,924	\$1,128,113	\$112,811
5	5%	\$689,402	\$626,729	\$62,673
6	18%	\$2,481,849	\$2,256,226	\$225,623
7	13%	\$1,792,446	\$1,629,497	\$162,950
8	16%	\$2,206,088	\$2,005,534	\$200,553
Total	100%	\$13,788,048	\$12,534,589	\$1,253,459

- Grant/program administration should not exceed 10% of the program costs per SPA.
- Grant/program supportive services should not exceed 30% of the amount being applied for the SPA.
- An Applicant may submit an application for more than one (1) SPA; however, a separate application **must** be submitted for each SPA.
- All awarded funds are expected to be expended by June 30, 2024. During the contract period, funds may be recaptured and reallocated to other contractors that have been awarded contracts under this RFP. Future funds may be allocated based on the needs of the SPA and/or if additional allocations are available.
- The LACDA reserves the right to negotiate services with any Contractor in the event the LACDA does not receive a proposal that meets the minimum scoring threshold or does not receive a sufficient number of proposals to cover the entire SPA allocation.

*Program and Administration Costs include the following:

Program Costs:

- Direct case management staff, housing navigation staff, and other program staff or operational costs.

2. Direct financial assistance to support housing related costs paid out on behalf of the participant. This includes costs associated with rental assistance, application fees, security deposits, first and last months' rent, interim shelter assistance, move-in costs, landlord incentives, etc.

Administrative costs include program administrative staff (including program supervision and data tracking staff), general administration and costs necessary for the proper administration of the program, data tracking including HMIS licenses, overhead, program development activities and indirect costs.

RRH Eligible Use of Funds

The funds must be used to provide RRH services and financial assistance to eligible families with current DCFS involvement ([Section 1.4](#)).

Funds awarded under the RRH program component must be used for the following activities:

4.2 RRH Staffing & Caseloads

The staffing pattern is developed at the discretion of the Contractor as long as the program's core functions - case management, housing location, housing stabilization, and program supervision - are adequately provided. Additional staff positions beyond the core staff may include Employment Specialist, Child Care Navigator, Program Support position (e.g., Document and/or Payment Specialist), etc.

Total supportive service costs must not exceed 30% of the funding allocation, as outlined in [Section 4.1](#).

The case manager staffing level must be adequate to meet the required 1:25 caseload ratio for the number of families proposed to be served. Families will be referred by 211 LA to Contractors using a slot-based caseload management system. The LACDA and DCFS will monitor the caseload sizes of each Contractors on an ongoing basis and rebalance caseloads accordingly, in collaboration with the affected Contractors. Refer to [Section 3.1.2](#) in Rebalancing. NOTE: Existing Contractors who receive an award under this RFP and who anticipate having current enrollees continue their program participation beyond February 2023 will still be expected to accept new referrals of families for enrollment, beginning in March 2023.

4.3 RRH Financial Assistance

As per WIC [Section 16523.1\(c\)\(2\)\(D\)](#), program must provide housing-related financial assistance, including rental assistance, security deposit assistance, utility payments, moving cost assistance, and interim housing assistance while housing navigators are actively seeking permanent housing options for the family. Direct financial assistance includes any cost paid out on behalf of the participant related to securing or maintaining housing. Direct financial assistance in the program budget should be maximized to ensure that families are provided housing or prevented from entering homelessness as quickly as possible. Assistance with interim housing, including but not limited to hotel, motel or bridge housing, should be available until permanent housing is available and should include housing navigation services to ensure participants are able to move into permanent housing as quickly as possible. Contractors are encouraged to leverage other-funded interim housing options (e.g., CES, DPSS) whenever possible prior to using limited BFH resources to shelter a family in crisis.

Contractors shall assist families to develop financial assistance plans that will ensure their success in securing and retaining permanent housing. This coordination may include the financial assistance available through the funding streams other than those included in this RFP resource coordination agreements with other funding entities, or resources coordinated through regional partnerships (e.g., CES).

The primary form of financial assistance provided to families under RRH is Rental Assistance. The following requirements apply to the provision of Rental Assistance:

1. This additional funding will enable Rental Assistance for each family for up to 24 months. NOTE: It is expected that CDSS will provide additional funding, at a comparable level, to continue the program beyond June 30, 2024.
2. Should be made using an individualized step-down approach as determined by the Contractor based on the family's needs;
3. May not exceed the actual rental cost of the unit;
4. Must be in compliance with HUD's standard of "rent reasonableness";
5. Must be paid directly to a third party, i.e., landlord or utility company, and not directly to program participants.

Examples of other forms of direct financial assistance include, but are not limited to the following:

1. Security Deposits: Maximum of one (1) security deposit in a twelve (12) month period unless housing situation does not work. Up to 2 months for unfurnished and 3 months for furnished unit along with additional deposits such as keys, mailbox, remotes, etc.;
2. Rental Arrears – Contractors should use case conferencing with the LACDA and DCFS to discuss individual cases;

3. Landlord Holding Fees and Incentive Fees;
4. Provision of basic housing items and resources to make the home habitable to obtain/maintain housing stability, e.g., furnishings and appliances including child safety devices, mattresses and basic kitchen items;
5. Time-limited transportation vouchers necessary to obtain or maintain housing stability;
6. Utility Deposits: Maximum of one (1) utility deposit per twelve (12) month period. Utilities covered are gas, electric, water and trash;
7. Utility Payments: Limited to six (6) months per twelve (12) month period. Utilities covered are gas, electricity, water, and trash. Including up to six (6) months of arrearages, per service; and
8. Move-In Expenses:
 - i. Application Fee – Eligible costs are applications, background checks, and credit check results fees.
 - ii. Broker Fee – Broker fee cannot exceed \$250 per unit. Reasonable costs of a Real Estate Broker one (1) time in a twelve (12) month period. Broker fees can only be paid to third party real estate search agents. The party receiving the fee can only receive the fee if the participant leases up the unit and has a move-in date.
 - iii. Moving Costs: moving costs, such as truck rental or hiring a moving company, when rental housing has been identified, including certain temporary storage fees for a reasonable period of time, if needed.
9. Document Fees: Birth certificate, document court filing fees, identification, tenant screening report, other documents needed for employment or housing;
10. One-time flexible funds up to \$250 per household. Flexible funds can be used for minor items to assist families (e.g., rideshare, bus fare, clothing, car repairs etc.); and
11. Interim housing (See [Section 4.5](#)).

Families receiving Section 8, FUP vouchers or public housing may receive one-time lump sum assistance. Any additional assistance would be considered recurring and counted towards the family's 30% income calculation.

