



**Request for Proposals  
Los Angeles County Bringing Families Home  
Rapid Re-Housing, Prevention and Legal Services  
Released October 7, 2022**

**Q & A from Proposer Conference and Email Inquiries  
October 19, 2022**

***1. Program Overview – Program Basics (Questions 1 & 2)***

- 1. Q: Is it required that the organizations participate in Family CES? Do applicants need to currently participant in Family CES or when awarded must participate in Family CES?**

A: Yes, contractors must participate if awarded.

- 2. Q: Our agency is a non-profit organization that has a men/woman Shelter for ages 18 thru 80. For the past 18 years we've operated this Shelter as well as an area outreach program; Food Distribution, free supplies & Job placement. Due to the fact that our Shelter age begins at 18 years, do we still qualify for the Prevention BHF proposal grant?**

A: The primary focus of the Bringing Families Home (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. Age of the participant does not matter as long as the Homeless Prevention goal to assist rent burdened, low-income participants that are at imminent risk of becoming homeless to retain permanent housing is met.

In order to participate in the BFH program, the family must meet the following five (5) 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 Department of Children and Family Services (DCFS) Social Worker or the Child Dependency Court (reverse referrals allowed but must go through the Children Social Worker).

## ***1.2 Funding Available & Anticipated Number of Applicants (Questions 3 thru 7)***

- 3. Q: Does this mean there are only eight (8) awards per area? Just one (1) per SPA?**

A: For Rapid Re-Housing (RRH), Los Angeles County Development Authority (LACDA) will award one (1) or more contracts per Service Planning Area (SPA) depending on the applications submitted. For prevention, LACDA will award one (1) contract per SPA and for Legal Services, one (1) contract for the entire LA County.

- 4. Q: If I apply for prevention, I must apply for at least 50% of RRH.....but Bridge component must be provided by Contractor who has prevention and applies for more than 50% of RRH funding. Doesn't that mean that if you apply for Prevention you must apply for more than 50% of RRH because you would be required to do Bridge component?**

A: Correct. If you apply for prevention, you must apply for at least 50% of RRH for the SPA. You are required to implement Bridge component if applying for more than 50% of RRH.

- 5. Q: Please provide additional details on expectations for subcontractor budgets. C.1 BFH Budget Guidelines says we must create a separate tab for each subcontractor. Are there any formatting requirements for the way subcontractor budgets are presented? Please provide guidance as it is unclear what budget details you are looking for with subcontractors and how that information should be formatted and presented in the sheet. Do we label this sheet "C.7 BFH Subcontractor Budget?"**

A: If you will be partnering with a subcontractor, insert an additional tab with the name of the subcontractor and include similar budget details as your own budget. Create additional tabs for additional subcontractors.

- 6. Q: Subcontractors: To have service coordination between the lead organization and subcontractor(s), is a service liaison position an eligible supportive services staff position?**

A: Yes, support staff positions are at the discretion of the contractor as long as the supportive services budget does not exceed 30% of the contract.

- 7. Q: Subcontractors: Do we need to provide any of the required attachments for subcontractors (501 c 3, audit, etc.). If so, how do we label them to distinguish from applicant?**

A: It is good practice to obtain the required threshold documents from subcontractors. However, except for the IRS 501(c)(3) determination of nonprofit, subcontractors are not required to provide the other documents. Documents must be uploaded in the same format as the applicants. To distinguish between the applicant and subcontractor, name the subcontractor document as: [Applicant Name] – Subcontractor 501(c)(3).

### **1.3 Eligible Projects (Questions 8 & 9)**

- 8. Q: Do we need to do separate applications for both RRH and Prevention?**

A: Yes, a separate application must be submitted, Appendix 1 is for RRH and Appendix 2 is for Prevention.

- 9. Q: Can Case Managers and other staff be split between RRH and Prevention programs or should they be staffed independently of each other?**

A: It will be up to the contractor's discretion. Only requirement is the 30% limitation for supportive services budget purposes.

### **1.4 Program Eligibility for Families**

- 10. Q: Will organizations that work only with TAY be considered or will it need to be adult families?**

A: Organizations that work with Transition Age Youth will be considered, but a family must receive child welfare services at the time eligibility is determined. The child has to be the subject of the open DCFS case.

