

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: March 12, 2018

To: Proposition HHH Citizens Oversight Committee

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

Subject: **PROPOSITION HHH FACILITIES PROGRAM RECOMMENDATIONS FOR THE FISCAL YEAR 2018-19 PROJECT EXPENDITURE PLAN**

RECOMMENDATIONS

That the Citizens Oversight Committee review and propose the following recommendations relative to the Proposition HHH Facilities Program to the Administrative Oversight Committee:

1. Approve the proposed Proposition HHH Facilities Program Project Expenditure Plan for Fiscal Year 2018-19 (Attachment 1) in the total amount of \$36,690,183 as follows:
 - a. \$36,387,134 for the following project costs:
 - i. \$25,921,134 for 18 non-City-sponsored projects, subject to the City's review and determination of projects' useful life in order to establish the service payback period for each loan agreement; and
 1. Authorize the City Administrative Officer, or designee, to negotiate and execute service payback loan documents, covenant/regulatory agreements, and any other documents necessary to implement the Proposition HHH Facilities Program Project Expenditure Plan for Fiscal Year 2018-19 with each approved project borrower;
 - ii. \$10,466,000 for four (4) City-sponsored projects;
 1. This amount includes additional funding of \$1,800,000 for job training classrooms at the Council District 8 Navigation Center, which received an allocation of \$3,100,000 in the Fiscal Year 2017-18 bond issuance, for a total project cost of \$4,900,000; and
 - b. \$303,049 for the Department of Public Works, Bureau of Engineering staff and consultant costs for project management, design, environmental studies and other work to implement City-sponsored projects.
2. Approve the reprogramming of \$789,824 allocated in the Fiscal Year 2017-18 Proposition HHH Facilities Program Project Expenditure Plan for two (2) non-City-sponsored projects and City Attorney staff costs as described in this report for the Department of Public Works, Bureau of Engineering staff and consultant costs as follows:
 - a. \$106,071 for Fiscal Year 2017-18 staff costs to initiate City-sponsored projects;
 - b. \$270,000 for Fiscal Year 2017-18 consultant costs to initiate City-sponsored projects;

- c. \$216,802 for one (1) Senior Architect and one (1) Civil Engineer being proposed in the Fiscal Year 2018-19 budget to support Proposition HHH Implementation; and
- d. An additional \$196,951 for consultant costs to implement City-sponsored projects in FY 2018-19.

SUMMARY

This report outlines the Proposition HHH (Prop HHH) Facilities Program Fiscal Year (FY) 2017-18 Request for Proposals (RFP) for the Fiscal Year 2018-19 Bond Issuance results and provides funding recommendations for the FY 2018-19 Prop HHH Facilities Program Project Expenditure Plan (PEP) in the amount of \$36,690,183 for 22 facilities serving the homeless (Attachment 1).

The report provides recommendations to reprogram \$789,824 from the FY 2017-18 PEP due to two projects' withdrawal from the Prop HHH Facilities Program and new City Attorney guidance on the use of Prop HHH funds for staff costs. We recommend that these reprogrammed funds, in addition to \$303,049 recommended in the FY 2018-19 PEP, be allocated to the Department of Public Works Bureau of Engineering (BOE), for a total of \$1,092,871 to implement City-sponsored projects in FY 2018-19.

Lastly, this report provides an update on new guidance regarding the use of Prop HHH bond proceeds for City staff costs and the Project Labor Agreement proposed for Prop HHH-funded projects.

BACKGROUND

In August 2017, the City Council and Mayor approved recommendations relative to the Prop HHH Permanent Supportive Housing (PSH) Loan Program and Facilities Program guidelines (C.F. 17-0090). These recommendations authorized the CAO to release the second Proposition HHH Facilities Program RFP to identify projects for the Fiscal Year 2018-19 Facilities Program bond issuance. The Housing and Community Development Department (HCID) will submit the PEP for the PSH Program to the Prop HHH Citizens Oversight Committee (COC) and the Administrative Oversight Committee (AOC) in April 2018.

PROP HHH FACILITIES PROGRAM PROJECTS FOR THE FY 2018-19 BOND ISSUANCE

Prop HHH Facilities Program RFP Process

On August 28, 2017, the CAO released the Prop HHH Facilities Program RFP on the Los Angeles Business Assistance Virtual Network (LABAVN) (Attachment 2).

The table below provides a list of key RFP milestones and dates:

<u>Milestone</u>	<u>Date</u>
RFP released on LABAVN	August 28, 2017
1st Proposers Conference	September 7, 2017

<u>Milestone</u>	<u>Date</u>
2nd Proposers Conference	October 4, 2017
Technical Assistance Session	October 4, 2017
Business Inclusion Program (BIP) Outreach Deadline	October 20, 2017
Proposal Due Date	November 3, 2017
Proposers Notified of Review Process Outcome	February 23, 2018
Appeals Due	March 2, 2017
Appellants Notified of Appeals Results	March 9, 2018

Assistance to Proposers

In order to be eligible to apply in response to the RFP, proposers were required to attend at least one Proposers Conference to ensure they had all the necessary information to complete responsive proposals. Attachment 3 to this report provides the Proposers Conference presentation. 164 individuals attended at least one of the conferences, representing 125 different agencies. In order to assist proposers who had limited experience with City and/or public RFPs, the United Way of Greater Los Angeles' Home for Good Initiative also sponsored a technical assistance session conducted by Enterprise Community Partners, which was attended by more than 60 people.

In addition to these in-person meetings, the CAO accepted written questions throughout the RFP process and published responses to more than 200 questions in a Frequently Asked Questions (FAQ) document on the LABAVN.

RFP Changes

The Prop HHH Facilities Program RFP for the FY 2018-19 Bond Issuance included several changes based on lessons learned from the Proposition HHH Facilities Program Expedited RFP for the first bond issuance. The COC and AOC reviewed these changes and recommended approval to the Council and Mayor. The final approved changes are described below, with modifications made by the Council noted:

- A. Cap for the Facilities Program: In order to prioritize PSH projects, the CAO recommended a funding cap of \$60 million for facilities out of the total \$1.2 billion authorized by Proposition HHH. The COC and AOC recommended this change, but the Council did not approve the cap.
- B. Required Minimum Leverage: The COC and AOC approved the CAO recommendation that all applicants demonstrate a minimum 15% cash leverage requirement for all projects. This recommendation was modified to allow the value of a long-term lease or equity in proposer-owned building to meet the leverage requirement.
- C. Minimum/Maximum Request: Proposals were required to request a minimum of \$100,000 and a maximum amount of \$3.5 million.
- D. Ensuring the Applicant's Ability to Provide Proposed Services: A letter of good standing from a proposer's major service funder was required to provide proof of ability to provide proposed services. If the proposer supported its services without public funding, the proposer was required to provide a letter from its board of directors and documentation

confirming that funding and services had been provided for a minimum of two (2) years.

- E. Coordinating with HCID on Projects Applying for PSH and Facilities Programs: Proposers were required to indicate whether they were also applying for funds under the Prop HHH Permanent Supportive Housing (PSH) Loan Program administered by HCID.
- F. Multiple Proposals: Proposers who submitted more than one funding proposal were required to provide a plan for carrying out multiple projects within the required timeframes.
- G. Bonus Points: A bonus points option was added in order to incentivize geographic distribution of homeless facilities in areas with high established need and documented lack of services. The RFP included technical assistance instructions that provided potential data sources and step-by-step instructions for accessing and using data to demonstrate need and lack of services (Appendix to the RFP; Attachment 2).
- H. Mandatory Attendance for Proposers Conference: Proposers were required to attend at least one Proposers Conference to ensure they had all the necessary information to complete responsive proposals.
- I. Letter of Acknowledgement from Council Office: A letter of acknowledgement was required from the appropriate Council Office to ensure that Council Districts were aware of the agencies applying in their district.
- J. Budget Contingency: Project budgets were required to include a contingency amount of 10 percent for new construction and 15 percent for rehabilitation.
- K. Coordinated Entry System (CES): Proposers were required to discuss how their organization participates in the Coordinated Entry System.

RFP Responses and Review Process

Threshold Review:

The CAO received 23 proposals from 20 agencies for a total request of \$39.9 million. All proposals were first reviewed according to the Threshold Review Checklist to ensure that they met minimal requirements for eligibility and included all information critical for RFP review (Attachment 4). Proposals that did not meet these requirements were not reviewed or scored. Five (5) proposals, representing \$13.9 million, did not meet the Threshold Review requirements. Examples of information missing from these proposals include:

- Site Control documents;
- Program (BIP) Outreach;
- Service Funding Plan;
- Proof of Development Costs;
- Council Letter of acknowledgement;
- Audited financial statements;
- Construction and expenditure milestones; or
- Project Narrative responses.

Proposals that did not meet Threshold Review requirements are listed below:

1. Clays Private Family Assembly

2. Epidaurus DBA Amity Foundation
3. Living Advantage
4. Weingart Center Association (2 proposals)

Proposal Scoring:

The remaining 18 proposals were reviewed by panels that included three reviewers; comprised of representatives from the CAO, the Chief Legislative Analyst (CLA), and the Los Angeles Housing Services Authority (LAHSA). Scores were based on five criteria: Proposed Service Plan (20 points), Demonstrated Capacity and Operational Stability (30 points), Fiscal and Budgetary Review (35 points), Project Implementation Plan (15 points), and Bonus Points (5 points). Proposals could receive a maximum total score of 105 total points, including the five (5) point bonus for projects in areas with high established need and documented lack of services. All 18 proposals scored at least 80 points, which is above the minimum score required to be considered for funding. 15 projects were awarded bonus points. One (1) proposal, La Posada, sponsored by New Economics for Women, scored 80 points, but was initially determined to be ineligible based on reviewers' evaluation.

Appeals:

All proposers were notified of the outcome of the review process on February 23, 2018 and appeals were due on March 2, 2018. Four (4) proposers submitted appeal letters. Upon review of the letters, we granted one appeal for the La Posada project based on further explanation of its proposal and service funding plan provided in its appeal letter. All four (4) agencies were notified of the appeals results on March 9, 2018.

RECOMMENDED NON-CITY-SPONSORED PROJECTS

Based on the RFP review, we recommend a total of \$25,921,134 in Prop HHH funding for 18 non-City-sponsored projects to be included in the FY 2018-19 Prop HHH PEP (Attachment 1).

The 18 recommended projects include: ten (10) shelters, of which six (6) are domestic violence (DV) shelters; four (4) transitional housing programs; two (2) service centers; one (1) clinic; and one (1) hygiene center. These projects will expand and enhance services for persons experiencing homelessness and at risk of homelessness, including adding a total of 126 new shelter beds. Additional information about the benefits being provided by recommended projects is described below. Attachment 5 provides summary information for each project.

Of the six (6) DV shelters:

- One (1) is a new program that will provide 36 new beds;
- One (1) will expand services, increasing existing capacity by an additional 26 beds; and
- Four (4) programs will enhance services to existing beds, such as ADA-compliant units and building systems repairs and upgrades.

- Note: For security reasons, domestic violence shelter proposals were not required to disclose project addresses. The zip code of each project sponsor's main office was provided instead.

Of the four (4) shelters (non-DV):

- One (1) is a new program that will provide 30 new beds and services;
- Two (2) will expand services within existing programs, adding 24 new beds and storage in addition to other repairs; and
- One (1) will enhance services by improving program facilities and intake offices, among other renovations.

Of the four (4) transitional housing programs:

- One (1) is a new program that will provide 10 new beds in addition to a triage room, health and exam room, and other renovations;
- One (1) will expand services by reconfiguring the location to serve additional clients; and
- Two (2) will enhance services by improving security, expanding ADA accessibility, and other upgrades.

Of the two (2) service centers:

- One (1) is a new program that will provide showers, restrooms, and laundry facilities;
- One (1) will provide enhanced services through facility improvements including restroom and shower upgrades.

Health Clinic

The clinic will provide new services, adding 10 new exam rooms, showers, laundry, storage, and pet kennels.

Hygiene Center

The hygiene center will expand services at an existing facility by adding a triage room, an additional shower, and a care center for medical intake.

RECOMMENDED CITY-SPONSORED PROJECTS

The CAO used the approved process for identifying City-sponsored facilities for the FY 2018-19 PEP. This process begins when a Councilmember introduces a motion identifying a site for a potential homeless facility. The CAO, Council Office, LAHSA, the BOE, and the CLA evaluate the construction costs and service funding required to develop the proposed facility. On February 2, 2018, the City Council adopted a Motion (Krekorian – Ryu – Buscaino – Bonin) requesting feasibility analyses for three (3) City-owned sites in Council Districts 2, 4, and 15 (C.F. 17-1287). Staff has performed feasibility analyses and recommends funding in the amount of \$8,666,000 be included in the 2018-19 PEP for all three (3) projects. Additionally, the Council District 8 Navigation Center, which received \$3.1 million in the FY 2017-18 PEP is recommended for an additional \$1.8 million in funding to include space for job training services on the site.

Recommended City-sponsored projects are summarized in the chart below. Additional information for each of these projects is also included in Attachment 6.

Council District	2018-19 PEP Amount	Program Type	Description
2	\$2,641,000	Navigation Center	Voluntary storage facility with bathrooms and case management offices
4	\$1,875,000	Bridge Housing for Women	Renovate a vacant former City library to add 30 new trauma-informed bridge housing beds for women.
8	\$1,800,000	Navigation Center	Voluntary storage facility with bathrooms, showers, laundry, job training center, and case management offices
15	\$4,150,000	Navigation Center	Voluntary storage facility with bathrooms and case management offices
TOTAL	\$10,466,000		

One additional shelter project in Council District 13 (Hollywood), proposed by Motion (O'Farrell – Huizar), was unfortunately deemed infeasible (C.F. 15-1138-S29). The City Homeless Coordinator will continue to work with Councilmember O'Farrell's Office to identify alternate sites.

Attachment 7 provides a map displaying all projects recommended for the Fiscal Year 2018-19 PEP.

Funds for BOE Costs to Implement City-Sponsored Projects

We recommend funds in the amount of \$1,092,873 for BOE Costs to implement City-Sponsored Projects as follows:

- FY 2017-18 Prop HHH bond issuance reprogramming - \$789,824
 - As previously reported, two (2) facilities projects funded in the FY 2017-18 Prop HHH bond issuance have withdrawn from the Facilities Program. The John Wesley Community Health (JWCH) Institute, project sponsor for the Corner of Hope a clinic facility (\$435,800), withdrew due to increased project costs associated with Prop HHH funding requirements. The Volunteers of America of Los Angeles, project sponsor for the Homeless Vets at the Marion Project (\$220,765), was unable to resolve issues related to the Community Redevelopment Agency's Wiggins settlement which disallows the conversion of single room occupancy units to transitional housing. As a result, \$656,565 from these projects is available to be reprogrammed.
 - City Attorney staff costs in the FY 2017-18 PEP in the amount of \$133,259 are also available for reprogramming, as discussed below.
- An additional \$303,049 is being recommended in the FY 2018-19 Facilities Program PEP.