Contractors will be able to flexibly use funding within general eligibility parameters to be specified in forthcoming program guidelines prior to contract start date.

Contractors shall have clear written policies and procedures for determining the amount of financial assistance that is reasonable based on the participant's income, including those with zero income, and must include the following:

1. Policies shall detail how to pay reasonable rent and utility arrearages;

2. Program shall use a progressive engagement/assistance approach to determine the duration and amount of rental assistance provided to participants. This amount should be designed to ensure participants can reasonably maintain housing once rental assistance ends;
3. Policies must include detailing this progressive engagement/assistance approach including clear and fair decision guidelines and processes for continual reassessment for the amount of and continuation of the assistance;
4. Financial assistance shall be adjusted to households' unique and changing needs. Program shall establish a policy that ensures that if financial assistance has been stopped while the participant is still enrolled and DCFS case is still opened, and the participant experiences a loss of income requiring additional rental assistance from the program, financial assistance can be restarted;
 - Note: If a family's case is closed by DCFS following their enrollment in BFH, the family remains eligible for BFH services up to the maximum term of 24 months of financial assistance.
5. The transition of financial assistance shall be coordinated with case management staff efforts to assist program participants to assume and sustain their housing costs;
6. Policies and procedures that verify that financial assistance is being paid to the appropriate party;
7. Policy shall state that payment of rent by the date specified on the participant's lease;
8. Policy that requires staff to check on rental payments by participants (as needed) to ensure proper on-time and full rental payment has been made;
9. Policy that states for quick payment (5 days) of rent in the event that the participant has not paid their portion of the rent;
10. Policy must include how to communicate this late payment to the landlord/property manager; and
11. Policy must include the capacity to track payments to property owners and other vendors.

4.4 RRH Supportive Services

4.4.1 Eligible Supportive Services

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

1. Assessment of housing barriers, needs, and preferences;
2. Development of an action plan for locating housing;
3. Housing search;
4. Outreach to and negotiation with owners;
5. Assistance with submitting rental applications and understanding leases;
6. Assessment of housing for compliance with requirements for habitability, lead-based paint, and rent reasonableness;
7. Assistance with obtaining utilities and making moving arrangements;

8. Tenant counseling;
9. Budgeting assistance;
10. Child-care services (must be a legitimate business);
11. Referral to legal assistance;
12. Eviction prevention;
13. Life skills training;
14. Tenant education and engagement;
15. Conflict mediation with property owners and neighbors;
16. Credit repair;
17. Referral to employment services or benefits advocacy;
18. Referral to cultural and linguistic supports and services; and
19. Assistance with submittal of other housing applications such as Housing Choice Voucher (HCV), Family Unification Program (FUP) Voucher and LACDA Public Housing.

4.4.2 Case Management

While the above service components are provided, the duration, order, types, and intensity of services received may vary by participant, dependent on an individualized assessment of participant need and choice. Services provided must take into account input from the family, based on their identified needs, and in coordination with other services being provided by child welfare services, tribes, family resource centers, family courts, and/or other service providers. Coordination should occur at the participant and program level, inclusive of other related efforts such as child welfare case plans. In the event that an individual or family served by BFH should need subsequent housing assistance not available through BFH, a warm handoff to an appropriate alternative source of housing support should be provided before cessation of BFH housing services.

Case management consists of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for families that are homeless in overcoming immediate barriers to obtaining housing. Case management services should be consistent with Housing First principles and evidence-based models, to assist with achieving housing stability.

Housing-related case management should be person-centered, trauma-informed, and provided in a manner consistent and in coordination with provided child welfare services. Contractors may conduct activities that include, but are not limited to, the following to achieve and maintain housing stability:

1. Conducting the initial evaluation including verifying and documenting eligibility;
2. Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
3. Developing a trusting relationship which utilizes appropriate cultural/linguistic supports and adaptations;

4. Monitoring and evaluating program participant progress;
5. Providing information and referrals to other providers;
6. Working with family and community to identify any and all available supports related to housing stability;
7. Providing various forms of in-depth problem solving related to housing stability including but not limited to housing-budget development;
8. Assisting families in accessing physical and behavioral health services in order to support housing stability;
9. Providing connections to benefits advocacy programs, workforce development programs, and/or access to other low-cost resources in order for BFH families to achieve or maintain housing stability;
10. Providing customized and flexible case management services and home visits beyond the minimum requirements to participants when there is a higher need. For RRH Contractors, service providers should be prepared to offer a higher level of support after initial family move-in to housing;
11. Conducting a minimum of one home visit each month after the participant moves into permanent housing until the end of rental assistance. Providing basic tenancy skills learning opportunities and provide guidance on basic landlord-tenant rights and responsibilities, meeting minimum expectations for care of the unit, and the meaning of the “peaceful and quiet enjoyment” clause of the lease;
12. Assisting with resolving tenancy issues without threatening participant’s tenancy;
13. Tracking client rental subsidy with detailed case notes and updates to the notes into HMIS and 211 LA’s CareLinQ systems on a monthly basis;
14. Coordinate with 211 LA and communicate all changes in client status with the DCFS case worker and BFH program staff at DCFS and LACDA;
15. Conducting re-evaluations;
16. Attending funder mandatory monthly meetings;
17. Facilitating SPA-based case conferencing; and
18. Must comply with Child Abuse Mandated Reporter requirements <https://dcfs.lacounty.gov/contact/report-child-abuse/>

4.4.3 Housing Navigation

As per [WIC Section 16523.1\(c\)\(2\)\(B\)](#) Contractors must provide housing navigation services. Housing navigation assists participating individuals and families in finding, applying for, securing, and moving into, interim and permanent housing, as needed. Housing navigation should also employ evidence-based tools, such as person-centered, trauma-informed care.

4.4.3.1 Housing and Service Plans

1. All program participants must establish a Housing and Services Plan (HSP) in collaboration with program staff.
2. HSP should be designed to guide case management and must be housing-focused and participant-driven. The HSP shall identify the participant's needs, goals, actions to be taken, progress towards goals, and the actions to be taken by the case manager.
3. HSP must be treated as a living document and shall be updated as the participant progresses towards goals or as new barriers are acknowledged. Program staff shall continuously attempt to engage participants who express a lack of interest in or willingness to participate in their plan.
4. Work on the HSP begins upon completion of assessment.
5. HSP shall be focused around three distinct phases: housing barriers and strengths, housing stabilization, and exit planning.
 - i. The initial HSP will focus on any emergent needs of the family and on identifying, finding and acquiring permanent housing or on sustaining housing in the case of an at-risk household.
 - ii. Once housed or when the immediate crisis of housing loss is averted, the HSP will focus on housing stability and housing retention barriers, which the participant may face. Housing stabilization plans are required to focus on how program participants can maintain a lease, maximize their ability to pay rent, and address patterns that have, in the past, resulted in housing crisis or housing loss.
 - iii. Nearing program completion, HSPs transition their focus to exit planning. Exit planning should be the ongoing work until such time as the participant is closed out from the program. This shall include a plan for preventing a fall into homelessness and a finalized exit plan. The program shall update the HSP at a minimum of every three months and at the beginning of each phase.
6. Program shall assist participants with a range of activities that address the participants' goals (as stated in their HSP, see [Section 4.4.3.1](#)), including but not limited to:
 - i. Assistance obtaining identification and other documents that are required for securing permanent housing.