### **3.4 Case Conferencing**

- 11. Q: Can you talk a little about how the Contractor will interface with DCFS, what coordination needs to happen with DCFS, how much input/control does DCFS have in decisions made by contractor - ending services, more to higher level of service, etc.**

A: There will be frequent interface with DCFS and LACDA. There will be case conferencing and communication with DCFS program staff and case workers. DCFS's role will be limited in decisions related to housing but decisions impacting children will require DCFS involvement.

#### **4.1 RRH Funding Structure and Limits – Maximum funding per SPA (Questions 12 & 13)**

**12.Q: What is the expected family size for the current budget rate provided.**

A: The budget is set at an average of \$40,000 per family. There is no expected family size.

**13.Q: Is the "Funding Structure and Limits" table intended to let us know how much funding we can apply for depending on the SPA we are in? For example, if we are in SPA 1, we can request up to \$1,128,113 for our RRH program costs?**

A: Yes, the funding structure and limits represent the maximum funding per SPA.

#### **4.2 RRH Staffing & Caseloads (Questions 14 & 15)**

**14.Q: Our agency is already carrying more cases than the 1:25 ratio will allow for; can we hire additional case management staff even though it will reduce the average cost per household?**

A: Yes, you may hire additional staff as long as the supportive services budget does not exceed 30% of funding allocation for the given SPA.

**15.Q: For providers currently holding BFH contracts, if we are at capacity in February 2023, what is the expectation for accepting new clients in March 2023?**

A: Existing Contractors who receive an award under this Request For Proposal (RFP) will have their current contracts amended. You will be expected to accept new referrals and may hire additional case managers and support staff.

#### **4.3 RRH Financial Assistance (Questions 16 & 17)**

**16.Q: Leverage: Is a narrative description of leverage sufficient? We understand that a match is not required, but leverage is encouraged. There is nothing in the budget forms about leverage amounts.**

A: Yes, leverage may be described in the narrative section.

**17.Q: If we are an existing BFH RRH contractor and anticipate having current enrollees continue their participation beyond February 2023, will those enrollees now be eligible to receive up to 24 months of financial assistance?**

A: Yes, the current participants/families are eligible to receive up to a maximum of 24 months of rental assistance. Further, 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.

#### **4.6.2 Caseload/Staffing**

**18.Q: The RFP states that we need a 1 full FTE for higher acuity clients. Is this staff member in addition to the ratio of case managers needed to cover the slots allotted by the budget?**

A: Yes, program should build into the staffing structure one (1) additional Full Time Equivalent (FTE) dedicated case manager to focus on these higher needs families. There will only be one (1) Contractor in each SPA implementing the Bridge to Supportive Housing subcomponent.

#### **5.1 Prevention Guidance**

**19.Q: If a family has previously received BFH RRH services, would they be eligible to return to access BFH Prevention Services?**

A: Prevention will target assistance to households that have risk factors for housing instability and homelessness. If a family had previously received RRH services and are later in imminent risk of homelessness and meet the Prevention eligibility criteria, they will be eligible to receive Prevention services. LACDA will develop the Prevention eligibility criteria prior to the program's start date.

#### **5.3 Prevention Staffing and Caseloads**

**20.Q: Can we leverage Prevention case management from other LAHSA programs?**

A: Yes, we strongly encourage leveraging funds to assist as many BFH families as possible.

#### **7.4 Application Submission (Questions 21 thru 33)**

**21.Q: Excel spreadsheets are a difficult platform for submitting narrative. Is there a character limit or a size limit to each of the Excel cells?**

A: The narrative boxes could be expanded; they are unlimited in size and spacing.

**22.Q: May we use PDF for the forms and attachments? How would we convert PDF documents into an excel workbook?**

A: Attachments should be uploaded as PDFs; however, the applications must be completed and uploaded in Excel.

**23.Q: How would you like the required documents submitted - can these be all put together as the required supported documents (labeled) and included as one PDF? Or do you want each threshold and the financial checklist attached to the email individually?**

A: Each PDF should be labeled in accordance with the checklist and uploaded **not** emailed along with the application(s). Please refer to the Application, “General Instructions” tab for proper naming.

**24.Q: Uploads: For uploads that require multiple documents (notably the audits, which require 4 – two audits and two single audits), is it ok to PDF the audits into one document and label – or do you want 4 uploads?**

A: Two (2) audits can be labeled and uploaded as one file.

**25.Q: When we include all required documents in addition to the Excel file, how do we do this? Do we submit required documents as separate, individual attachments? Do we attach them to the Excel file so that everything is contained in a single document?**

A: Each PDF should be labeled in accordance with the checklist and uploaded **not** emailed along with the application(s). Please refer to the Application, “General Instructions” tab for proper naming convention of the files.