These funds will be allocated as follows:

- \$106,071 for BOE for FY 2017-18 staff costs to initiate City Projects;
- \$270,000 for FY 2017-18 consultant costs to initiate City-sponsored projects;
- \$216,802 for one (1) Senior Architect, one (1) Civil Engineer to be proposed In the Fiscal Year 2018-19 City budget to support Proposition HHH implementation; and
- \$500,000 for consultant costs to implement City-sponsored projects in FY 2018-19.

PROP HHH FACILITIES PROGRAM STAFF COSTS AND PROPOSED FEE DISCUSSION

As our May 16, 2017 report stated, for FY 2017-18, the City Attorney and Bond Counsel allowed HCID and the City Attorney to charge staff costs during the “construction period” defined as the period commencing on the date that the City Council approves a specific project, and ending when the project is completed. Administrative functions, such as accounting, program development, COC and AOC meetings, and coordination are not eligible for reimbursement from Prop HHH bond proceeds.

The City Attorney and Bond Counsel have further reviewed case law and best practices and have advised that Prop HHH bond proceeds may not be used for staff costs on privately owned projects beginning in FY 2018-19. Only costs directly related to acquisition or improvement of City-owned sites during the construction period are eligible for staff cost reimbursement. As such, only BOE construction-related costs on City-owned sites are eligible for reimbursement. In FY 2018-19, HCID and City Attorney staff costs, and BOE’s administrative (non-construction) costs will be paid from the General Fund.

Staff have been tracking time spent working on privately-owned Prop HHH-funded projects to inform a study to establish the basis for an application/underwriting fee. This fee could not be paid with Prop HHH bond proceeds. The CAO will work with HCID, the City Attorney, and BOE to engage a consultant for this effort. Once we have identified funding and a consultant, the CAO will report back on the status of this fee study.

The FY 2017-18 PEP included \$1,203,933 for HCID and the City Attorney administrative staff costs. The City Attorney’s staff costs are not reimbursable because they are considered administrative tasks. \$133,259 allocated for the City Attorney in the FY 2017-18 PEP is being reprogrammed in this report. Any eligible HCID staff costs will be reimbursed to the Department. Remaining funds will be reprogrammed to projects.

UPDATE PROJECT LABOR AGREEMENT

On May 3, 2017, the City Council approved a Motion (Cedillo – Krekorian – Ryu – Harris-Dawson – Wesson-Englander-Huizar) requesting that the City Attorney prepare a draft ordinance that would implement a Citywide Project Labor Agreement (PLA) to address unemployment and underemployment in areas of concentrated poverty within City neighborhoods, and further promote and advance the skills of the local labor pool (C.F. 17-0090-S1). On February 21, 2018, the Council considered the draft Ordinance and requested the City Attorney to return with a final Ordinance.

Upon adoption, the Ordinance will establish local and transitional or disadvantaged worker hiring requirements for Prop HHH-funded projects. The PLA will apply to projects funded beginning with the FY 2018-19 PEP. Proposition HHH-funded PSH projects with 65 or more units and facilities projects with a total development cost of \$5 million or greater would be subject to PLA requirements.

FY 2019-20 PROP HHH FACILITIES PROGRAM BOND ISSUANCE RFP

This Office will provide its proposed changes for the FY 2018-19 Facilities Program RFP for the FY 2019-20 bond issuance to the COC and AOC in May 2018. Prior to that, we will solicit input from the agencies that attended the two Proposers Conferences for the FY 2017-18 RFP. These meetings are scheduled in the CAO's Large Conference Room in City Hall East, 15th Floor on Thursday, April 5 at 9:30 a.m. and Thursday, April 12 at 2 p.m.

FISCAL IMPACT

The anticipated impact to the General Fund is \$909,260 for HCID and City Attorney staff costs in FY 2018-19. It is also anticipated that BOE will monitor construction and the Bureau of Contract Administration will monitor the prevailing wage compliance on privately-owned facilities. These costs are unknown at this time. Salaries for CAO staff implementing the Proposition HHH Facilities Program and supporting the COC and AOC are paid from the General Fund.

Attachments:

1. Fiscal Year 2018-19 Proposition HHH Facilities Program Project Expenditure Plan
2. Proposition HHH Facilities Program Fiscal Year 2017-18 Request for Proposals for the Fiscal Year 2018-19 Bond Issuance
3. Proposers Conference Presentation
4. Threshold Checklist
5. Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries – Non-City-Sponsored Projects
6. Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries – City-Sponsored Projects
7. Fiscal Year 2018-19 Map of Proposition HHH Facilities Program Projects

Proposition HHH Facilities Program
Project Expenditure Plan for Fiscal Year 2018-19

No.	Submitting Agency/Organization	Project Name	Project Type	Homeless or At-Risk of Homelessness Population Served	Council District	HHH Funds Recommended	Other Funds Committed	Total Project Cost	% HHH Funds/ Total Cost	Estimated Start	Estimated Completion	Construction Type	Address
Non-City-Sponsored Projects													
1	St. Barnabas Senior Center	St. Barnabas Senior Center of Los Angeles	Service Center	Seniors	1	\$ 276,955	\$ -	\$ 276,955	100%	1/1/2019	8/1/2019	Rehabilitation	675 South Carondelet St. Los Angeles, CA 90057
2	New Economics for Women	La Posada	Transitional Housing	Single Women and their children	1	\$ 2,974,841	\$ -	\$ 2,974,841	100%	9/1/2018	3/1/2019	Rehabilitation	375 Columbia Ave. Los Angeles, CA 90017-1274
3	Haven Hills	Service Center Minor Rehabilitation Project	DV Shelter	Domestic Violence Survivors	3	\$ 100,000	\$ -	\$ 100,000	100%	3/1/2019	5/30/2020	Rehabilitation	Domestic Violence Shelter locations are confidential. Main office located in zip code 91335
4	Haven Hills	Crisis Shelter ADA Accessibility Compliance Project	DV Shelter	Domestic Violence Survivors	3	\$ 278,338	\$ -	\$ 278,338	100%	7/1/2018	3/1/2019	Rehabilitation	Domestic Violence Shelter locations are confidential. Main office located in zip code 91335
5	Haven Hills	H2 Seismic Retrofit & ADA Accessibility Project	DV Shelter	Domestic Violence Survivors	3	\$ 599,824	\$ 24,000	\$ 623,824	96%	9/1/2018	4/28/2020	Rehabilitation	Domestic Violence Shelter locations are confidential. Main office located in zip code 91335
6	Saban Community Clinic	Beverly Health Center Renovation Project	Hygiene Center	Individuals, Veterans, Chronically Homeless, HIV-Positive and Mentally ill patients	5	\$ 784,036	\$ 1,000,000	\$ 4,262,867	18%	9/24/2018	9/12/2019	Rehabilitation	8405 Beverly Blvd. Los Angeles, CA 90048-3401
7	Volunteers of America Los Angeles	Wraparound Recuperative Care Center	Shelter	Individuals	9	\$ 1,742,200	\$ 602,180	\$ 2,344,380	74%	8/1/2018	6/1/2019	Rehabilitation	6800 S. Avalon Blvd. Los Angeles, CA 90003
8	Volunteers of America Los Angeles	Primary Care Wellness Project	Clinic	Individuals and Families	9	\$ 3,500,000	\$ -	\$ 3,500,000	100%	8/1/2018	8/31/2019	Rehabilitation	6800 S. Avalon Blvd. Los Angeles, CA 90003
9	Coalition for Responsible Community Development	Ruth's Place	Shelter	Transitional-Age Youth	9	\$ 3,500,000	\$ -	\$ 3,500,000	100%	10/1/2018	4/1/2019	Rehabilitation	4775 S. Broadway Los Angeles, CA 90037
10	Jenessee Center	Fannie Lou Hammer Emergency Shelter	DV Shelter	Domestic Violence Survivors	10	\$ 750,800	\$ -	\$ 750,800	100%	1/1/2019	12/31/2021	Rehabilitation	Domestic Violence Shelter locations are confidential. Main office located in zip code 90008.
11	Good Seed Community Development Corp.	The Good Seed	Emergency Supportive Housing, Office, and Storage	Transitional-Age Youth	8	\$ 172,500	\$ -	\$ 172,500	115%	10/1/2018	4/1/2019	Rehabilitation	6568 5th Avenue Los Angeles, CA 90043
12	New Directions, Inc.	Veteran Opportunity Center	Transitional Housing Facility	Women Veterans, Chronically Homeless, Individuals with mental health and/or disabilities	11	\$ 826,980	\$ 100,000	\$ 926,980	89%	10/1/2018	4/1/2019	Rehabilitation	11303 Wilshire Blvd., Bldg. 116 Los Angeles, CA 90073
13	People Assisting the Homeless (PATH)	PATH's Interim Facility	Transitional Housing	Individuals, Veterans, Chronically Homeless, and Families	13	\$ 1,945,468	\$ -	\$ 1,945,468	100%	9/1/2018	6/15/2019	Rehabilitation	340 N. Madison Ave. Los Angeles, CA 90004

Proposition HHH Facilities Program
Project Expenditure Plan for Fiscal Year 2018-19

No.	Submitting Agency/Organization	Project Name	Project Type	Homeless or At-Risk of Homelessness Population Served	Council District	HHH Funds Recommended	Other Funds Committed	Total Project Cost	% HHH Funds/ Total Cost	Estimated Start	Estimated Completion	Construction Type	Address
Non-City-Sponsored Projects (continued)													
14	Los Angeles House of Ruth Little Tokyo Service Center	Viki's House	DV Shelter	Domestic Violence Survivors	14	\$ 1,219,185	\$ 213,490	\$ 1,432,675	85%	8/1/2018	1/1/2019	Acquisition + Rehabilitation	Domestic Violence Shelter locations are confidential. Main office located in zip code 90033.
15	Community Development corporation	Kosumosu Transitional Facility	DV Shelter	Domestic Violence Survivors	14	\$ 943,191	\$ 1,971,280	\$ 2,914,471	32%	9/1/2018	6/1/2019	Rehabilitation	Domestic Violence Shelter locations are confidential. Main office located in zip code 90013.
16	Midnight Mission	The Midnight Mission Center	Shelter	Individuals, Families, & Youth	14	\$ 3,100,000	\$ -	\$ 3,100,000	100%	10/1/2018	6/30/2019	Rehabilitation	601 S. Pedro St., Los Angeles, CA 90014
17	The People Concern	Village Renovation	Transitional Housing	Chronically homeless, Individuals with AIDS, mental illness, physical disability, and/or substance use disorders	14	\$ 1,367,150	\$ -	\$ 1,367,150	100%	9/1/2018	3/1/2019	Rehabilitation	526 San Pedro St., Los Angeles, CA 90013
18	Watts Labor Action Committee	WLCAC Homeless and Housing Access Center	Service Center	Individuals, Chronically Homeless, Youth, Families	15	\$ 1,839,666	\$ 218,115	\$ 2,057,781	89%	2/1/2019	12/31/2019	Rehabilitation	958 E. 108th St. Los Angeles, CA 90059
Non-City-Sponsored Total						\$ 25,921,134	\$ 4,129,065	\$ 32,529,030	80%				

No.	Submitting Agency/Organization	Project Name	Project Type	Homeless or At-Risk of Homelessness Population Served	Council District	FY 2018-19 Prop HHH Project Expenditure Plan	FY 2017-18 Prop HHH Project Expenditure Plan	Total HHH Project Cost	Estimated Start	Estimated Completion	Construction Type	Address
City-Sponsored Projects												
19	City of Los Angeles	Sherman Way Navigation Center	Storage		2	\$ 2,641,000	\$ -	\$ 2,641,000	1/19/2018	5/27/2019	New	11839 W. Sherman Way, Van Nuys, CA 91405
20	City of Los Angeles	Women's Bridge Housing	Shelter		4	\$ 1,875,000	\$ -	\$ 1,875,000	10/2/2018	4/12/2019	Rehabilitation	1403 N. Gardner St., Los Angeles, CA 90046
21	City of Los Angeles	CD8 Navigation Center	Navigation Center		8	\$ 1,800,000	\$ 3,100,000	\$ 4,900,000	6/30/2018	6/30/2019	New	729 W. Manchester Ave., Los Angeles, CA 90044
22	City of Los Angeles	Navigation Center at San Pedro Harbor Police Station	Navigation Center		15	\$ 4,150,000	\$ -	\$ 4,150,000	2/1/2019	3/16/2020	New	2175 John S. Gibson Blvd, San Pedro, CA 90731
City-Sponsored Total						\$ 10,466,000	\$ 3,100,000	\$ 13,566,000				
Project Cost Total						\$ 36,387,134		\$ 46,095,030				
City Project Costs												
Bureau of Engineering Projected 2018-19 Consultant Costs						\$ 303,049	\$ -	\$ -				
City Project Costs Total						\$ 303,049	\$ -	\$ -				

FY 2018-19 Project Expenditure Plan Category	Amount
Non-City-Sponsored Projects	\$ 25,921,134
City-Sponsored Projects	\$ 10,466,000
City Project Costs	\$ 303,049
Grand Total	\$ 36,690,183



CITY OF LOS ANGELES

PROPOSITION HHH (PROP HHH)

FACILITIES PROGRAM

FISCAL YEAR 2017-18

REQUEST FOR PROPOSALS

FOR THE FISCAL YEAR 2018-19

BOND ISSUANCE

Issued:
August 25, 2017

Deadline to Submit Proposals:
November 3, 2017

Proposers Conference Dates:
(Must attend one session)
September 7, 2017
October 4, 2017

Business Inclusion Program (BIP) Outreach Deadline
October 20, 2017

City of Los Angeles
 Proposition HHH Facilities Program
 Fiscal Year 2017-18 Request for Proposals for the Fiscal Year 2018-19 Bond Issuance

Issue Date	August 25, 2017
Proposers Conference <i>(Proposers that do not attend <u>at least one</u> of these Proposers' Conferences will not be eligible to submit a response to this RFP)</i>	September 7, 2017 at 1:00 p.m. <u>and</u> October 4, 2017 2017 at 1:00 p.m. City Hall East CAO Large Conference Room 200 N. Main St., 15th Floor Los Angeles, CA 90012
Business Inclusion Program (BIP) Outreach Deadline (Los Angeles Business Assistance Virtual Network (LABVN))	October 20, 2017 <u>no later than 12:00 a.m.</u>
Technical Questions	Submit questions by <u>email ONLY</u> to: PropHHH.CAO@lacity.org <u>Last day</u> to submit questions: October 23, 2017, by 11:59 p.m. All questions and answers will be posted on the LABAVN site at https://labavn.org/ .
Proposal Submission Deadline	November 3, 2017, 5:00 p.m. Proposals <u>must be</u> hand- or courier-delivered by 5:00 p.m. Proposals submitted via U.S. Postal Service, fax or e-mail <u>will not be accepted</u> .
Submission Address	Office of the City Administrative Officer Attn: Soozy Rios Bellenot City Hall East 200 N. Main Street, 15th Floor Los Angeles, CA 90012

City of Los Angeles
Proposition HHH Facilities Program
Fiscal Year 2017-18 Request for Proposals for the Fiscal Year 2018-19 Bond Issuance

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Appendix

Attachments

I. Program Overview

A. Purpose

The Fiscal Year (FY) 2017-18 Request for Proposals (RFP) for the Fiscal Year 2018-19 Bond Issuance will identify projects for funding under the Proposition HHH (Prop HHH) Facilities Program. The Prop HHH Facilities Program is intended to fund the acquisition and/or improvement of real property for facilities (hereinafter referred to as “project(s)”) that provide services or goods to, or otherwise benefit, persons experiencing homelessness, chronic homelessness, or at risk of homelessness (hereinafter referred to as “homeless”). Funding is **not** available for operational expenses or services; proposers will be required to demonstrate the ability to support these activities from other funding sources.