- ii. Enrollment in eligible mainstream resources (TANF, SSI/SSDI; health insurance, public benefits, VA benefits, etc.).
 - iii. Connections may include life skills coaching, legal assistance, subsidized childcare, employment/vocational program, substance abuse counseling, mental health counseling, physical health services, food resources, communication services, and transportation resources.
 - iv. When a referral is made to any community service, case managers shall provide a warm handoff and a follow-up to ensure the linkage has been made.
7. Program shall use a progressive engagement/assistance approach to determine the duration and amount of rental assistance provided to participants. This amount should be designed to ensure participants can reasonably maintain housing once rental assistance ends.

4.4.3.2 Housing Identification, Search, and Attainment

1. Program will work to identify and recruit property owners and encourage them to rent to program participants.
 - i. Program must have at least one staff person whose job includes responsibilities for landlord recruitment & retention efforts.
 - ii. Designated staff shall have the knowledge, skills, and agency resources to understand landlord and tenant rights and responsibilities and provide support to property owners and property managers.
2. Program shall search for housing based on family's housing preferences and needs, as well as ensuring safety and habitability for children to ensure quality of housing placements.
3. Program shall establish written policies and procedures that require that staff engage in proactive and continuous landlord recruitment activities, including screening out potential landlord partners who have a history of poor compliance with their legal responsibilities and fair housing practices.
4. Program shall assign staff to explain basic landlord-tenant rights and responsibilities and the requirements of the lease to participants.
5. Program shall assist participants in identifying units based on the choice and reasonable parameters of the participant. Program shall also assist with viewing, applications and negotiations with property owners and property managers.

6. Program shall assist participants in completing housing applications and obtaining documentation as needed including but not limited to: preparing for the application process; assistance with advocating with property owners on behalf of the households; attending meetings between the landlord and the household; and attending/supporting the lease signing and understanding tenant requirements and rights through the process.
7. Program shall support participants in making informed decisions about rent reasonable housing options with the goal of maintaining housing after program exit. This will include exploring all viable housing options, including rentals in less expensive parts of the county, shared housing and rooms for rent.
8. Programs are required to make sure all units housing participants are safe and meet HUD's habitability standard checklist [24 CFR 576.403 (c)].
9. Program shall establish policies and procedures to verify and document unit's ownership before financial assistance is provided.
10. Program must have a policy that requires that all participants have standard lease agreements that ensure that they have the rights and responsibilities of all tenants, including shared housing. Program should attempt to get an individual lease for all shared housing participants whenever possible.
11. Upon identifying housing, Contractor notifies DCFS program staff of the participant's identified housing.
12. Program shall coordinate with the local public housing authority and advocate for availability of affordable housing vouchers for BFH families.
13. For clients identified through case conferencing consultation with DCFS as candidates for Housing Choice and/or Family Unification vouchers or for public housing, program shall assist client with application process and facilitate approval. For clients identified as being better served by permanent supportive housing, Contractor should work within CES to match the family to that resource and support all steps of the program transfer process.
14. Program may house clients in interim housing until permanent housing is identified, provided that the guidelines for interim housing are followed (See [Section 4.5](#) Interim Housing).
15. Program shall assist participants in making connections to permanent supportive housing.

4.4.5 Customer Service Support for Property Owners and Property Managers

Landlord engagement, including outreach and appreciation events to recruit property owners to work with BFH families.

Property owners/property managers shall be provided with a clear summary of services, communication protocols, roles, responsibilities, and emergency contact numbers before a participant moves into the unit.

Staff will accompany participants during the lease signing and move-in process and ensure that participants understand all aspects of their lease agreement and the relationship with the landlord/property manager.

Program must have policies and procedures in place that ensure the Landlord has the tenant's case manager/housing specialist or other appropriate Contractor's contact information.

1. Property owners/property managers must also be provided with a secondary point of contact to ensure concerns are addressed when the case manager/housing specialist is unavailable.
2. Property owners shall also have the contact information for a 24/7 emergency contact.

Program is required to regularly and proactively connect with the landlord/property manager or property management company to address any concerns or questions.

Program must have a policy that they will respond quickly (within 1 business day) to landlord calls regarding tenancy issues.

Program will seek to resolve conflicts around lease requirements, complaints by other tenants, and timely rent payments by promoting regular communication, positive problem-solving and interventions that work to prevent evictions.

Program is required to have rent payments to property owners by required rental payment date on lease.

1. Program must have a policy that allows for staff to check on rental payments by participants (as needed) to ensure proper on-time and full rental payment has been made.
2. Program must have a policy that provides for quick payment (5 days) of rent in the event that the participant has not paid their portion of the rent.
3. Payments for security deposit or move-in assistance must be made to property owners within five business days of initial request or lease

signing. Program must have a policy that provides promissory notes to property owners if the move-in funds are not going to be available at lease signing.

In the event that a Landlord/Property Manager has stated that the participant can no longer stay in the unit, program shall have a policy that states they will work to negotiate move-out terms and assist the participant to quickly re-locate and move into another unit without an eviction and maintain the relationship with the property owner.

Program will coordinate with property owners and participants for transition of rental payments once financial assistance has ended.

4.5 Interim Housing

Families in need of temporary shelter may be placed in Interim Housing. Contractors should utilize BFH-funded interim housing as a last resort when other options, e.g., CES programs, are unavailable.

Interim housing includes:

1. All interim housing types that best meet the needs of the family (e.g., non-congregate, congregate).
2. Motel/hotel rooms via vouchers –
 - i. Motel/hotel vouchers have an initial time limit of 30 days per family. The Contractor can extend the voucher for up to 30 more days at their discretion. Beyond that 60-day time period, the hotel/motel voucher can be extended for an additional 30 days on a case-by-case basis with approval from the LACDA.
 - ii. A permanent housing unit does not have to be identified for a family to receive a motel/hotel voucher.
3. Other alternative shelter models (e.g., lease a single-family home or multi-family home).
 - i. The LACDA and DCFS highly encourage proposers to budget for interim housing options other than motel vouchers, as motels are not an ideal setting for very young children and for families with multiple challenges in general. Bonus points are available to such applications, provided that the Contractor can demonstrate the viability of the proposed alternative (e.g., through the commitment of leveraged resources).