**26.Q: Can narratives be submitted as attachments? Or should everything be included in this excel application?**

A: No, all narratives must be included in the Excel application.

**27.Q: Is there a word limit or character limit on the narrative answers? Do we have unlimited space for answers?**

A: There are no limits.

**28.Q: Can you paste org charts on excel or does it have to be written out?**

A: You can upload Org Charts as PDFs.

**29.Q: The 501(c)(3) Determination Letter is listed as a required attachment but there is no corresponding detail on the file naming for upload. Please advise how the file should be labeled and uploaded in submission?**

A: File must be named as - [Applicant Name] – 501(c)(3) Determination Letter and upload as a PDF.

**30. Q: If we apply for RRH and Prevention, do we need to submit the "threshold items" documents twice? One for each proposal?**

A: Yes, you will need to submit the supporting documents with each proposal.

**31.Q: Do we need to submit the financial checklist packet with both applications?**

A: Yes, the financial checklist will need to be submitted with each application.

**32.Q: If an organization is applying for both RRH and Prevention, we do Appendix 1 and Appendix 2, correct? Then there also is Financial Checklist - Appendix 4. So, our application would look like Appendix 1, Appendix 2, Appendix 4 and then the attachments? I hear now that we can send the attachments as a PDF. Can these attachments be combined into one PDF (labeled) or does each need to be a separate PDF?**

A: Complete Appendix 1 for RRH application, Appendix 2 for Prevention and Appendix 3 for Legal Services. Appendix 4 will be required for each application. PDFs must be named accordingly and uploaded.

**33.Q: Application Portal: Could you let us know when the portal will be open? On the website <https://www.lacda.org/community-development/cdbg/bringing-families-home>, we see the sections for the RFP documents, the proposers conference and the Q&A submission process. We don't see the application portal.**

A: Proposers shall upload their Proposals and all required forms and documentations by the due date and time stated in the RFP, and it shall be uploaded in Excel format for the Application and in Portable Document File (PDF) for the required documents (no other electronic formats will be accepted). The documents shall use the electronic file names listed in Section 7.4, paragraph 5.

To upload the documents, go to the LACDA's website, [www.lacda.org](http://www.lacda.org), and under "Vendors," click on "View Open Solicitations." Then select the **RFP No. LACDA22-062 Bringing Families Home Rapid Rehousing, Prevention, and Legal Services** and click "Upload Proposals," and follow the registration and upload instructions. Once uploaded, the Proposer shall email [BFH-RFP@lacda.org](mailto:BFH-RFP@lacda.org) to confirm the uploaded proposal. We strongly encourage all applicants to complete registration in advance to ensure you have access when ready to upload.

## Other

**34.Q: Will we be provided with confirmation that our online application submission was received? Should we expect to receive a receipt or confirmation of some kind to ensure our submission was successful?**

A: Once application and documents are uploaded, the Proposer shall send an email to [BFH-RFP@lacda.org](mailto:BFH-RFP@lacda.org) to confirm the uploaded proposal. The LACDA will acknowledge receipt through email.

**35.Q: Do you have a list of potential applicants in case we wish to partner/subcontract?**

A: The list of all attendees was emailed on October 14, 2022.

**36.Q: When and how will we gain access to this PowerPoint presentation?**

A: The PowerPoint presentation was emailed on October 14, 2022 to all attendees who attended the mandatory proposers conference.

**37.Q: Does this RFP replace existing BFH program or is it an expansion on top of existing BFH programs?**

A: This RFP will replace the existing BFH Program.

**38.Q: Page 48 shows that the last date to submit acknowledgement is on October 18th. I don't recall that in the presentation and didn't see further mention of it in the RFP. Would you be able to provide details on this?**

A: The acknowledgment has been removed. See revised Timeline in Addendum No. 1.

**39.Q: Where can I obtain a BFH application?**

A: BFH application can be obtained from <https://www.lacda.org/community-development/cdbg/bringing-families-home>. However, to submit the application, applicant must have attended the mandatory virtual proposers conference held on October 13, 2022.

**40.Q: Question B.2.16 - Do the performance outcomes reports have to be HMIS reports, or can we provide data and documentation from CareLinQ instead?**

A: Performance outcome reports can either be from HMIS or 211 LA's CareLinQ system.