Selected projects must be able to start construction within twelve (12) months and expend Prop HHH funding within twenty-four (24) months from contract execution. Funds will be available (and contracts will be executed) in early FY 2018-19.

The Prop HHH Facilities Program allows organizations to partner and submit joint proposals.

B. Background

The passage of Prop HHH in November 2016 authorized the City to issue up to \$1.2 billion in General Obligation Bonds (GO bonds) for permanent supportive and affordable housing and facilities for the homeless and chronically homeless. The Prop HHH Facilities Program will fund facilities used to provide services or goods to the homeless, including, but not limited to shelter, service centers, health centers, storage, and shower facilities. Funding for Permanent Supportive Housing (PSH) is not available under this RFP; the Housing and Community Investment Department (HCID) is the departmental sponsor for the Prop HHH PSH Loan Program. Applicants interested in housing finance loans should contact HCID.

II. Proposal Guidelines

A. Eligible Proposers

- Nonprofit entities, private entities, or other public entities that provide services on behalf of the City and within the boundaries of the City of Los Angeles.
- Proposers must have a minimum of two (2) years of experience operating facilities similar to the one for which they are applying. To meet this requirement, proposers may partner with experienced service providers.
- Proposers must be qualified to conduct business in California and in the City of Los Angeles, and be in good standing with applicable regulatory oversight agencies.
- Proposers must have attended at least one (1) Proposers Conference (see Section II.E).
- Proposer must demonstrate fiscal and budgetary capacity to operate the facility for the term of the Service Payback Loan (see Section III.B).

B. Project Requirements

- Funds may be requested to rehabilitate and/or expand existing facilities, or to acquire property and/or construct new facilities.
 - All facilities improved or constructed with Prop HHH Facilities funds must comply with all applicable building and accessibility codes.
 - Proposer must demonstrate site control of proposed facility (see Section IV.B).
 - Project must demonstrate leverage equal to at least fifteen percent (15%) of the total development cost, using one of the methods outlined on the Leverage Calculation Worksheet (Attachment 3).
 - Project must demonstrate the ability to begin construction within twelve (12) months of loan agreement execution (expected in early FY 2018-19).
 - Project must be able to expend all Prop HHH funds within twenty-four (24) months of loan agreement execution (expected in early FY 2018-19).
 - The minimum request for Prop HHH Facilities Program funding is \$100,000 per project.
 - The maximum request for Prop HHH Facilities Program funding is \$3.5 million per project.
 - Proposer must include a letter of good standing from their major service funder or evidence that service funding has been raised and services provided for a minimum of two (2) years.
 - Proposal must include a letter of acknowledgment from the Councilmember representing the district in which the project is located.
 - All funding requests must include a construction contingency of 10% for new construction and 15% for rehabilitation projects. The maximum request for Prop HHH Facilities Program funding of \$3.5 million is inclusive of this reserve amount.
 - Proposers submitting applications for multiple projects must submit a separate proposal package for each project and each proposal package must be complete and must stand on its own.
 - Projects that may not legally disclose their address may still apply and should substitute the Council District in which the project is located instead of the facility's address or specific location. Proposers must also disclose the basis for withholding this information in narrative form within the submission. Address information or other sensitive information should also be redacted from required application documents prior to their inclusion in a proposal.
 - Projects may be subject to a Project Labor Agreement (PLA) (see Section II.D).
- ### Ineligible Uses of Prop HHH Funds
- Funds may not be used for program and operational expenses. Proposers must demonstrate a funding plan to support these costs from other sources.
 - Funds may not be used to pay for expenditures that are not "brick and mortar"-type expenditures. For example, expenditures for equipment, clothing, toiletries, and other consumable goods are ineligible.
 - Funds may not be used to reimburse costs incurred prior to the date of execution of the Prop HHH Facilities Program Funding Agreement.

C. Project Labor Agreement

The Los Angeles City Council has directed the City Attorney to draft a proposed Ordinance that would implement a citywide Project Labor Agreement (PLA) for Proposition HHH-funded projects that meet certain requirements, which will be defined in the Ordinance (Council File 17-0090-S1). Such an agreement may include provisions for hiring local workers and/or transitional/disadvantaged workers who are residents of the City of Los Angeles to complete work funded with Proposition HHH bond proceeds. Once adopted, the City may condition projects under this RFP to comply with the terms of the PLA.

D. Proposal Procedure

1. Proposal Period

This RFP will be open for submissions from Friday, August 25, 2017 through Friday, November 3, 2017, at 5:00 p.m. No late submissions will be accepted. All proposals must be submitted to:

Office of the City Administrative Officer
Attn: Soozy Rios Bellenot
City Hall East
200 N. Main St., 15th Floor
Los Angeles, CA 90012

2. Proposers Conferences

In order to be eligible to submit a proposal, a representative of the proposing agency must attend at least one Proposers Conference.

Proposers Conferences will be held at 1:00 p.m. on **Thursday, September 7, 2017** and on **Wednesday, October 4, 2017** at City Hall East, 200 N. Main St., 15th Floor, CAO Large Conference Room. Failure to attend at least one Proposers Conference will disqualify a proposer from submitting any proposals.

3. Questions

All questions regarding the Prop HHH Facilities Program RFP should be emailed to PropHHH.CAO@lacity.org. To the extent possible, responses to all questions will be posted to the Los Angeles Business Assistance Virtual Network (LABAVN; labavn.org) within three (3) business days of receipt. Responses to all questions received at each Proposers Conference will also be posted to LABAVN. The last day to submit a question and receive a response is **Wednesday, October 23, 2017**, at 11:59 p.m.

4. Threshold Review

Proposals will first undergo a Threshold Review to ensure they meet all threshold and eligibility requirements (see Section IV.B). Proposals that do not meet threshold requirements will be deemed non-responsive and will not be scored.

Proposals must meet the following requirements in order to be scored:

- A. Proposal submission includes four hard copies (one (1) original, three (3) copies) and one electronic copy (see Section IV.A);

- B. Proposal submitted no later than **5:00 p.m. on Friday, November 3, 2017**;
- C. Proposal submission is complete, including satisfactory completion of all Los Angeles Business Assistance Virtual Network (labavn.org) requirements, including the Business Inclusion Program outreach; and
- D. Project described in proposal must be located within the City of Los Angeles.

5. Scoring

A panel of individuals with the appropriate expertise and professional experience will score the narratives of all proposals that pass Threshold Review (see Section IV.C for narrative requirements).

Each proposal will receive a score based on the quality of narrative responses and staff will determine which proposals will be recommended for funding. Proposers may request to be awarded five bonus points if the proposal demonstrates that the proposed project is located in an area with: (1) established need for the services to be provided by the proposed project; and (2) a lack of available/appropriate services to meet this need.

In order to be considered for funding, proposals must receive a score of 70 or higher. However, a score of 70 or higher does not guarantee a funding award for any particular project; the City of Los Angeles reserves all rights to recommend applications for funding based on other factors, including but not limited to funding limitations, the geographic distribution of the projects, the appropriate mix of project types, and such other factors that are in the best interest of the City (see Section III.E). Maximum scores for each narrative are described below.

No.	Evaluation Criteria	Maximum Score
1	Proposed Services & Service Plan	20
2	Demonstrated Capacity & Operational Stability of Proposer	30
3	Fiscal & Budgetary Review	35
4	Project Implementation	15
	Total	100
5	Bonus Points (Optional; Area of high need/limited services)	5
	Maximum Total Points with Bonus Points	105

6. Notification

The City expects to notify all proposers in writing of the results of proposal evaluations in **December 2017**.

7. Appeals

The City will notify all proposers in writing of their right to file an appeal and the appeals process. Appeals must be hand-delivered to the City no later than five (5) business days after the proposers are notified of evaluation results.

Proposers may appeal procedural issues only. Written appeals may not include any new or additional information that was not submitted with the original proposal. Only one appeal per proposal will be permitted.

A panel will be formed to consider all appeals. All members of the panel will be provided with a copy of the RFP and each proposer's appeal letter. Proposers may be invited to an appeals hearing. The decision of the panel shall be final.

8. Final Funding Recommendations

Final funding recommendations will be reviewed by the Prop HHH Citizens Oversight Committee (COC) and forwarded to the Prop HHH Administrative Oversight Committee (AOC), responsible for recommending final approval by the City Council and Mayor.

E. Proposal Conditions

1. All costs of the proposal preparation, including site visits if applicable, shall be borne by the proposer's agency. The City shall not, in any event, be liable for any pre-contractual expenses incurred by the proposer in the preparation or submission of the proposal. The proposer shall not include any such expense as part of the proposal budget.
2. The proposal must set forth full, accurate, and complete information as required by this RFP. Incomplete proposals will be deemed non-responsive and will not be scored.
3. Proposers may submit proposals for more than one project; however, a separate proposal package must be submitted for each project and each proposal package must be complete and must stand on its own.
4. Proposals may be withdrawn by the proposer by written request at any time up to the time of the funding award, if applicable.
5. Subject to Council and Mayor approval, projects may be required to comply with a Project Labor Agreement (see Section II.C).

III. Contract Requirements

In addition to the following, Prop HHH Facilities Program recipients will be required to comply with all of the City's general contracting requirements as outlined in this RFP, and in the attachments to this RFP.

A. Prop HHH Facilities Program Service Payback Loan Agreement

All successful proposers will be required to sign a Prop HHH Facilities Program Service Payback Loan Agreement.

B. Service Payback Loan

All Prop HHH Facilities funding will be made available as Service Payback Loans repayable over a term corresponding to the useful life of the funded project. This agreement will require recipients to use the Prop HHH-funded project to provide

supportive services, goods, or other benefits to persons who are homeless for the full term of the agreement. Requirements are outlined below.

- The Prop HHH Facilities Program proposer must certify to the useful life of the project in the proposal and describe the basis for such a conclusion (e.g., based on Generally Accepted Accounting Principles [GAAP]). The City must determine that the proposer's useful life certification is reasonable. If the City determines it is unreasonable, the City can propose a different useful life calculation as a term of the Prop HHH Facilities Program Funding Agreement.
- The Service Payback Loan will have a term corresponding to the useful life of the funded improvement. The facility operator must provide services to the homeless as described in the Prop HHH Facilities Program proposal for a period of time equal to the useful life of the facility.
 - The minimum period of time the project must remain in service will be the greater of ten (10) years or fifty percent (50%) of the project's useful life. A change in use of the project will not be permitted during this minimum time period.
 - A change in use may be permitted after this minimum time period but prior to the completion of the term of the Service Payback Loan. Such a change in use would result in repayment to the City based on the following formula below. Interest will be based on the Prop HHH Bond Interest Rate.

$$\left(\left(\frac{((Useful\ Life)-(Years\ in\ Service))}{Useful\ Life} \right) \times (Prop\ HHH\ Bond\ Award) \right) + (Interest)$$

- All Service Payback Loans will be secured either by a deed of trust recorded against the fee interest in the property, or through a recorded collateral assignment of the proposer/borrower's leasehold interest in a long-term lease. Selected projects will proceed to finalization of the Service Payback Loan and other documents, and funding of the loan, to the extent that the City of Los Angeles determines there is sufficient equity in the fee interest or leasehold interest to adequately secure the City's loan. This determination will be made as part of the City's due diligence and it shall be in the City's sole discretion to accept or reject a project for funding based on this determination.

C. Coordinated Entry System Participation

To ensure clients in facilities funded under this RFP are able to access other funding and services and housing available through the Los Angeles Continuum of Care (LA CoC) Coordinated Entry System (CES), proposers must either operate as collaborative partners within the existing CES for individuals, youth, and families, as applicable, or describe how they will coordinate with CES collaborative partners in their area.

D. Authority to Proceed

Implementation of the proposed activities may proceed only after the City has signed and executed a Prop HHH Facilities Program Service Payback Loan Agreement with the selected proposer. Any project activity or cost associated therewith which takes place prior to contract execution will be at the financial risk of the proposer.

E. General City Reservations

1. The City reserves the right to retain all submitted proposals. Proposals and the information contained therein shall become the property of the City of Los Angeles. Selection or rejection of a proposal does not affect these rights.
2. The City reserves the right to reject any and all proposals and to waive any informality in the proposal when to do so would be in the best interest of the City.
3. The City reserves the right to reject the proposal of any proposer who has previously failed to timely or satisfactorily perform any contract with the City.
4. The City reserves the right to extend the RFP submission deadline for all proposers should such action be in the best interest of the City.
5. The City reserves the right to reject any or all proposals received in response to this request if deemed not feasible or incomplete or not in the best interest of the City.
6. The City reserves the right to reject any or all proposals wherein the City has determined that the proposer is capable of financing its proposed project without assistance from the City.
7. The City reserves the right to withdraw this RFP at any time without prior notice. Further, the City makes no representations that any contract will be awarded to any proposer responding to this RFP.
8. The City reserves the right to refuse to fund any agency with outstanding disallowed costs with the City, regardless of the merits of the proposal submitted.
9. The City reserves the right to waive any provision(s) of this RFP to the extent that waiver of such provision(s) allows for the intent of Prop HHH to be implemented.
10. The City reserves the right to recommend proposals based on the geographic distribution of the projects, the appropriate mix of project types, and such other factors that are in the best interest of the City.

F. Contract Compliance Documents

The following compliance documents will be required after final Council approval of any Prop HHH Facilities Program award and before the execution of the funding agreement with the City of Los Angeles.

1. Service Payback Loan Agreement and recorded security instruments as follows:
 - i. Promissory note and:
 - ii. Deed of Trust, or Collateral Assignment of Lease that is acceptable to the landlord and any other parties holding an interest in the property or the lease, if applicable.
2. Lease and Sublease Agreement (recipient-leased sites).
 - i. Title report may also be required for leased properties.
3. Assignment of Architect's Contract and Plans, and copy of Architect's contract.
4. Standard provisions of City contracts, including insurance requirements. See Required Insurance and Minimum Limits [Form Gen.146 (Rev 3/09)] for a list of likely types of insurance that will be required for the funding agreement.