4.6 Bridge to Supportive Housing

Bridge to Supportive Housing is a sub-component of RRH for families that need more intensive case management and long-term subsidy with supportive services (e.g., FUP voucher, Permanent Supportive Housing (PSH) unit, CoC Voucher, the LACDA public housing turnover unit). Families may be identified for Bridge to Supportive Housing at any point while the family is enrolled in the BFH program (or at program intake). This subcomponent must be implemented by the Contractor operating both RRH and Prevention components and is applying for more than 50% of RRH funding.

4.6.1 Eligibility Criteria

1. High acuity score on CES Assessment (or comparable tool) or a similar vulnerability indicator (to be defined in future program guidelines); or
2. Family situation that necessitates long-term housing assistance (e.g., large household composition); or
3. Currently enrolled in BFH RRH or Prevention program, but the level of support is insufficient for the family to maintain housing.

4.6.2 Caseload / Staffing

1. Program should build into the staffing structure one (1) Full Time Equivalent (FTE) dedicated case manager who will only focus on these higher needs' families. In any SPA where the County awards multiple RRH contracts, only one of the Contractors will operate the Bridge to Supportive Housing subcomponent and have this additional case manager position.
2. Caseload size is 1:20.
3. If referrals of high needs families to a Contractor are lower than expected, this caseload can also (temporarily) serve a small number of lower-needs families if the other RRH caseload(s) at the agency have reached their 25-slot maximum.

4.6.3 Financial Assistance

Program shall provide financial assistance for housing costs (when needed), which may include rental deposits, first month's rent, last month's rent, temporary rental assistance and/or utility assistance, and have clear written policies and procedures for determining the amount that is reasonable for the participant's income, including those with zero income.

1. Policies shall detail how to pay reasonable rent and utility arrearages.
2. Program will only cover housing costs not covered by another program.
3. Program shall use a progressive engagement/assistance approach to determine the duration and amount of rental assistance provided to

participants. This amount should be designed to ensure participants can reasonably maintain housing once rental assistance ends.

4. Program shall establish policies detailing this progressive engagement/assistance approach including clear and fair decision guidelines and processes for continual reassessment for the amount of and continuation of the assistance.
5. Financial assistance shall be adjusted to households' unique and changing needs. Program shall establish a policy that ensures that if financial assistance has been stopped while the participant is still enrolled, DCFS case is still opened, and the participant experiences a loss of income requiring additional rental assistance from the program, financial assistance can be restarted.

Note: If a family's case is closed by DCFS following their enrollment in BFH, the family remains eligible for BFH services.

6. The transition of financial assistance shall be coordinated with case management staff. They should also assist program participants to assume and sustain their housing costs.
7. Program assists participants to meet basic needs at move in, such as securing basic necessities furnishing including mattresses and basic kitchen items including (if not provided by the landlord) kitchen appliances.
8. Program shall not provide rental assistance directly to the participant and are required to have policies and procedures that verify that financial assistance is being paid to the appropriate party.
9. Program shall pay rent by the date specified on the participant's lease.
10. Program must have a policy that requires staff to check on rental payments by participants (as needed) to ensure proper on-time and full rental payment has been made.
11. Program must have a policy that provides for quick payment (5 days) of rent in the event that the Participant has not paid their portion of the rent.
12. Policy must include how to communicate this late payment to the landlord/property manager.
13. Program must have the capacity to track payments to property owners and other vendors.
14. BFH rental subsidy will be fixed at 30% of income until an appropriate long-term housing resource is available;
15. The other types of Financial Assistance described above for RRH are eligible in this component as well.

5. PREVENTION

Prevention Overview

The goal of Homeless Prevention is to assist rent burdened, low-income participants that are at imminent risk of becoming homeless to retain permanent housing. Families will be screened by the Contractor to determine if it is possible to access other housing options to remain housed or to be rehoused temporarily or permanently.

The level of case management and financial assistance provided will be determined by the family's unique circumstances and the results of the Prevention Targeting Tool.

As Prevention is a new component for BFH, after six (6) months of operations, the LACDA and DCFS will re-evaluate the program to determine if adjustments need to be made (e.g., caseload size, length of enrollment, level, or duration of financial assistance).

5.1 Prevention Guidance

The LACDA will develop Prevention eligibility criteria prior to the program's start date.

The program will target prevention assistance to households that have risk factors for housing instability and homelessness. Some risk factors established in the research literature pertaining to Imminent Risk of Homelessness include the following:

1. Single parent households;
2. Households with children under two;
3. Disabilities in the household;
4. Criminal records;
5. Exiting institutions;
6. History of conduct notices or other lease violations;
7. Past evictions;
8. Immigration status;
9. Pregnancy;
10. Number of and length of previous homeless episodes;
11. Immediate crises such as domestic abuse, substance abuse, mental health crisis or commercial sexual exploitation;
12. Living situation prior to entering the homeless assistance system (doubled up or not being a leaseholder);
13. Employment status; and
14. Household size and membership (presence of children, their ages, etc.).

5.2 Prevention Funding Structure and Limits

Maximum funding per SPA for BFH Prevention Funding:

1. The LACDA will award one contract per SPA. Applicant may apply to serve multiple SPAs but will only be awarded a maximum of two SPAs.
2. The percentage funding distribution is based on the number of housed clients for the Family Reunification Housing Subsidy Program from inception thru June 30, 2022. The LACDA acknowledges that this is just a starting point for the new prevention component and will make adjustments as needed based on program trends.
3. Each Applicant's annual goal for the number of families to be served should be tied to the funding amount requested in the application and an annual average cost guideline of \$12,500 per family (includes financial assistance and supportive services, 30% cap on supportive services and administration not to exceed 10% cap of total program costs).

SPA	% By SPA	Funding Distribution	Program Costs *	Admin Maximum *
1	9%	\$550,262	\$500,238	\$50,024
2	10%	\$611,402	\$555,820	\$55,582
3	20%	\$1,222,804	\$1,111,640	\$111,164
4	9%	\$550,262	\$500,238	\$50,024
5	5%	\$305,701	\$277,910	\$27,791
6	18%	\$1,100,523	\$1,000,476	\$100,048
7	13%	\$794,823	\$722,566	\$72,257
8	16%	\$978,243	\$889,312	\$88,931
Total	100%	\$6,114,019	\$5,558,199	\$555,820

1. Grant/program administration should not exceed 10% of the program costs per SPA.
2. Grant/program supportive services should not exceed 30% of the amount being applied for the SPA.
3. An Applicant may submit an application for more than one (1) SPA; however, a separate application **must** be submitted for each SPA. Applicants must apply to both RRH and Prevention components if they are requesting more than 50% of the SPA's RRH allocation. In such cases, the Applicant must submit a budget for Prevention comprising of the full allocation.

4. All awarded funds are expected to be expended by June 30, 2024. During the contract period, funds may be recaptured and reallocated to other Contractors that have been awarded contracts under this RFP. Recaptured funds may be re-allocated based on the needs of the SPA.
5. The LACDA reserves the right to negotiate services with any Contractor in the event the LACDA does not receive a proposal that meets the minimum scoring threshold or does not receive a sufficient number of proposals to cover the entire SPA allocation.

*Program and Administration Costs include the following:

Program Costs:

1. Direct case management staff, housing navigation staff, and other program staff or operational costs.
2. Direct financial assistance to support housing related costs paid out on behalf of the participant. This includes costs associated with rental assistance, application fees, security deposits, first and last months' rent, move-in costs, landlord incentives, etc.

Administrative costs include program administrative staff (including program supervision and data tracking staff), general administration and costs necessary for the proper administration of the program, data tracking including HMIS licenses, overhead, program development activities and indirect costs

5.3 Prevention Staffing and Caseloads

Proposers should build into their staffing structure a minimum of one (1) case manager with a 1:25 caseload ratio, with additional FTEs added depending on the SPA allocation and/or additional resources being leveraged by the agency. The caseload will be revisited/evaluated after six (6) months to determine if the caseload ratio should be adjusted.

5.4 Length of Enrollment

1. Homeless Prevention is a short-term intervention. Services can be provided for up to six (6) months but must be provided with a Progressive Assistance approach that only provides as much as needed to be successful.
2. Program may exit participant from enrollment when the following conditions are met:
 - i. Both parties agree that the participant has completed the primary housing stability goals outlined in Housing Services Plan and DCFS has granted approval for participant exit.
 - ii. Case Manager determines, along with participant, that the participant is unable to resolve their housing instability prior to the six (6) month cap of

- services. If not able to resolve their housing instability prior to six (6) month cap, the participant must be linked to appropriate program/resources.
- iii. With DCFS approval, participant may be exited from the program if they are deemed a risk to the safety of the program staff.
 - iv. Participant may NOT be exited without their consent due to any of the following:
 - a) Active substance use;
 - b) Non-Compliance with the Housing Stability Plan;
 - c) Active health issues;
 - d) Failure to abide by participant budget; or
 - e) Desire to be assigned to another case manager
 - v. The program must provide necessary support when linking the participant to another housing or supportive services program via a warm hand-off. The provider must work with the case managers in the other program(s) as long as necessary to ensure that the transition is not disruptive to the participant.

5.5 Prevention Financial Assistance

1. Security Deposit – Maximum of one (1) security deposit in a twelve (12) month period unless housing situation does not work. Up to 2 month's rent for unfurnished and 3 month's rent for furnished unit along with additional deposits such as keys, mailbox, remotes, etc.
2. Rental Assistance – Six (6) months of rental assistance per a twelve (12) month period. Rental assistance includes first and last month's rent. Can be extended beyond 6 months on a case-by-case basis.
3. Rental Arrears – Maximum of five (5) months of arrears. May include any late fees accrued. Contractors should use case conferencing with the LACDA and DCFS to discuss individual cases outside of these parameters.
4. Families receiving Section 8 and FUP vouchers and public housing may receive one-time lump sum assistance. Any additional assistance would be considered recurring and counted towards the family's 30% income calculation.
5. Utility Deposit – Maximum of one (1) utility deposit per twelve (12) month period. Utilities covered are gas, electric, water and trash.
6. Utility Assistance – Limited to six (6) months per twelve (12) month period. Utilities covered are gas, electricity, water, and trash.
7. Utility Arrears – up to 3 months of arrears per utility (i.e. gas, electricity, water and trash).
8. Move-In Expenses (relocation cases)
 - i. Application Fee – Eligible costs are applications, background checks, and credit check results fees.
 - ii. Broker Fee – Broker fee cannot exceed \$250 per unit. Reasonable costs of a Real Estate Broker one (1) time in a twelve (12) month period. Broker fees can only be paid to third party real estate search

agents. The party receiving the fee can only receive the fee if the participant leases up the unit and has a move-in date.

9. Document Fees: Birth certificate, document court filing fees, identification, tenant screening report, other documents needed for employment or housing.
10. Provision of basic housing items and resources to make the home habitable to obtain/maintain housing stability, e.g., furnishings and appliances, including child safety devices, mattresses and basic kitchen items.
11. Time-limited transportation vouchers necessary to obtain or maintain housing stability.
12. One-time flexible funds up to \$250 per household. Flexible funds can be used for minor items to assist families (e.g., rideshare, bus fare, clothing, car repairs etc.).

Contractors will be able to flexibly use funding within general eligibility parameters to be specified in forthcoming program guidelines prior to contract start date.

5.6 Prevention Supportive Services

Supportive services or activities necessary to assist families that are at risk of homelessness in retaining suitable permanent housing. As per [WIC Section 16523.1\(c\)\(2\)\(E\)](#) the BFH program must provide housing stabilization including ongoing tenant engagement, case management, public systems assistance, legal services, credit repair assistance, life skills training, and conflict mediation with property owners and neighbors. Housing stabilization services ensure, once housed, a family's housing is safe, sustainable, and supports the safety and well-being of children. It is often delivered in conjunction with direct financial assistance.

Examples of housing stabilization services and assistance may include, but are not limited to, any of the following:

1. Case management;
2. Provision or referral to legal assistance;
3. Eviction prevention;
4. Referral to life skills training;
5. Tenant education and engagement;
6. Public systems assistance;
7. Conflict mediation with property owners and neighbors;
8. Credit repair;
9. Referral to employment services or benefits advocacy; and
10. Referrals to cultural and linguistic supports and services

As per [WIC Section 16523.1\(c\)\(2\)\(B\)](#) Contractors must provide housing navigation services. Housing navigation assists participating families in finding, applying for, securing, and moving into, interim and permanent housing, as needed (e.g., to relocate

to a more affordable, sustainable rental unit). Housing navigation should also employ evidence-based tools, such as person-centered, trauma-informed care.