5. Required permits (land use, building and safety permits and approvals). Also submit with proposal, if available.

IV. Proposal Package

This section outlines proposal formatting requirements, the documents required for a proposal to be deemed complete, and the scoring criteria that will be used to evaluate complete proposals. **Proposals that do not include required documentation or fail to meet other stated guidelines will be deemed non-responsive and will not be scored.**

A. Formatting Requirements

1. All submissions must include:
 - a. Four hard copies as follows:
 - i. One (1) original proposal signed and embossed with the agency's seal, bound in a three-ring binder;
 - ii. Three (3) copies bound only with binder clips; and
 - iii. A PDF version on a USB drive or equivalent device.
2. Narrative responses must not exceed the stated page limits. Supporting documentation is not included in the page count.
 - a. The narrative description of the project submitted as part of the Threshold Package may not exceed one (1) type-written letter-size page;
 - b. Narratives 1 through 4 may not exceed three (3) type-written letter-size pages; and
 - c. Narrative 5, if applicable, may not exceed one (1) type-written letter-sized page.
3. Narrative responses must be formatted as follows:
 - a. Type must be in a standard font no smaller than 12 point; and
 - b. Margins must be a minimum of 1" wide on each side of the page.
4. Each proposal section should be easily identified and in the order indicated on the Checklist of Required Documents (see Section IV.B and Attachments).
5. Number each page of the proposal (including the attachments) in continuous sequence at the bottom of the page to indicate each page's number and the total number of pages ("page ____ of ____"). Use a heading for each narrative that clearly indicates the subject of the response.

B. Threshold Package

The Threshold Package will be screened to ensure completeness and compliance with threshold requirements prior to scoring. The Threshold Package must include the following items:

1. **Checklist of Required Documents**, provided as Attachment 1 at the end of this RFP, completed with page numbers for each included item. All items on the Checklist of Required Documents that are applicable to the proposer's project must be included in the proposal in the order indicated on the checklist. The beginning page number for each item must be indicated on the checklist. Items

that are not applicable to the proposer's project should be marked as such (e.g. "N/A") in the space for the page number.

2. **Proposal Summary Form**, provided as Attachment 2 at the end of this RFP, completed. Items that are not applicable to the proposer's project should be marked as such (e.g. "N/A").
3. **Project Documents:**
 - a. **A narrative description of the proposed project**, not to exceed one (1) type-written letter-size page, outlining the project type (e.g. shelter, service center, health center, storage, and shower facility, etc.), amount requested, design, location, style, and approximate size; whether the project is a new facility or the expansion of an existing facility; whether the property is owned by the proposer; whether it is an acquisition of real property; whether it is new construction or the rehabilitation of an existing facility.
 - b. **Leverage Calculation Worksheet**, provided as Attachment 3 at the end of this RFP, completed. The completed Leverage Calculation Worksheet must demonstrate that the proposer is supplying at least fifteen percent (15%) leverage using one (1) of the calculation methods provided and described below. Proposers *must* indicate which calculation method is being used and provide supporting documentation. The Leverage Calculation Worksheet will automatically calculate the leverage percentage based on proposer-entered information.

- **Construction Funds**

$$\text{Leverage \%} = \frac{\text{Committed Funds}}{\text{Total Development Cost}}$$

Committed Funds/Total Development Cost = Calculated Leverage

This funding may be from the organization's own accounts, fundraising efforts, grants, etc.

- **Value of Proposed Project Site (Proposer-Owned Site)**

If the proposed project site is owned by the proposer, the proposer's equity in the proposed project site may be considered leverage in the Prop HHH Facilities Program Application according to the formula below. The proposer's equity in the proposed project site can be calculated by taking the value of the site less any outstanding debt against the site, including mortgages or other liens. Documentation supporting the value of the site and outstanding debt on the building must be provided in addition to the worksheet to substantiate the calculation.

$$\text{Leverage \%} = \frac{\text{Proposer's Equity in Project Site}}{(\text{Proposer's Equity in Project Site}) + (\text{Total Development Cost})}$$

- Lease Value (Proposer-Leased Site)

If the proposed project site is leased by the proposer, the Net Present Value of the lease may be considered leverage in the Prop HHH Facilities Program Application according to the formula below. The Net Present Value of the Lease can be calculated based on the duration of the lease and the monthly or annual rent payments, assuming a 5% rate over the duration of the lease.

$$\text{Leverage \%} = \frac{\text{Net Present Value of Lease}}{(\text{Net Present Value of Lease}) + (\text{Total Development Cost})}$$

c. **Site Control Documents:**

1. For Proposed Construction Projects (New Construction or Rehabilitation):

- a. Proof of ownership of the land (project site) in the form of a grant deed and title report; or
- b. If the property is not owned by the proposer, provide lease and letter from property owner authorizing the construction and operation of the proposed improvements on the site.
 - If a proposer leases the project site and is awarded Prop HHH funds, the term of the lease may need to be extended to meet the Service Payback Loan requirements (see Section III.B).

2. For Proposed Acquisition Projects:

- a. A letter from the proposer identifying a single project site.
- b. A letter from the property owner indicating their willingness to negotiate in good faith for the sale of the property and acknowledging that the proposer will be the owner of the property;
- c. A preliminary title report;
- d. An appraisal providing proof of acquisition cost described in the proposal, performed by a Certified Appraiser; and
- e. An acquisition schedule. See sample provided as Attachment 4.

d. **Letter of acknowledgement from Council District**

All proposers must submit a letter of acknowledgement of the proposed project from the Council Office representing the Council District in which the project site is located. See template provided as Attachment 5.

e. **Documentation supporting project's ability to begin construction within twelve (12) months of contract execution; and expend all Prop HHH Facilities Program funds within twenty-four (24) months of contract execution.**

1. **Proof of proposed total development cost** (e.g. general contractor estimate, architectural estimates, etc.).

2. **Service Funding Plan and documentation of current and proposed funding commitments** (e.g. letters of award, commitment, etc.—must specify amount) from other sources.
3. **Conceptual Site Plans** for the proposed project.
 - i. **New construction or major rehabilitation**: Conceptual site plans for new construction or major rehabilitation of an existing building may include but are not limited to: diagrams of building footprints, pathways, parking, drainage facilities, sewer lines, water lines, lighting, and landscaping elements.
 - ii. **Minor rehabilitation projects**: In instances where a proposed project will not require major changes to a building's footprint or systems (e.g. a smaller-scale rehabilitation project consisting primarily of minor improvements such as painting, carpeting, and other minor, aesthetic or internal system modifications), conceptual site plans may consist of a floor plan with detailed notes showing the scope of construction, in addition to copies and/or photos of the project materials, and any other relevant documentation.

4. **Proposer Documents:**

- a. **Proof of Legal Entity Status**: Provide proof of incorporation, tax status and Employer Identification Number (EIN) or other tax ID number, and any other applicable documentation to evidence that the proposer has the authority to operate and conduct business in the State of California.
- b. **Articles of Incorporation**: Submit proposing agency's Articles of Incorporation and all amendments thereto, as filed with the Secretary of State.
- c. **By-Laws**: Submit proposing agency's by-laws and all amendments thereto, as adopted by the proposing entity and properly attested.
- d. **Corporate Board or Governing Body Authorization**: Resolutions or other corporate actions of the proposing agency's Board of Directors or governing body, properly attested or certified, which specify the name(s) of the person(s) authorized to submit the proposal; and the name(s) of the person(s) authorized to obligate the recipient and execute all contractual documents required of successful Prop HHH recipients.
- e. **City Business Tax Registration Certificate (BTRC)**: A current and valid BTRC to do business within the City or evidence of exemption. The legal name(s) on the BTRC must be identical to the legal name of the entity submitting the proposal and identical to the name(s) on the Proof of Incorporation from the State of California. Call **(213) 473-5901** for any questions about the BTRC.
- f. **Proof of Experience**: The proposer or the proposer's service provider (if the proposer is partnering with an experienced service provider) must provide proof of a minimum of two (2) years' experience operating facilities similar to the one described in the proposal, including but not limited to:

1. Proof of the proposer's or the partner's two years' experience, providing services similar to those described in the proposal; and
 2. Proof of partnership if proposer has partnered with a service provider (partnership agreement, letter of commitment, etc.), if applicable.
- g. **Letter of Good Standing from Service Funder:** Provide a letter of good standing from the proposer's major service funder, or from proposer's partnered service provider's major service funder. If the proposer supports services without public funding, the proposer will be required to provide a letter from their board of directors and documentation confirming that funding and services have been provided for a minimum of two (2) years. See template provided as Attachment 6.

C. Narratives

All proposals must include responses to Narratives 1-4 below. Proposers seeking bonus points must also include a response to Narrative 5. Where appropriate, please indicate whether responses refer to the proposer or the proposer's partnered developer or partnered service provider.

1. Proposed Services & Service Plan (20 Points Possible)

- i. Provide a narrative description of services to be provided through the proposed project, not to exceed three (3) type-written letter-size pages. Include information about:
 - a. The services that will be provided at the facility; hours of operation; service capacity daily, monthly, and annually.
 - b. How the proposed project will provide new services or enhance the existing capacity of facilities and quality of services available to those who are homeless, and the method(s) used to reach that conclusion.
 - Estimate how many persons experiencing homelessness will be served over the useful life of the project.
 - If the proposed project will expand services, describe services currently being provided and service expansion as a result of the project.
 - i. Describe how the proposer will ensure expansion of services and how the agency/organization will manage the increase in service costs (staffing, supplies, etc.).
 - c. Discuss why and how this project meets local needs, especially the needs of persons experiencing homelessness, chronic homelessness, or who are at risk of homelessness. If applicable, include a discussion of similar services in the vicinity of the proposed project.
 - d. Describe how proposed project will operate as a collaborative partner within the Los Angeles Continuum of Care (LA CoC) Coordinated Entry System (CES) and provide referrals to appropriate housing and service resources. This response should describe how proposer will either:

- o Participate within the existing CES through required compliance with standardized operating policies and procedures; or
 - o Coordinate with local CES partners to ensure all clients are assessed using the LA CoC-adopted standardized assessment.
- e. Specify the population(s) served from the following list:
 1. Homeless Individuals;
 2. Homeless Families;
 3. Homeless Veterans;
 4. Chronically Homeless Individuals;
 5. Chronically Homeless Families;
 6. Homeless persons affected by Mental Illness;
 7. Homeless persons affected by Chronic Substance Abuse;
 8. Homeless persons affected by HIV/AIDS;
 9. Homeless persons affected by domestic violence or intimate partner violence (please note that if the project location is confidential, it may be listed as such throughout the proposal);
 10. Homeless persons affected by Physical Disability; and/or
 11. Other population(s): please specify.
- f. If rehabilitating an existing facility, explain how the proposing agency will maintain services currently provided during the construction period. If the proposed rehabilitation project will change or impact services currently being provided at the site, explain how this will be mitigated to ensure no net loss of services as a result of the Prop HHH-funded project.
- g. Explain whether the proposer has secured funds necessary to operate the facility as proposed or provide an explanation of how operations will be funded.
- ii. Provide applicable documents to support the above narrative, including but not limited to:
 - a. Site Map, and/or Parcel Map, documenting project site in relation to community, including project's location relative to existing facilities (if any).
 - b. Service funding plan: itemized list of all current and proposed funding sources supporting operating expenses associated with all services described in the above narrative.
 1. Include letters of funding commitments or other proof of current and/or future funding for each source.
 - c. Operating Pro Forma demonstrating financial capacity to provide proposed services in facilities for which funds are requested; if necessary for the project, security services should be included in this pro forma. Service budget must be consistent with service funding documentation.
 - d. Any other relevant documents.

2. Demonstrated Capacity & Operational Stability of Proposer (30 Points Possible)

- i. Provide a narrative description of the demonstrated capacity and operational stability of the proposer, not to exceed three (3) type-written letter-size pages. Include information about:
 - a. Operating Capacity:
 1. The proposer's demonstrated capacity to provide services, including at least two years' operating history and qualitative and quantitative goals, objectives, and achievements in terms of providing services to those who are homeless, chronically homeless, or at risk of homelessness; indicate how proposer has sustained these goals.
 2. The population(s) currently being served by the proposer and programs offered currently and over the past two years, at minimum.
 - b. Construction capacity:
 1. Proposer's demonstrated capacity to manage capital improvement projects, including previous experience with construction projects (including project management) and results of that involvement.
 2. A qualified person responsible for managing the proposed capital improvement project and that person's previous experience in the management of similar projects. Provide the name, telephone number, and e-mail address for said person.
- ii. Provide applicable documents to support the above narrative, including but not limited to:
 - a. Current operating budget for organization's current fiscal year.
 - b. Current audited financial statements for the past two years, signed by a Certified Public Accountant.
 - c. If the proposer is applying for Prop HHH Facilities Program funding for more than one project, describe how multiple projects would be overseen to meet implementation schedule, if awarded.
 - d. Any other relevant documents.

3. Fiscal and Budgetary Review (35 Points Possible)

- i. Provide a narrative description of the proposer's and the project's financial position and operating budget, not to exceed three (3) type-written letter-size pages. Include information about:
 - a. How the project is cost-effective and how the proposer is financially stable and capable of implementing the project and providing services for the useful life of the project.
 - b. Proposer's ability to acquire the site (if applicable) and develop the project on a cost-reimbursement basis, and the project's impact on the organization's cash flow.

- c. How the project is feasible and viable within the funding limitations of the detailed budget submitted. Demonstrate how it can be acquired (if applicable) and be built within the proposed budget, which must include a construction contingency of 10% for new construction and 15% for rehabilitation projects.
- d. Useful life of the facility. Certify the useful life of the project and describe the basis for such a conclusion (e.g., Generally Accepted Accounting Principles [GAAP]).
- e. Proposer's ability to maintain the project for the full term of the useful life of the project.
- ii. Provide applicable documents to support the above narrative, including but not limited to:
 - a. Attachment 7: Project Information Summary.
 - b. Attachment 8: Project Budget Forms. Must include a construction contingency of 10% for new construction and 15% for rehabilitation projects.
 - c. Attachment 9: Sample Construction and Expenditure Milestones Schedule. Ensure attachments accurately reflect budget as outlined in the narrative.
 - d. Itemized list of all current and proposed funding sources supporting project costs; including letters of funding commitments for construction costs, or other proof of ability to fund the project.
 - e. Documentation to support the certified useful life of the project. Include warranties on materials or other documentation as applicable.
 - f. Any other relevant documents.

4. Project Implementation Plan (15 Points Possible)

- i. Provide a narrative description of the project implementation plan, not to exceed three (3) type-written letter-size pages. Include information about:
 - a. Implementation Schedule, including estimated or actual completion dates for architect selection, plan check completion, bid and award process.
- ii. Provide applicable documents to support the above narrative, including but not limited to:
 - a. Copies of all permits, entitlements, and other documents required for construction.
 - b. Any other relevant documents.

5. Bonus Points (Optional; 5 Points Possible)

- i. If requesting optional bonus points, provide a narrative, not to exceed one (1) type-written letter-size page, describing the geographic location of the proposed project, including information demonstrating that the proposed project is located in an area with: (1) established need for the services to be provided by the proposed project; and (2) a lack of

available/appropriate services to meet this need. For more information about data available to support this narrative, see the Appendix.