5.6.1 Eligible Supportive Services

Housing related supports available to the participating families shall include, but not limited to, housing-related case management, housing stabilization and housing navigation and must maintain close communication and coordination. Programs may hire staff that are specifically responsible for facilitating coordination, whether that be coordination among staff, between programs, or with the local homelessness and child welfare systems of care.

Case management consists of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for families that are at risk of homelessness in overcoming immediate barriers to obtaining housing. Case management services should be consistent with Housing First principles and evidence-based models, to assist with achieving housing stability.

Housing-related case management should be person-centered, trauma-informed, and provided in a manner consistent and in coordination with the child welfare service. This plan may include, but is not limited to, the following activities to assist BFH participants in maintaining housing stability:

1. Providing various forms of in-depth problem solving related to housing stability including but not limited to housing-budget development;
2. Assisting families in applying for other public assistance benefits to support housing stability, including assistance in accessing rent relief programs such as Emergency Rental Assistance Program;
3. Assisting families in accessing physical and behavioral health services in order to support housing stability;
4. Providing connections to benefits advocacy programs, workforce development programs, and/or access to other low-cost resources in order for BFH families to maintain housing stability;
5. Tracking client rental subsidy with detailed case notes and updates to the notes;
6. Conducting re-evaluations;
7. Attending funder mandatory monthly meetings; and
8. Participating in case conferencing.

5.6.2 Case Management

1. Program must provide housing-focused case management that identifies participants' strengths and housing barriers; supports housing stabilization; and facilitates successful program exit.

2. Program must provide resources to assist participants to resolve or navigate tenant barriers.
3. Program must assist participants to develop a participant-driven budget, which will be revisited as often as needed. Budgeting assistance will follow a harm reduction approach.
4. If participants experience barriers to stability that impact their ability to pay their portion of rent timely, the program must assist the participant with the rental payment.
5. Program shall make rapid connections to resources that can support the participant's success in housing and emphasizing the temporary nature of their enrollment in the BFH program.
6. Program shall use a progressive engagement/assistance approach to provide customized and flexible case management services by providing case management and home visits beyond the minimum requirements to participants when there is a higher need.
7. Case Management services shall always be voluntary and participant centered. While case management services are voluntary, program staff are required to continue to attempt engagement with the participant throughout program enrollment and document all efforts in case notes.
8. Program staff shall conduct a minimum of one home visit per month
 - i. Program participants can direct when, where and how often additional case management meetings occur.
 - ii. Program shall have written safety policies and procedures for home visits that staff receive training on and that are posted clearly in their office spaces.
 - iii. Program policies shall make it possible to end financial assistance but continue case management.
 - iv. Documented attempts at monthly home visits are required.
9. Contractors are required to provide basic tenancy skills, learning opportunities and guidance on basic landlord-tenant rights and responsibilities, meeting minimum expectations for care of the unit, and the meaning of the "peaceful and quiet enjoyment" clause of the lease.
10. Program shall work directly with the participant and the landlord to resolve tenancy issues without threatening participant's tenancy. Prevention Contractors are expected to coordinate services with the Legal Services Contractor.

11. Program must have policies that clearly state that, when necessary, program staff shall proactively assist participants to avoid evictions and maintain a positive relationship with the landlord.
 - i. Preventing an eviction can be done by moving a household into a different unit prior to eviction.
 - ii. By identifying a new tenant for the landlord's unit.
12. Case management documentation must be entered into the HMIS and 211 LA CareLinQ systems and the case notes shall be updated by provider within 72 hours of meetings with participants and other updates to participants' status.
13. Case Manager must coordinate with 211 LA and communicate all changes in client's status with the DCFS case worker, DCFS and LACDA program staff.

5.6.3 Housing and Service Plans

1. All program participants must establish a HSP in collaboration with program staff.
2. HSP should be designed to guide case management and must be housing-focused and participant driven. The HSP shall identify the participant's needs, goals, actions to be taken, progress towards goals, and the actions to be taken by the case manager.
3. HSP must be treated as a living document and shall be updated as the participant progresses towards goals or as new barriers are acknowledged. Program staff shall continuously attempt to engage participants who express a lack of interest or willingness to participate in their plan.
4. Work on the HSP begins immediately upon developing a working relationship with the participant.
5. HSP shall be focused around three distinct phases: housing barriers and strengths, housing stabilization, and exit planning.
 - i. The initial HSP will focus on any emergent needs of the family and on sustaining housing and identifying and finding other permanent housing if needed.
 - ii. Once housed or the immediate crisis of housing loss is averted, the HSP will focus on housing stability and housing retention barriers, which the participant may face. Housing stabilization plans are required to focus on how program participants can maintain a lease,

- maximize their ability to pay rent, and address patterns that have, in the past, resulted in housing crises or housing loss.
- iii. Nearing program completion, HSPs will transition their focus to exit planning. Exit planning should be the ongoing work until such time as the participant is closed out from the program. This shall include a plan for preventing a fall into homelessness and a finalized exit plan. The program shall update the HSP at a minimum of every three months and at the beginning of each phase.
6. Program shall assist participants with a range of activities that address the participants' goals (as stated in their HSP, see [Section 4.4.3.1](#)), including but not limited to:
- i. Assistance obtaining identification and other documents that are required for securing permanent housing.
 - ii. Enrollment in eligible mainstream resources (TANF, SSI/SSDI; health insurance, public benefits, VA benefits, etc.).
 - iii. Connections may include life skills coaching, legal assistance, subsidized childcare, employment/vocational program, substance abuse counseling, mental health counseling, physical health services, food resources, communication services, and transportation resources.
 - iv. When a referral is made to any community service, case managers shall provide a warm handoff and a follow-up to ensure the linkage has been made.

5.6.4 Housing Identification, Search, and Attainment for Relocation Purposes

1. Program will work to identify and recruit property owners and encourage them to rent to program participants.
2. Program must have at least one staff person whose job has been identified as responsible for property owner recruitment and retention efforts.
 - i. Designated staff shall have the knowledge, skills, and agency resources to understand landlord and tenant rights and responsibilities and provide supports to property owners and property managers.
 - ii. If program does not have a specific housing location staff position, then Case Managers' job descriptions must include this responsibility as well as other case management responsibilities.

3. Program shall establish written policies and procedures that require that staff engage in proactive and continuous landlord recruitment activities, including screening out potential landlord partners who have a history of poor compliance with their legal responsibilities and fair housing practices.
4. Program shall assign staff to explain basic landlord-tenant rights and responsibilities and the requirements of the lease to participants.
5. Program shall assist participants in identifying units based on the choice and reasonable parameters of the participant. Program shall also assist with viewing, applications and negotiations with property owners and property managers.
6. Program shall assist participants in obtaining necessary documentation for meeting landlord requirements and prepare participants for tenancy by reviewing lease provisions with the participant after moving into housing
7. Program shall support participants in making informed decisions about rent reasonable housing options with the goal of maintaining housing after program exit. This will include exploring all viable housing options, including rentals in less expensive parts of the county, shared housing and rooms for rent.
8. Programs are required to make sure all units' housing participants are safe and meet funders' habitability standards.
9. Program shall establish policies and procedures to verify and document unit's ownership before financial assistance is provided.
10. Program must have a policy that requires that all participants have standard lease agreements to ensure that they have the rights and responsibilities of all tenants, including shared housing. Program should attempt to get an individual lease for all shared housing participants whenever possible.
11. Upon identifying housing, Contractor notifies DCFS Program Staff of the participant's identified housing.

5.6.5 Customer Service Supports for Property Owners and Property Managers

1. Property owners/property managers shall be provided a clear summary of services, communication protocols, roles, responsibilities, and emergency contact numbers before a participant moves into the unit.
2. Staff will accompany participants during the lease signing and move-in process and ensure that participants understand all aspects of their lease agreement and the relationship with the landlord/property manager (relocation cases).

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

12. Program will coordinate with Property Owner/Property Manager and participants for transition of rental payments once financial assistance has ended.

6. LEGAL SERVICES

Legal Services Overview

The goal of Legal Services is to assist families who are at risk of homelessness and may require legal services including support with eviction prevention, landlord dispute resolutions, resolving legal barriers that impact sustaining housing and other legal services related to housing stabilization, including family law. Program guidelines will be established on how the referrals will be initiated for legal services.

6.1 Funding Structure and Limits

Contract to be awarded for Legal Services will be up to \$1,000,000, for a single Applicant. To ensure countywide coverage, the LACDA anticipates that the Applicant may need to partner with other legal service providers. Such partnerships may include subcontracts.

Each Applicant's annual goal of the number of families to be served should be tied to the funding amount requested in the application and an annual average cost guideline of \$3,755 per family (includes direct program staff and 10% administration).

The awarding Contractor will be expected to participate in case conferencing to ensure close communication and coordination with the prevention case management and financial assistance provider. The Contractor will be required to provide training to the other BFH program component Contractors and 211 LA on how to identify legal issues that will merit referring a family to BFH legal services as well as educate other service providers on how important matters like client confidentiality impact program implementation, including service coordination and case conferencing.

Legal Services are a short-term intervention. The expectation is that participants will receive no more than six months of assistance. Services may be extended on a case-by-case basis with the LACDA/DCFS approval.

6.2 Staffing

Contractor shall assign a sufficient number of staff with background experience and expertise to provide the services required below. Contractor to identify sufficient number of staff based on the number of participants they are contracted to serve.

6.3 Eligible Legal Services

1. Eviction Prevention: assist participants with representation in unlawful detainer actions, counsel/advice on tenant notice.
2. Preservation of Section 8 Subsidies: assist participants with preservation of Section 8 subsidies.
3. Landlord Dispute Resolution: assist participants with landlord negotiations to resolve issues that will preserve tenancies.
4. Credit Resolution Advocacy: assist eligible participants to clear financial debt through consumer education trainings and credit repairs.
5. Employment Law: assist participants in obtaining worker compensation and unemployment insurance benefits.
6. Criminal Record Expungement: assist participants with expungement of criminal records.
7. Other Housing Stabilization Legal Services: assist participants with benefits advocacy, driver license reinstatements, warrants, family law, etc.

Contractors must provide participants legal services that are directly related to the prevention of homelessness. Given that legal issues impacting housing stability can vary greatly, the LACDA is seeking a Contractor that can provide holistic, or near holistic, services to eligible families rather than very narrow services (e.g., help addressing unlawful detainers). For this reason, the LACDA anticipates that proposers may need to partner with other firms that specialize in different areas of law.

7. APPLICATION PROCESS

7.1 Timeline

October 11, 2022.....	RFP Release
October 13, 2022	Virtual Proposer’s Conference
October 18, 2022.....	Last Date to Submit Acknowledgment
October 18, 2022.....	Last Day to Email Questions
October 20, 2022.....	Q & A and Addendum Issued
November 8, 2022.....	Applications/Proposals Due by 4:00 pm
December 9, 2022.....	Declination Letters Issued
December 16, 2022.....	Last Day to Appeal
January 3, 2023.....	Pre-Award Letters to Selected Applicants
March 7, 2023.....	Anticipated Contract Start Date

7.2 Mandatory Proposers’ Conference

Applicants interested in submitting an application **must** attend a mandatory virtual proposers’ conference at 10:00 a.m. on October 13, 2022. Please RSVP participation to BFH-RFP@LACDA.org no later than October 12, 2022. To access the virtual proposer’s conference, click [Here](#)

7.3 Questions and Answers

Applicants will have the opportunity to submit questions during the mandatory virtual Proposer Conference to be held October 13, 2022 and via email to BFH-RFP@LACDA.org by 5:00 p.m. on October 18, 2022, using the subject line: "BFH RFP". Answers to all questions will be posted on LACDA's website at <https://www.lacda.org/community-development/cdbg/bringing-families-home> within 48 hours after submission.

7.4 Application Submission

The LACDA must receive all applications electronically by 4:00 pm on November 8, 2022. Applicants must upload application and all required documents to <https://www.lacda.org/community-development/cdbg/bringing-families-home>.

Applications received after 4:00 p.m. on November 8, 2022, **will not** be accepted.

Appendix 1 - Application for BFH Rapid Re-Housing

Appendix 2 - Application for BFH Prevention

Appendix 3 - Application for BFH Legal Services

Each of the applications must include the following sections:

1. Threshold Items
 - i. CA Certificate of Good Standing (no more than 1 year old). If unable to provide now, a Certificate of Good Standing of no more than 6 months old will need to be provided later.
 - ii. Certified 3rd Party Audited Financial Statements for the most recent two (2) years, including Single Audit report. If audited statements are older than 12 months at the time of application, include an unaudited financial statement for the most recent fiscal year. Audited statements for the most recent fiscal year will need to be provided later.
 - iii. Copy of 501(c)(3) determination approved by the Internal Revenue Service
 - iv. Financial Checklist (Appendix 4).
 - v. Agency operating budget for current fiscal year.
 - vi. IRS Form 990 (most recent fiscal year).
 - vii. Completed LACDA Payee Registration Package (Appendix 6) must be completed by ALL Applicants including those that have a current contract with the LACDA.
2. Proposer Information and Program Narrative
 - i. Proposer and Project Information.
 - ii. Program Narrative.
 - iii. Housing First Assessment Checklist (Only for RRH & Prevention).
 - iv. Evidence of Site Control.