- ii. Provide applicable documents to support the above narrative, including but not limited to:
 - a. Demographic data.
 - b. Site Map, and/or Parcel Map, documenting project site in relation to community, including project's location relative to existing facilities providing similar services (if any).
 - c. Any other relevant documents.

Appendix

City of Los Angeles
Proposition HHH Facilities Program
Fiscal Year 2017-18 Request for Proposals for the
Fiscal Year 2018-19 Bond Issuance

Appendix
Sample Data and Technical Assistance Instructions

CONTENTS

Introduction	2
Identifying Census Tract Number(s) using American Fact Finder.....	3
Accessing Census Tract Level Data from the Homeless Point In Time Count	7
Accessing Census Tract Level Data from the Housing Inventory Chart	11

INTRODUCTION

The Proposition HHH (Prop HHH) Facilities Program Fiscal Year (FY) 2017-18 Request for Proposals (RFP) for the FY 2018-19 Bond Issuance will include an opportunity to earn five bonus points for projects that are able to demonstrate a proposed project location is in a high need area that lacks appropriate services.

This document provides instructions for:

1. Identifying a census tract number(s) using American Factfinder;
2. Accessing census tract-level data from the Greater Los Angeles Homeless Point in Time Count; and
3. Accessing census tract-level data from the Housing Inventory Chart.

The Greater Los Angeles Homeless Count Point in Time (PIT) Data

The PIT dataset describes the number of people experiencing homelessness counted in each census tract during the three-day Greater Los Angeles Homeless Count conducted by the Los Angeles Homeless Services Authority (LAHSA). The data includes counts of sub-populations, such as single adults, youth¹ and families.

Housing Inventory Count (HIC):

The Housing Inventory Count (HIC), also generated by LAHSA, is an inventory of the housing projects dedicated to serving homeless and formerly homeless persons. LAHSA uses data from the Homeless Management Information System (HMIS) to capture federally-funded housing and shelter programs and combines it with programs not tracked through the HMIS to capture a comprehensive housing inventory count.

¹ Unsheltered youth estimates not available at census tract level.

*NOTE: These instructions have been created to offer technical assistance only. Using these sources does **not** guarantee your proposal will receive bonus points. It is not a requirement that your organization use these datasets to demonstrate the need your proposed facility will serve. Proposals may include any available data sources to provide supporting evidence that the proposed facility will be serving an area of high need with limited available/appropriate resources to meet this need.*

IDENTIFYING CENSUS TRACT NUMBER(S) USING AMERICAN FACT FINDER

A census tract is a small, geographic subdivision of a county, with each tract consisting of a population ranging between 2,500 and 8,000 people. They provide stable geographic units for presentation of statistical data and may serve as a resource for your organization to demonstrate need in your area.

Identifying your census tract is relatively simple, utilizing the U.S Census Bureau's tool, [American Fact Finder](https://factfinder.census.gov).

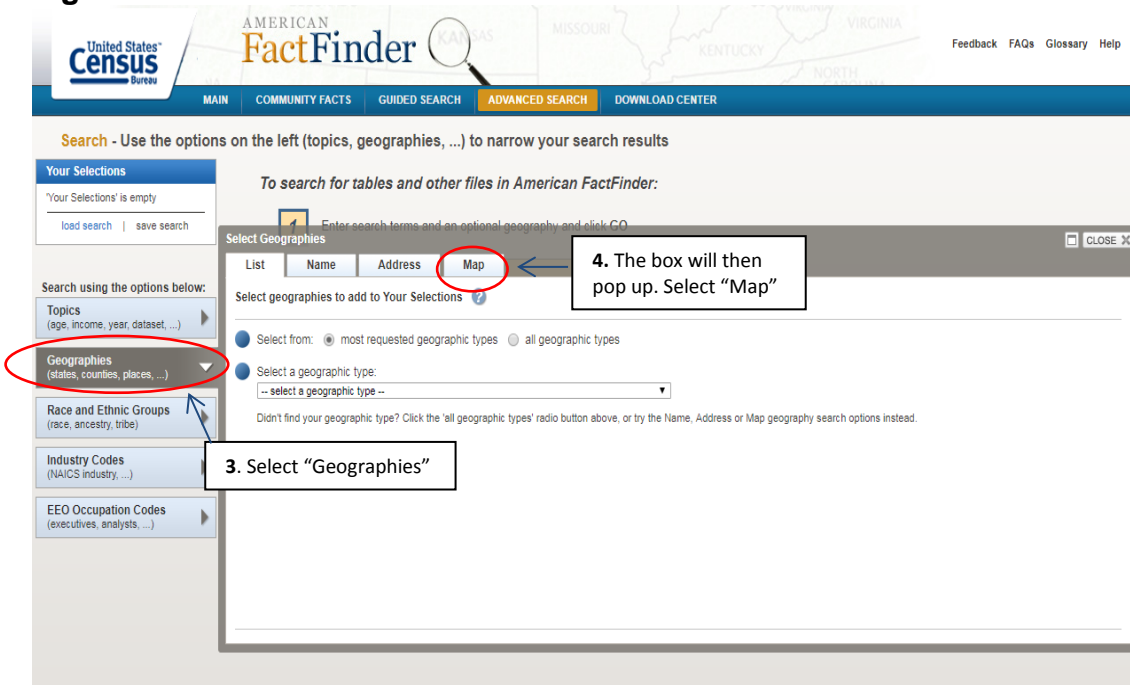
1. Open American Fact Finder's homepage:
 - a. Click [here](#); or
 - b. Go to <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
2. Select "Advanced Search" which will redirect you to the Advanced Search tool (See Figure 1)

Figure 1



3. From the left tool bar, select “Geographies” (See Figure 2)
4. A pop-up will appear with four tabs providing you the options to search by List, Name, Address or Map. Select Map (See Figure 2)

Figure 2



5. Enter the address of your proposed facility site or a nearby location in the designated field (See Figure 3)

Figure 3



6. The map will zoom into the location you provided. On the right hand side of the screen, a boxed titled "Select Geographies" will appear. Select "census tract" from the "select a geographic type" drop down menu (See Figure 4a and 4b)
- 7.

Figure 4a

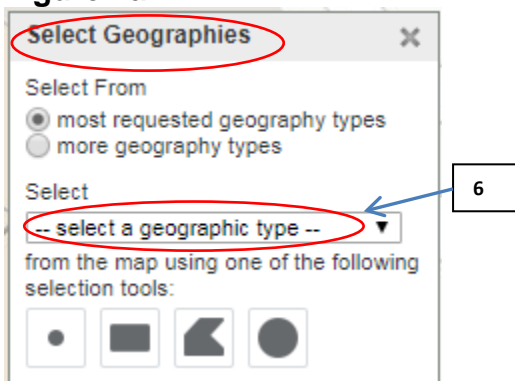
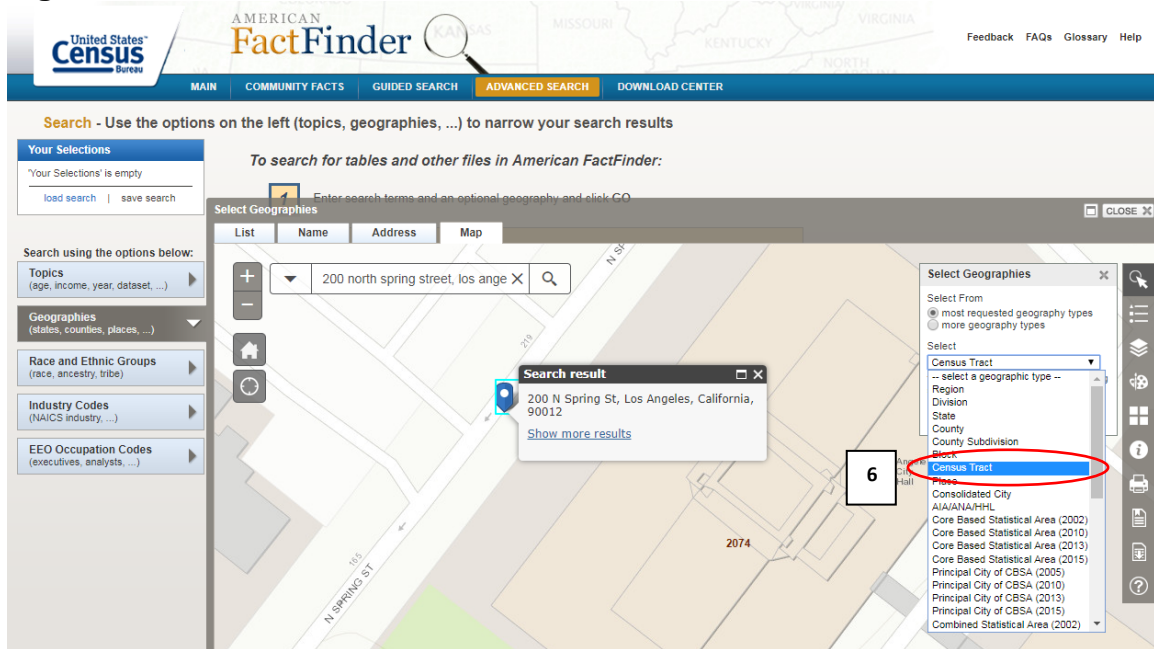
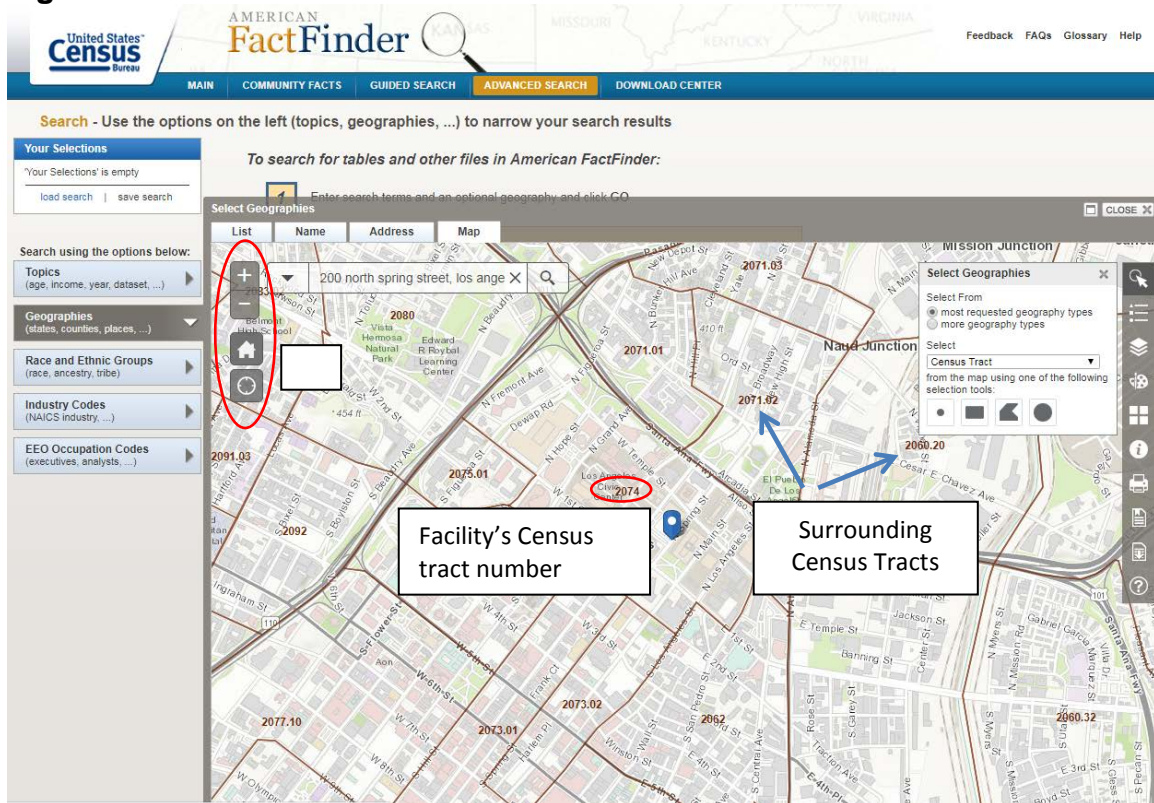


Figure 4b



8. Using the maps' zoom functions, you can either zoom into your address or zoom out to see the surrounding census tract numbers (See Figure 5)

Figure 5



ACCESSING CENSUS TRACT-LEVEL DATA FROM THE GREATER LOS ANGELES HOMELESS POINT IN TIME COUNT

This section provides instructions for downloading the Greater Los Angeles Homeless Point in Time Count by Census Tract. This data is available on the Los Angeles Homeless Services Authority (LAHSA) website.

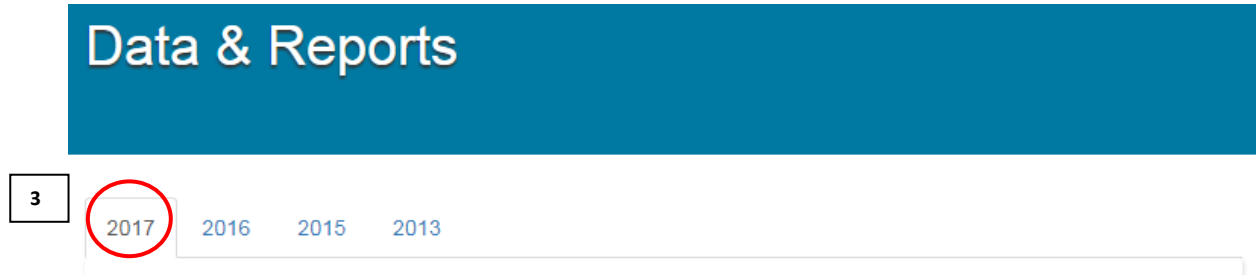
1. Go to the Greater Los Angeles Homeless Count page on LAHSA's website by:
 - a. Clicking [here](#); or
 - b. Going to <https://www.lahsa.org/homeless-count/>
2. On the right hand side a drop down menu labeled "Count Results" will appear. Select "Data & Reports" from the menu (See Figure 6)

Figure 6

The screenshot displays the LAHSA website header with navigation links: ABOUT LAHSA, FIND HELP, TOOLS FOR PROVIDERS, and GREATER LOS ANGELES HOMELESS COUNT. The main heading reads "The Greater Los Angeles Homeless Count". Below the header, there are tabs for "Latest Updates" and "Tweets". A list of recent updates is shown, including "2017 Housing Inventory Count Data Summary Released", "Comparing Unsheltered Youth Count: 2016 And 2017", "Youth Count Sampling and Extrapolation Methodology", "Notes On Opt-In Communities Dashboard", and "Proportion Of Household Type And Conversion Factors (2017)". On the right side, a "COUNT RESULTS" dropdown menu is open, listing options: Service Planning Areas, Supervisorial Districts, Council Districts, Opt-In Communities, Demographics, and Data & Reports. A red circle highlights the dropdown menu, and a blue arrow points to the "Data & Reports" option, which is also enclosed in a small box with the number "2".

3. Select the “2017” tab labeled with the year you looking to obtain data from. The data you utilize should reflect the most current available data (See Figure 7)

Figure 7



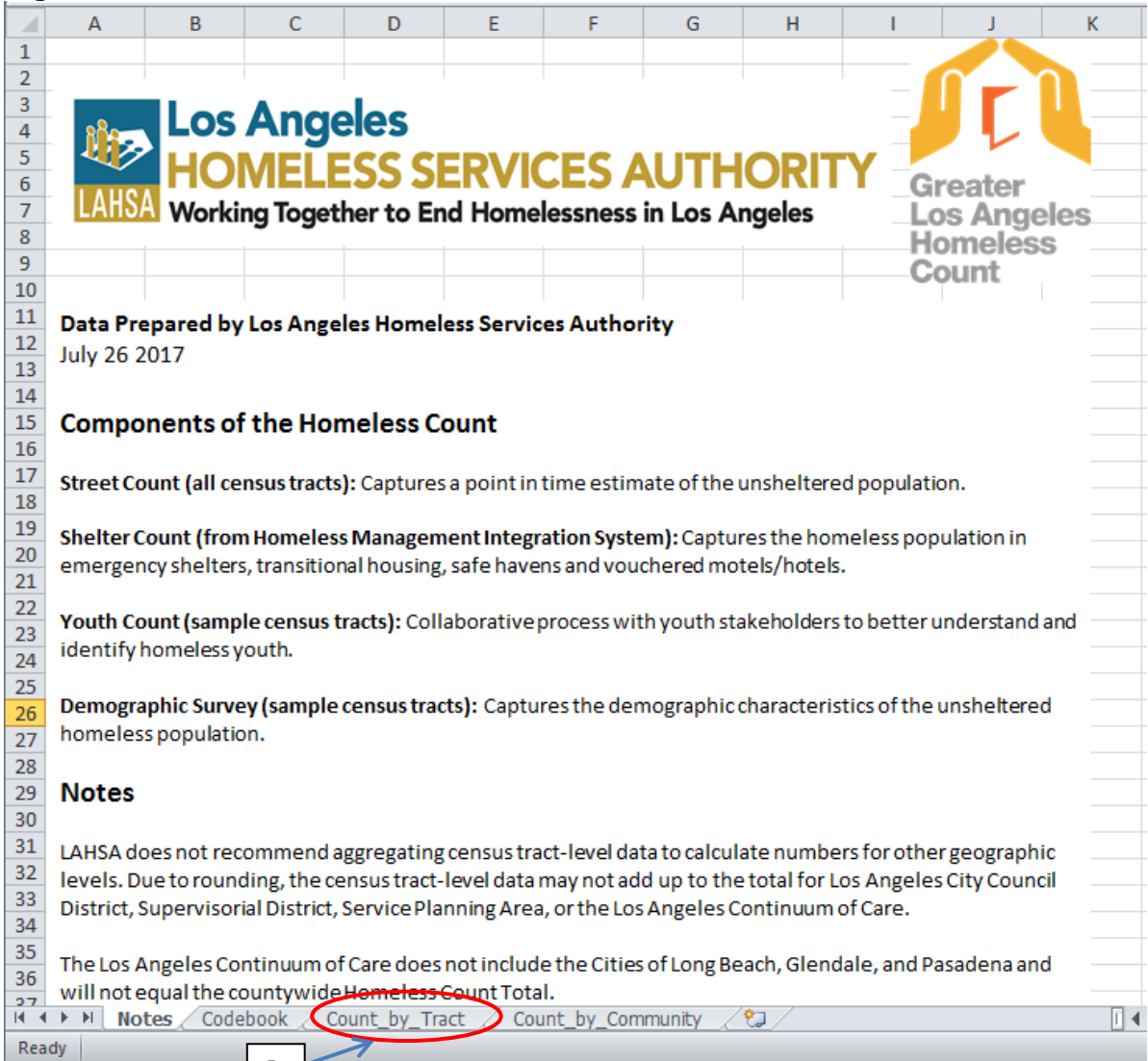
4. Scroll down to the bottom of the “Data & Reports” page to the sub header labeled “Data Sets” and select “Homeless County (Year) Result by Census Tract” to download the excel file (See Figure 8)

Figure 8



5. Open the excel file and select the "Count_by_Tract" tab (See Figure 9)

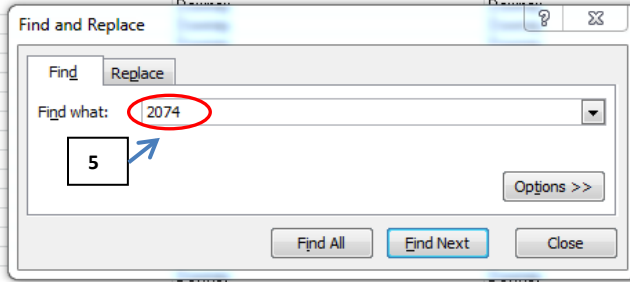
Figure 9



- Find your Census Tract's data by pressing "Ctrl" + "F" on your keyboard and type in the census tract number (See Figure 10)

Figure 10

	A	B	C	D	E	F	G
1	censusTract	Year	City	CommunityName	Detailed_Name	SPA	SD
415	403323	2016	Diamond Bar	Diamond Bar	Diamond Bar	3	4
416	403324	2016	Diamond Bar	Diamond Bar	Diamond Bar	3	4
417	403325	2016	Unincorporated Diamond Bar	Diamond Bar	Unincorporated Diamond Bar	3	4
418	550400	2016	Downey	Downey	Downey	7	4
419	550500	2016	Downey	Downey	Downey	7	4
420	550601	2016	Downey	Downey	Downey	7	4
421	550602	2016	Downey	Downey	Downey	7	4
422	550700	2016	Downey	Downey	Downey	7	4
423	550800	2016	Downey	Downey	Downey	7	4
424	550901	2016	Downey	Downey	Downey	7	4
425	550902	2016	Downey	Downey	Downey	7	4
426	551000	2016	Downey	Downey	Downey	7	4
427	551101	2016	Downey	Downey	Downey	7	4
428	551102	2016	Downey	Downey	Downey	7	4
429	551201	2016	Downey	Downey	Downey	7	4
430	551202	2016	Downey	Downey	Downey	7	4
431	551300	2016	Downey	Downey	Downey	7	4
432	551401	2016	Downey	Downey	Downey	7	4
433	551402	2016	Downey	Downey	Downey	7	4
434	551501	2016	Downey	Downey	Downey	7	4
435	551502	2016	Downey	Downey	Downey	7	4
436	551600	2016	Downey	Downey	Downey	7	4
437	551700	2016	Downey	Downey	Downey	7	4
438	551800	2016	Downey	Downey	Downey	7	4
439	553400	2016	Downey	Downey	Downey	7	4
440	206031	2016	Los Angeles	Downtown Los Angeles	Downtown Los Angeles NC	4	1
441	207400	2016	Los Angeles	Downtown Los Angeles	Downtown Los Angeles NC	4	1
442	207501	2016	Los Angeles	Downtown Los Angeles	Downtown Los Angeles NC	4	1
443	207502	2016	Los Angeles	Downtown Los Angeles	Downtown Los Angeles NC	4	1
444	207710	2016	Los Angeles	Downtown Los Angeles	Downtown Los Angeles NC	4	1



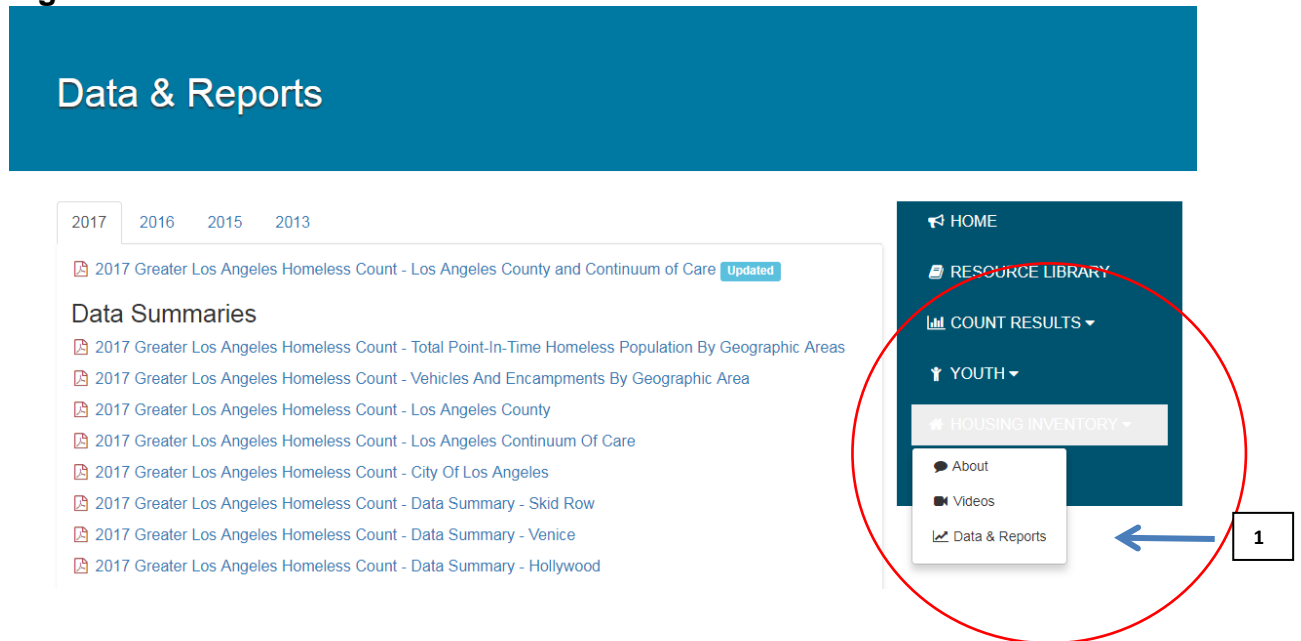
- In the "Codebook" tab, identify the data closest to the population your proposed project serves or will serve

ACCESSING CENSUS TRACT-LEVEL DATA FROM THE HOUSING INVENTORY CHART

This section provides instructions for accessing census tract-level from the Housing Inventory Chart (HIC).

1. Return to the “Greater Los Angeles Homeless Count” tab of the LAHSA website (see instructions above for accessing homeless count data) and select “Housing Inventory” from the drop down menu on the right. Next, select “Data & Reports” (See Figure 11)

Figure 11



2. Select the “2017 Housing Inventory Count” (See Figure 12)

Figure 12



Data Sets

- 2 [2017 Housing Inventory Count](#)
- [2016 Housing Inventory Dataset](#)
- [2016 HIC Data Summary](#)
- [2015 Housing Inventory Dataset](#)

3. You will be redirected to a landing page that generates a preview of the file. Select “download” to access the full data set (See Figure 13)

Figure 13

[BACK](#)
[DETAILS](#)
3
Share: [f](#)

2017 Housing Inventory Count

	A	B	C	D
1	Column Name	Column Description		
2	Row #	Unique Identifier		
3	LAUID	Unique Identifier		
4	Year	Year		
5	Proj. Type	Project Type		
6	Organization Name	Name of Organization/Provider		
7	Project Name	Name of Project		
8	Geo Code	HUD Geographic Code		
9	Census Tract	2010 U.S. Census tract number		
10	SPA	Los Angeles County Service Planning Area		
11	SD	Los Angeles County Supervisorial District		
12	CD	City of Los Angeles Council District		
13	SSD	California State Senate District		
14	AD	California State Assembly District		
15	USCD	U.S. Congressional District		
16	Inventory Type	Operating status of program		
17	Bed Type	Whether emergency shelter is a facility or provides vouchers for lodging		
18	Rental Assistance Type	Whether project is sponsor based, tenant based, or project based		
19	Target Pop. A	Household type where 75% or more of population is served		
20	Target Pop. B	Secondary population served, persons with HIV/AIDS or fleeing domestic violence		
21	LAHSA Funded	Funded in full or in part by the Los Angeles Homeless Services Authority		
22	HMIS	Whether or not project implements Homeless Management Information System (HMIS)		
23	Veteran Program	Program primarily or exclusively serves veterans		
24	Youth Program	Program primarily or exclusively serves youth		
25	Beds HH w/ Children	Number of beds for households with children		
26	Units HH w/ Children	Number of units for households with children		
27	Beds HH w/o Children	Number of beds for single adults		
28	Beds HH w/ only Children	Number of beds for unaccompanied minors		

- You can use the HIC to determine how many shelter beds or units are within or close to your Census Tract. The Census Tract numbers can be found in Column H (See Figure 14)