- v. Landlord Letter/MOUs (if applicable).
 - vi. Interim Housing MOUs (if applicable).
 - vii. Organizational Chart.
 - viii. Performance Outcomes.
 - ix. Current Program Policies and Procedures.
3. Program Budget
- i. BFH Budget Justification Guidelines.
 - ii. BFH Summary Budget.
 - iii. BFH Performance Goal.
 - iv. BFH Supportive Services Budget.
 - v. BFH Financial Assistance Budget.
 - vi. BFH Administration Budget.
4. Submit Application in Excel format to <https://www.lacda.org/community-development/cdbg/bringing-families-home>. Applications in PDF format will **not** be accepted. Other documents requested with Application may be submitted in PDF format.
5. Files must be named as follows:
- i. [Applicant Name] - Program Component - SPA [Number]
 - ii. [Applicant Name] – CA Certificate of Good Standing
 - iii. [Applicant Name] – Audited Financial Statements and Single Audit
 - iv. [Applicant Name] – 501(c)(3)
 - v. [Applicant Name] – Financial Checklist
 - vi. [Applicant Name] – Operating Budget
 - vii. [Applicant Name] – IRS Form 990
 - viii. [Applicant Name] – LACDA Vendor App
 - ix. [Applicant Name] – Site Control
 - x. [Applicant Name] - Organizational Chart
 - xi. [Applicant Name] - Landlord Letter/MOUs (if applicable)
 - xii. [Applicant Name] - Interim Housing MOUs (if applicable)
 - xiii. [Applicant Name] – Performance Outcomes
 - xiv. [Applicant Name] – Current Program Policies and Procedures
6. Type application uniformly with 12 pitch font size that is legible and single space.
7. Include with application, each item noted on the Application Checklist or clearly indicate any items that are not applicable and explain why.

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

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

Applications must be submitted electronically to:

Los Angeles County Development Authority

BFH Rapid Re-Housing, Prevention and Legal Services Funds

<https://www.lacda.org/community-development/cdbg/bringing-families-home>

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

The Application for Funding is in Excel.

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

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

7.5 Scoring Matrix

	Proposal Section	Maximum Score
A.	Project and Facility Readiness	15
B.	Program Design	35
C.	Experience and Capacity	35
D.	Project Budget	15
	Bonus Points – Alternative Interim Housing	5
	TOTAL	105

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

7.6 Application Evaluation

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

7.7 Appeals

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

Applicants must be available to meet with the LACDA staff in person or via conference call to discuss the appeal during the appeal period, currently estimated to be between December 12, 2022 and December 16, 2022, or the right to appeal will be forfeited.

7.8 The LACDA's Rights and Responsibilities

The LACDA has the right to change the requirements and policies described in this RFP at the LACDA's sole discretion. The LACDA has the right to amend this RFP by written addendum. The LACDA is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addenda shall be made available online on or before October 20, 2022. Should any such addenda require additional information not previously requested, failure to address the requirements of such addenda may result in the application not being considered, as determined in the sole discretion of the LACDA. It is the responsibility of Applicants to ensure, prior to submission, that their application reflects the most recent addenda information, program requirements and policies. The LACDA is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on their behalf. Addenda to this RFP, if any, will be posted on LACDA's website at <https://www.lacda.org/community-development/cdbg/bringing-families-home>.

7.9 Geographic Requirements

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

7.10 Ineligible Uses of Funds

Funds shall NOT be used for:

1. Substitution of a committed funding source (public or private). These funds should be used exclusively for the BFH program and services.
2. Any use of funds not meeting the program requirements of this RFP.

8. CONTRACTUAL CONSIDERATIONS

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

8.1 Conflict of Interest

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

8.2 Compliance

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

8.3 Contract Information

1. The LACDA may, at its sole discretion, reject any or all submissions in response to this RFP. The LACDA also reserves the right to cancel this RFP, at its sole discretion, at any time before execution of a contract. The LACDA shall not be liable for any costs incurred in connection with the preparation of any submissions in response to this RFP. Any cover letters, resumes and/or curriculum vita, including attached materials, submitted in response to this RFP shall become property of the LACDA and subject to public disclosure.
2. The agency/organization submitting an application agrees that by submitting an application it authorizes the LACDA to verify any or all information and/or references given in the application.
3. The LACDA reserves the right, after contract award, to amend the resulting contract, scope of work, and any other exhibits as needed throughout the term of the contract to best meet the needs of the LACDA and the BFH funding.
4. The LACDA reserves the right to request additional financial information to verify Contractor's past and current financial status. This information includes, but is not limited to, the most recent independent audit, Cash Flow Statement, Statement of Activities (Income Statement), and Statement of Financial Position (Balance Sheet).
5. The award of a contract by the LACDA to an individual/agency/organization that proposes to use subcontractors for the performance of work under the contract resulting from this application process shall not be interpreted to limit the LACDA's right to approve subcontractors, assemble teams and/or assign leads. Each Contractor will be evaluated independently for added value to the overall team.

6. The commencement of any activities under the Exhibit A – Scope of Work will not begin until the contract execution date (the date all parties have signed the contract) and Contractor will not be eligible to obtain reimbursement for any costs incurred prior to the contract execution date, unless otherwise approved in writing by the LACDA. If this Contract is not signed within the 30-day period from the intended start date, the LACDA has the right to withdraw the contract award. The LACDA reserves the right to revise the effective date prior to final execution of the contract.

9. FUNDING CONDITIONS

9.1 Contract Term

Grant Agreements and/or contracts for BFH funding are expected to commence upon receiving a contract from the LACDA and continue for the requested period in the proposal through June 30, 2024. Should additional BFH funding become available, the LACDA retains the option to increase contract awards, and extend the agreement with the Contractor up to five years subject to satisfactory contractor performance.

9.2 Payment Process

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

9.3 Contract Monitoring

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

9.4 Data Collection, Reporting, & Evaluation

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

9.5 Legal Compliance

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

In no event shall a Contractor or its officers, employees, agents, subcontractors or assignees supplant State, County, local, or other governmental General Fund money with BFH funds for any purpose.

10. ADMINISTRATIVE PROVISIONS

10.1 LACDA Discretion

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

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

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

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

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

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

The LACDA reserves the right to verify information submitted in the proposal.

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

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

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

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

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

10.2 Events of Default

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

1. Failure to maintain appropriate insurance coverage.
2. Bankruptcy, dissolution, or insolvency of the contractor.

10.3 Cost of Application Preparation

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

10.4 Application

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

10.5 Conditional Funding Awards

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

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

10.6 Insurance Requirements

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

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