Figure 14

Row	LAUID	Year	Proj. Ty	Organization Name	Project Name	Geo Co	Census Tract	SPA	SD	CD	SSD	AD	USCD	
2	302039	045-001028	2017	RRH	1736 Family Crisis Center	CaIOES - Housing First	62118	SPA 6	SD 2	CD10	SSD 24	AD 53	USCD 34	
3	296585	045-001027	2017	TH	1736 Family Crisis Center	CaIOES - TH	63744	SPA 8	SD 4	NA	SSD 26	AD 66	USCD 33	
4	296628	045-001025	2017	ES	1736 Family Crisis Center	Crisis and Bridge Housing Individual	62118	SPA 8	SD 4	CD15	SSD 35	AD 64	USCD 44	
5	283051	045-001002	2017	ES	1736 Family Crisis Center	Domestic Violence Shelter-LA 2	62118	SPA 6	SD 2	CD10	SSD 24	AD 53	USCD 34	
6	283053	045-001022	2017	ES	1736 Family Crisis Center	Emergency Youth Shelter	69037	621004	SPA 8	SD 4	NA	SSD 26	AD 66	USCD 33
7	296589	045-001029	2017	TH	1736 Family Crisis Center	OWW - TH	62118	SPA 6	SD 2	CD10	SSD 24	AD 53	USCD 34	
8	283337	045-001023	2017	ES	1736 Family Crisis Center	RHY Basic Center	69037	621004	SPA 8	SD 4	NA	SSD 26	AD 66	USCD 33
9	305888	045-001026	2017	RRH	1736 Family Crisis Center	RRH Individual (1736)	63744	SPA 8	SD 4	NA	SSD 26	AD 66	USCD 33	
10	283087	045-001021	2017	ES	1736 Family Crisis Center	South Bay 1 Domestic Violence Shelter	62118	SPA 8	SD 4	CD15	SSD 35	AD 64	USCD 44	
11	283052	045-001024	2017	TH	1736 Family Crisis Center	South Bay 1 Domestic Violence Transitional Shelter	62118	SPA 8	SD 4	CD15	SSD 35	AD 64	USCD 44	
12	283256	045-001020	2017	RRH	1736 Family Crisis Center	SSVF - Supportive Services for Veteran Families (1736)	62118	294302	SPA 8	SD 4	CD15	SSD 35	AD 64	USCD 44
13	283054	045-001012	2017	TH	1736 Family Crisis Center	Transitional Program-LA 1	62118	SPA 6	SD 2	CD10	SSD 24	AD 53	USCD 34	
14	283158	045-001014	2017	TH	1736 Family Crisis Center	Transitional Program-LA 2	62118	SPA 6	SD 2	CD10	SSD 24	AD 53	USCD 34	
15	283181	011-001101	2017	PSH	A Community of Friends	Amistad	62118	199120	SPA 4	SD 1	CD1	SSD 24	AD 51	USCD 34
16	305889	011-001141	2017	PSH	A Community of Friends	Arlington Square	62118	218120	SPA 4	SD 2	CD10	SSD 30	AD 54	USCD 37
17	283291	011-001138	2017	PSH	A Community of Friends	Avalon Apartments	69037	540800	SPA 6	SD 2	NA	SSD 35	AD 64	USCD 44
18	283325	011-001139	2017	PSH	A Community of Friends	Beverly Terrace Apartments	62118	211121	SPA 4	SD 2	CD13	SSD 24	AD 53	USCD 34
19	283094	011-001102	2017	PSH	A Community of Friends	Brandon Apartments	62118	209300	SPA 4	SD 1	CD1	SSD 24	AD 53	USCD 34
20	283016	011-001103	2017	PSH	A Community of Friends	California Hotel Apartments	62118	297110	SPA 8	SD 4	CD15	SSD 35	AD 70	USCD 44
21	283017	011-001104	2017	PSH	A Community of Friends	Central Court Apartments	62118	227010	SPA 6	SD 2	CD9	SSD 30	AD 59	USCD 40
22	283018	011-001105	2017	PSH	A Community of Friends	Cornerstone Apartments	62118	128210	SPA 2	SD 3	CD6	SSD 18	AD 46	USCD 29
23	283182	011-001106	2017	PSH	A Community of Friends	Fedora Apartments	62118	212305	SPA 4	SD 2	CD10	SSD 24	AD 53	USCD 34
24	303718	011-001108	2017	PSH	A Community of Friends	Fox Normandie Apartments	62118	212420	SPA 4	SD 2	CD10	SSD 24	AD 53	USCD 34
25	283095	011-001110	2017	PSH	A Community of Friends	Gower Street Apartments	62118	190902	SPA 4	SD 3	CD13	SSD 24	AD 50	USCD 28
26	283096	011-001111	2017	PSH	A Community of Friends	La Primavera Apartments	62118	224010	SPA 4	SD 1	CD14	SSD 30	AD 53	USCD 34
27	283097	011-001112	2017	PSH	A Community of Friends	Las Flores Apartments	62118	531301	SPA 7	SD 1	NA	SSD 24	AD 51	USCD 40
28	283098	011-001113	2017	PSH	A Community of Friends	Las Palomas Hotel	62118	204420	SPA 4	SD 1	CD14	SSD 24	AD 53	USCD 34
29	283060	011-001114	2017	PSH	A Community of Friends	Maryland Apartments	62118	209200	SPA 4	SD 1	CD1	SSD 24	AD 53	USCD 34
30	283300	011-001115	2017	PSH	A Community of Friends	Osborne Place Apartments	62118	104703	SPA 2	SD 3	CD7	SSD 18	AD 39	USCD 29
31	283061	011-001116	2017	PSH	A Community of Friends	Parker Hotel Apartments	62118	209300	SPA 4	SD 1	CD1	SSD 24	AD 53	USCD 34
32	283326	011-001146	2017	PSH	A Community of Friends	PATH Villas at Del Rey (Courtleigh Villas)	62118	275200	SPA 5	SD 2	CD11	SSD 26	AD 62	USCD 37
33	283058	011-001109	2017	PSH	A Community of Friends	Project Independence/Gateways	62118	195903	SPA 4	SD 1	CD13	SSD 24	AD 51	USCD 28
34	283059	011-001117	2017	PSH	A Community of Friends	Santos Plaza	62118	231400	SPA 6	SD 2	CD8	SSD 30	AD 54	USCD 37
35	283062	011-001129	2017	PSH	A Community of Friends	Selby Hotel	62118	190203	SPA 4	SD 3	CD13	SSD 26	AD 50	USCD 28
36	283063	011-001135	2017	PSH	A Community of Friends	Silver Star	62118	234903	SPA 6	SD 2	CD8	SSD 30	AD 54	USCD 37

- The HIC codes can be found in the "Codebook" tab (See Figure 14).

Attachments

Prop HHH Facilities Program
Attachments to Submit with Proposal

Documents to include within body of proposal:

1. Checklist of Required Documents (attach to Threshold Package)
2. Proposal Summary Form (attach to Threshold Package)
3. Leverage Calculation Worksheet (attach to Threshold Package)
4. Acquisition Schedule (Sample only; attach customized form if applicable to Threshold Package)
5. Council District Letter (Template only; attach custom letter to Threshold Package)
6. Major Service-Funder Letter (Template only; attach custom letter to Threshold Package)
7. Project Information Summary (attach to Narrative 3: Fiscal and Budgetary Review)
8. Project Budget Forms (attach to Narrative 3: Fiscal and Budgetary Review)
9. Construction and Expenditure Milestones Schedule (Sample only; attach customized form to Narrative 3: Fiscal and Budgetary Review)

Documents to attach to the proposal, after all narratives and other supporting documents:

- A. Title Page and Assurances
- B. Non-Collusion Affidavit
- C. Lobbying Ordinance, Bidder Certification, CEC Form 50
- D. Bidder Contributions, Measure H, CEC Form 55
- E. Certification of Compliance with Child Support Obligations
- F. Certification Regarding Compliance with the American Disabilities Act
- G. Living Wage Ordinance and Service Contract Worker Retention Ordinance
- H. Contractor Responsibility Ordinance
- I. Iran Contracting Act of 2010

Attachment 1
 Checklist of Required Documents
 (Attach to Threshold Package)

Required Item	Page No.
<u>Threshold Package</u>	
1. Checklist of Required Documents (Attachment 1)	_____
2. Proposal Summary Form (Attachment 2)	_____
3. Project documents (Items a-e)	_____
a. Narrative description	_____
b. Leverage Calculation Worksheet (Attachment 3)	_____
Supporting documentation, as needed (please specify) _____	_____
c. Site control documents	_____
1. For Proposed capital improvement projects	_____
a. If owned by proposer: Proof of ownership (grant deed, title report)	_____
b. If leased by proposer: Lease and letter from property owner	_____
2. For proposed acquisition projects	_____
a. Proposer's letter identifying site	_____
b. Good faith letter from Seller	_____
c. Preliminary title report	_____
d. Appraisal	_____
e. Acquisition Schedule	_____
(see sample, Attachment 4; attach customized form if applicable)	_____
d. Letter of acknowledgement from Council District (see template, Attachment 5)	_____
e. Documents supporting project's construction timeframe	_____
1. Proof of proposed total development cost	_____
2. Service funding plan and documentation	_____
3. Conceptual site plans	_____
4. Proposer documents (Items a-g)	_____
a. Proof of legal entity status	_____
b. Articles of incorporation	_____
c. By-laws	_____
d. Corporate Board or Governing Body Authorization	_____
e. City Business Tax Registration Certificate (BRTC)	_____
f. Proof of Experience	_____
1. Proof of experience from proposer or partnered service provider	_____
2. Proof of partnership if applicable	_____
g. Letter of good standing from service funder (see template, Attachment 6)	_____
<u>Narratives & Supporting Documents</u>	
1. Proposed Services & Service Plan	_____
i. Narrative	_____
ii. Supporting Documents	_____
a. Site Map and/or Parcel Map	_____
b. Service funding plan	_____
1. Letters of funding commitments or other proof of funding	_____
c. Operating Pro Forma	_____
d. Other item(s) (please specify) _____	_____

Attachment 1
 Checklist of Required Documents
 (Attach to Threshold Package)

Required Item	Page No.
<u>Narratives & Supporting Documents (continued)</u>	
2. Demonstrated Capacity & Operational Stability of Proposer	
i. Narrative	_____
ii. Supporting Documents	
a. Current Operating Budget	_____
b. Current audited financial statements	_____
c. Description of how multiple projects would be overseen (if applicable)	_____
d. Other item(s) (please specify) _____	_____
3. Fiscal & Budgetary Review	
i. Narrative	_____
ii. Supporting Documents	
a. Project Information Summary (Attachment 7)	_____
b. Project Budget Forms (Attachment 8)	_____
c. Construction & Expenditure Milestones Schedule (see sample, Attachment 9; attach customized form)	_____
d. Itemized list of all current and proposed funding sources for <u>project</u> costs	_____
e. Documentation to support the certified useful life of the project	_____
f. Other item(s) (please specify) _____	_____
4. Project Implementation Plan	
i. Narrative	_____
ii. Supporting Documents	
a. Copies of all permits, entitlements, and other required construction documents	_____
b. Other item(s) (please specify) _____	_____
5. Bonus Points	
i. Narrative	_____
ii. Supporting Documents	
a. Demographic data	_____
b. Site Map and/or Parcel Map	_____
c. Other item(s) (please specify) _____	_____
<u>Attachments</u>	
A. Title Page and Assurances	_____
B. Non-Collusion Affidavit	_____
C. Lobbying Ordinance, Bidder Certification, CEC Form 50	_____
D. Bidder Contributions, Measure H, CEC Form 55	_____
E. Certification of Compliance with Child Support Obligations	_____
F. Certification Regarding Compliance with the American Disabilities Act	_____
G. Living Wage Ordinance and Service Contract Worker Retention Ordinance	_____
H. Contractor Responsibility Ordinance	_____
I. Iran Contracting Act of 2010	_____

Attachment 2
 Proposal Summary Form
 (Attach to Threshold Package)

Applicant Information

Name _____

Address _____

Contact Person _____

Phone _____ Email _____

Proposers Conference Attended: Thurs, Sept. 7, 2017 Wed., Oct. 4, 2017

Person(s) Attending Conference: _____

Project Information

Name _____

Address _____

Type (e.g. Shelter) _____ Council District: _____

Population Served _____

Estimated Construction Start Date _____ End Date _____

Total Development Cost	
HHH Funds Requested ¹	
Other Development Funds Committed	
Calculated Leverage ²	
Primary service funders: Source A _____ Source B _____ Source C _____	Amount received by source: Source A \$ _____ Source B \$ _____ Source C \$ _____

Is the project...	Yes	No
...owned by the proposing agency?		
...leased by the proposing agency?		
...a proposed acquisition of real property?		
...new construction?		
...a rehabilitation of existing property?		
...proposing an improvement of existing services?		
...proposing the expansion of services to a larger population?		
...also requesting Prop HHH Housing funding (through HCID)?		
...also requesting Measure H services funding (through LA County?)		
...the only one being submitted by the applicant for Prop HHH funds?		
...applying for Bonus Points?		

¹ HHH Funds Requested: Must not be less than \$100,000 or more than \$3.5 million

² See Attachment 3: Leverage Calculation Worksheet. Calculated leverage must be greater than or equal to 15%.

Attachment 3
Leverage Calculation Worksheet
(Attach to Threshold Package)

Complete the following fields highlighted in yellow to calculate the leverage on the proposed project. For additional details see Section IV.B in the RFP.

Complete for all projects:

COMPLETE

- Total Development Cost of Proposed Facilities Project (TDC)
- Total Prop HHH Facilities Request
- Certified Useful Life of Proposed Project (in years)
Must not be shorter than duration of lease, if applicable.



Complete the following if applicable to project:

- Funds Already Committed for Construction
- Appraised value of building, if owned by proposer
- Monthly lease cost for building, if leased by proposer
- Months remaining on building lease, if leased by proposer



Calculated Leverage for Prop HHH Facilities Program

- The fields below will auto-populate as the yellow fields above are completed.
- Green boxes indicate calculations that meet the minimum 15% requirement.
- Mark "x" in the box for the method you have selected to use in your proposal.

Method 1: Construction Funds

$$\text{Leverage \%} = \frac{\text{Committed Funds}}{\text{Total Development Cost}}$$

0%

Method 2: Building Value

$$\text{Leverage \%} = \frac{\text{Proposer's Equity in Project Site}}{(\text{Proposer's Equity in Project Site}) + (\text{Total Development Cost})}$$

0%

Method 3: Lease Value

Present Value of Lease, assuming 5% rate over duration of lease

\$ -

$$\text{Leverage \%} = \frac{\text{Proposer's Equity in Project Site}}{(\text{Proposer's Equity in Project Site}) + (\text{Total Development Cost})}$$

0%

Attachment 4
 Acquisition Schedule (SAMPLE ONLY)
 (Attach customized form, if applicable, to Threshold Package)

Parcel No.	Acreage	Est. Date of Acquisition	Est. Value of Land	Est. Cost of Relocation	Est. Value of Improvements	Total Estimated Cost
1	25.2	Dec-17	\$ 126,000	\$ 12,000	\$ 30,000	\$ 168,000
2	2.97	Dec-17	\$ 14,850	\$ -	\$ -	\$ 14,850
3	6	Jan-18	\$ 30,000	\$ -	\$ -	\$ 30,000
4	37.13	Feb-18	\$ 185,650	\$ -	\$ -	\$ 185,650
					Relocation Admin	\$ 2,000
					Other	\$ 1,000
					Total	\$ 401,500

Attachment 5
Council District Letter (TEMPLATE ONLY)
(Attach customized letter to Threshold Package)

The customized letter must be printed on Council District Office Letterhead and must bear the signature of the Councilmember.

LETTER OF ACKNOWLEDGEMENT

Project Name: _____

Project Address: _____

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____

This letter is written to confirm acknowledgement from this Council District Office that _____, project sponsor of _____ Project will submit an application to the Office of the City Administrative Officer's Proposition HHH Facilities Program Fiscal Year 2017-18 Request for Proposals for the Fiscal Year 218-19 Bond Issuance.

The Council District Office's position on this project is indicated below.

- Strongly Support
- Support
- No Position

If you have any questions, please contact _____ of my staff at _____.

Sincerely,

(Signature)

(Name)

Council Member, ____ District
City of Los Angeles

Attachment 6
Major Service-Funder Letter (TEMPLATE ONLY)
(Attach customized letter to Threshold Package)

The customized letter must be printed on the Service-Funder's letterhead and bear the signature of an appropriate representative.

To: Proposition HHH Facilities Program
Office of the City Administrative Officer
City Hall East
200 N. Main St., 15th Floor
Los Angeles, CA 90012

Re: XYZ Organization
123 Main St.
Los Angeles, CA 90000

Date

To Whom It May Concern:

The above-referenced organization, XYZ Organization, receives funding from our organization, ABC Foundation. XYZ Organization has been contracted over the last [# of years] to serve [population] and provide [services].

ABC Foundation monitors XYZ's programmatic and fiscal compliance annually for each of their contracts, and regards them as a key provider in the Los Angeles Continuum of Care. XYZ Organization is in compliance with their contracts' programmatic reporting and service provisions requirements.

We remain available should you require additional information about this organization.

Sincerely,

Jane Doe
President, ABC Foundation

Attachment 7
 Project Information Summary
 (Attach to Narrative 3: Fiscal and Budgetary Review)

1	Proposer	Organization Name		Principal Office	
2	Representative of the Applicant	Name & Title		Mailing/Email Address	
		Phone:		Fax:	
3	Project	Project Title		Project Site	
4	Site Control*	Type of Site Control			
5	If Applicant Owns Site	Property Appraised Value		All Existing and Pending Loans or Line of Credit Amount(s)	
6	Funding Amount	Prop HHH Amount Requested		Other Funds Amount and Source(s)	
7	Scope of Work to be funded by Prop HHH (Be as descriptive as possible)	1			
		2			
		3			
		4			
8	Identified Services for Repayment of Prop HHH Funding (Be as descriptive as possible)	1			
		2			
		3			
		4			
9	Service Hours	Monday through Friday:		Weekend Hours:	
10	Service Terms	Minimum City Residents Served per month		Minimum Service Hours per month	

*Types of Site Control: 1 - Applicant owns site; 2 - Applicant leases site from private owner; 3 - Applicant leases site from City Department; 4 - Applicant leases site from other public agency.

Attachment 8
Project Budget Forms
(Attach to Narrative 3: Fiscal and Budgetary Review)

Contact information for the person who provided the cost estimate for this project: ***(This person should be knowledgeable about the financial aspects of this project.)***

Name _____
Title _____

Phone _____
Email _____

I. Capital Improvements Budget

Estimated capital improvements costs for proposed project (please attach bids for services whenever applicable). If a section is not applicable to your project, please indicate with "Not Applicable" in the appropriate column. In the "Matching Funds Already Secured" column, indicate only those funds which have already been committed to your project; attach documentation of such commitment.

*****This form must be provided with all proposals; however, an additional budget in a different format may be provided as an ancillary reference.***

Description	Prop HHH Funds Requested	Matching Funds Already Secured	Matching Funds Not Yet Secured	Source of Matching Funds	Total
A. Planning & Development					
Site Acquisition	\$ -	\$ -	\$ -		\$ -
Escrow Fees	\$ -	\$ -	\$ -		\$ -
Appraisal Fees	\$ -	\$ -	\$ -		\$ -
Architecture Fees	\$ -	\$ -	\$ -		\$ -
Engineering Fees	\$ -	\$ -	\$ -		\$ -
Environmental Assessment	\$ -	\$ -	\$ -		\$ -
Legal Fees	\$ -	\$ -	\$ -		\$ -
Permits	\$ -	\$ -	\$ -		\$ -
Survey	\$ -	\$ -	\$ -		\$ -
Preliminary Site Assessment	\$ -	\$ -	\$ -		\$ -
Bonds, Premium	\$ -	\$ -	\$ -		\$ -
Outside Project Manager	\$ -	\$ -	\$ -		\$ -
Other, Consultant Services	\$ -	\$ -	\$ -		\$ -
Other, Specify	\$ -	\$ -	\$ -		\$ -
<i>Subtotal, Planning & Development</i>	\$ -	\$ -	\$ -		\$ -
B. CONSTRUCTION					
Demolition	\$ -	\$ -	\$ -		\$ -
Excavation/Grading	\$ -	\$ -	\$ -		\$ -
Landscape & Irrigation	\$ -	\$ -	\$ -		\$ -
Electrical	\$ -	\$ -	\$ -		\$ -
Carpentry	\$ -	\$ -	\$ -		\$ -
Masonry	\$ -	\$ -	\$ -		\$ -
Structural Steel	\$ -	\$ -	\$ -		\$ -
Drywall/Stucco	\$ -	\$ -	\$ -		\$ -
Painting	\$ -	\$ -	\$ -		\$ -

Attachment 8
 Project Budget Forms
 (Attach to Narrative 3: Fiscal and Budgetary Review)

I. Capital Improvements Budget (continued)

Description	Prop HHH Funds Requested	Matching Funds Already Secured	Matching Funds Not Yet Secured	Source of Matching Funds	Total
Roofing	\$ -	\$ -	\$ -		\$ -
Insulation	\$ -	\$ -	\$ -		\$ -
Tile	\$ -	\$ -	\$ -		\$ -
Flooring	\$ -	\$ -	\$ -		\$ -
Plumbing	\$ -	\$ -	\$ -		\$ -
Lighting	\$ -	\$ -	\$ -		\$ -
Heating/Cooling	\$ -	\$ -	\$ -		\$ -
Fire Protection	\$ -	\$ -	\$ -		\$ -
Inspection Fees	\$ -	\$ -	\$ -		\$ -
Contingency Reserve	\$ -	\$ -	\$ -		\$ -
Other _____	\$ -	\$ -	\$ -		\$ -
Other _____	\$ -	\$ -	\$ -		\$ -
<i>Subtotal, Construction</i>	\$ -	\$ -	\$ -		\$ -
TOTAL PROJECT COSTS	\$ -	\$ -	\$ -		\$ -

(Project budget forms continue on the next page, page 8-3)

Attachment 8
 Project Budget Forms
 (Attach to Narrative 3: Fiscal and Budgetary Review)

II. Projected Operating Costs Upon Project Completion

Detail a one-year operating budget for your completed project. Identify all staffing positions you intend to fund, along with each approximate yearly salary. If only a portion of a salary or other operating cost will be allocated to this project, indicate this and the rationale for doing so in your budget narrative. Itemize the source(s) of funding that will cover the operating costs associated with this project. Note that some funding will be made available to successful applicants for maintenance of the Proposition HHH funded components; however applicants should identify other sources of maintenance dollars as well. Operational, staffing and/or maintenance dollars are not allowable expenses under this Request for Proposals.

Projected Operating Expenses	Total Funds Required	Source of Funds
A. PERSONNEL		
Administrative Personnel- List Positions.	\$ -	
Direct Services Staff - List Positions	\$ -	
Support Staff (clerical, aides, etc.)	\$ -	
<i>SUBTOTAL, PERSONNEL</i>	\$ -	
B. OPERATING COSTS		
Rent/Mortgage	\$ -	
Utilities	\$ -	
Insurance	\$ -	
Custodial Services	\$ -	
Maintenance of Facilities	\$ -	
Phones/Fax/Internet	\$ -	
Program Supplies	\$ -	
Other, Specify	\$ -	
<i>SUBTOTAL, OPERATING</i>	\$ -	
C. EQUIPMENT		
Computers	\$ -	
Appliances	\$ -	
Other Equipment, specify	\$ -	
Other, Specify	\$ -	
<i>SUBTOTAL, EQUIPMENT</i>	\$ -	
TOTAL OPERATING COSTS	\$ -	

Attachment 9
Construction and Expenditure Milestones Schedule (SAMPLE ONLY)
(Attach customized form to Narrative 3: Fiscal and Budgetary Review)

PROJECT: TEMPORARY SHELTER FACILITIES

	TOTAL	MONTHLY DRAW SCHEDULE <input type="checkbox"/>							VARIANCE
Month	N/A	1	2	3	4	5	6	7	(Should
Percent complete	N/A	48%	70%	80%	84%	90%	97%	100%	be \$0)
BUDGET FOR PARKING LOT									
Planning/Permits									
1 Architectural Fees	\$2,800	\$2,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Permits	\$1,600	\$1,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3 Outside Project Manager	\$1,400	\$700	\$700	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Planning/Permits	\$5,800	\$5,100	\$700	\$0	\$0	\$0	\$0	\$0	\$0
Construction									
1 Excavation/Grading/Exterior	\$39,000	\$13,650	\$13,650	\$11,700	\$0	\$0	\$0	\$0	\$0
2 Painting	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Construction	\$44,000	\$18,650	\$13,650	\$11,700	\$0	\$0	\$0	\$0	\$0
BUDGET FOR SHELTER BUILDING									
Planning/Permits									
1 Architectural Fees	\$17,200	\$6,500	\$6,500	\$840	\$840	\$840	\$840	\$840	\$0
2 Permits	\$10,320	\$10,320	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3 Outside Project Manager	\$8,600	\$860	\$1,290	\$1,290	\$1,290	\$1,290	\$1,290	\$1,290	\$0
Subtotal Planning/Permits	\$36,120	\$17,680	\$7,790	\$2,130	\$2,130	\$2,130	\$2,130	\$2,130	\$0
Construction									
1 Demolition	\$32,320	\$32,320	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 Electrical	\$17,400	\$7,000	\$7,400	\$3,000	\$0	\$0	\$0	\$0	\$0
3 Carpentry	\$35,000	\$17,500	\$17,500	\$0	\$0	\$0	\$0	\$0	\$0
4 Structural Steel	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5 Drywall/Stucco	\$25,000	\$5,000	\$10,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$0
6 Painting	\$20,000	\$0	\$0	\$0	\$0	\$5,000	\$10,000	\$5,000	\$0
7 Insulation	\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8 Flooring	\$20,500	\$0	\$0	\$0	\$0	\$8,000	\$12,500	\$0	\$0
9 Plumbing	\$28,650	\$0	\$8,595	\$9,000	\$9,000	\$2,055	\$0	\$0	\$0
10 Lighting	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
11 Heating/Cooling	\$30,500	\$15,000	\$8,000	\$7,500	\$0	\$0	\$0	\$0	\$0
12 Fire Protection	\$8,500	\$4,500	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0
13 Other (specify) _____	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Construction	\$261,870	\$125,320	\$55,495	\$21,500	\$11,000	\$17,055	\$24,500	\$7,000	\$0
TOTAL	\$347,790	\$166,750	\$77,635	\$35,330	\$13,130	\$19,185	\$26,630	\$9,130	\$0

Prop HHH Facilities Program
Attachments to Submit with Proposal

Documents to attach to the proposal, after all narratives and other supporting documents:

- A. Title Page and Assurances
- B. Non-Collusion Affidavit
- C. Lobbying Ordinance, Bidder Certification, CEC Form 50
- D. Bidder Contributions, Measure H, CEC Form 55
- E. Certification of Compliance with Child Support Obligations
- F. Certification Regarding Compliance with the American Disabilities Act
- G. Living Wage Ordinance and Service Contract Worker Retention Ordinance
- H. Contractor Responsibility Ordinance
- I. Iran Contracting Act of 2010

Attachment A: Title Page & Assurances

TITLE PAGE AND ASSURANCES

Legal Name of Agency Submitting Proposal:		
Address (Street, City, State, Zip Code):		
Phone #:	Fax#:	Email Address:
Agency's Authorized Representative:	Address (if different than above):	
Project Name:		
Project Location / Address: (Street, City, State, Zip Code):		
Project Description:		
Services to be provided for homeless individuals as repayment of Proposition HHH funds:		
Los Angeles Business Tax Registration Certificate Number:	Federal Employer ID Number:	
City Council District:	Census Tract Number:	
Project Category:		

Attachment A: Title Page & Assurances

ASSURANCES

1. It is understood and agreed by the undersigned that:
 - a. The proposer states that no person who is presently employed by the City of Los Angeles has any personal, financial, or economic interest, direct or indirect, in any agreement resulting from this offer and will not have such interest for a period of one (1) year following their employment with the City of Los Angeles.
 - b. Audit and Inspection of Records:

The proposer will permit the authorized representatives of the City of Los Angeles to inspect and audit all data and records relating to its proposal and performance under the contract or grant award.
 - c. Expenditure of Grant Funds:

Funds granted as a result of this Request for Proposals are to be expended for the purpose set forth herein and in accordance with all applicable laws, regulations, policies, and procedures of the City of Los Angeles, and, where applicable, the State and Federal governments.
2. City of Los Angeles Prevailing Wage:

Recipients of City grant funds must further comply with City, or State Prevailing Wages requirements.
3. City of Los Angeles Equal Benefits Ordinance:

Recipients of City grant funds must further comply with Equal Benefits requirements.
4. City of Los Angeles Americans with Disabilities Act:

Recipients of the City of Los Angeles grant funds under this Request for Proposals must ensure that their project will be designed in accordance with the requirements of the Americans with Disabilities Act, as amended.
5. City of Los Angeles Living Wage Ordinance/Service Contractor Worker Retention Ordinance requirements.

Recipients of City grant funds must comply with Living Wage Ordinance/Service Contractor Worker Retention requirements.

Attachment A: Title Page and Assurances

6. City of Los Angeles Affirmative Action Program Requirements:
Recipients of City grant funds their contractors must comply with the Affirmative Action Program Requirements as provided for in Division 10, Chapter 1, and Article 1 of the Los Angeles Administrative Code.

Signature of Person Legally Authorized
To Sign for Agency

Type or Print Name

Title

Date

Affix Corporate Seal

Seal must bear the same title under which this application is being submitted (if the agency does not have a Corporate Seal, a current copy of the Articles of Incorporation must be attached).

Attachment B: Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

_____, being first duly sworn, deposes and says that he or she is
(name of person signing)

the _____ of _____
(president, executive director, general manager, etc.) (the entity making the foregoing proposal)

and that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the grant request amount of the proposer or any other proposer, or to fix any overhead, profit or cost element of the grant request amount, or of that of any other proposer, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed grant or contract; that all statements contained in the proposal are true; and further, that the proposer has not, directly or indirectly submitted his or her proposed grant request amount or any breakdown hereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

ALL SIGNATURES MUST
BE WITNESSED BY NOTARY

(Attach appropriate jurats)

Name of Proposing Entity

Signature of Proposer's Authorized Representative

Date



City Ethics Commission
 200 N Spring Street
 City Hall — 24th Floor
 Los Angeles, CA 90012
 Mail Stop 129
 (213) 978-1960

Bidder Certification CEC Form 50

Bid/Contract Number:

Department:

Name of Bidder:

Phone:

Address:

Email:

CERTIFICATION

I certify the following on my own behalf or on behalf of the entity named above, which I am authorized to represent:

- A. I am a person or entity that is applying for a contract with the City of Los Angeles.
- B. The contract for which I am applying is an agreement for one of the following:
 - 1. The performance of work or service to the City or the public;
 - 2. The provision of goods, equipment, materials, or supplies;
 - 3. Receipt of a grant of City financial assistance for economic development or job growth, as further described in Los Angeles Administrative Code § 10.40.1(h) [see reverse]; or
 - 4. A public lease or license of City property where both of the following apply, as further described in Los Angeles Administrative Code § 10.37.1(i) [see reverse]:
 - a. I provide services on the City property through employees, sublessees, sublicensees, contractors, or subcontractors, and those services:
 - i. Are provided on premises that are visited frequently by substantial numbers of the public; or
 - ii. Could be provided by City employees if the awarding authority had the resources; or
 - iii. Further the proprietary interests of the City, as determined in writing by the awarding authority.
 - b. I am not eligible for exemption from the City's living wage ordinance, as eligibility is described in Los Angeles Administrative Code § 10.37(i)(b).
- C. The value and duration of the contract for which I am applying is one of the following:
 - 1. For goods or services contracts—a value of more than \$25,000 and a term of at least three months;
 - 2. For financial assistance contracts—a value of at least \$100,000 and a term of any duration; or
 - 3. For construction contracts, public leases, or licenses—any value and duration.
- D. I acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if I qualify as a lobbying entity under Los Angeles Municipal Code § 48.02.

Date: _____ Signature: _____

Name: _____

Title: _____

Under Los Angeles Municipal Code § 48.09(H), this form must be submitted to the awarding authority with your bid or proposal on the contract noted above.

Attachment C: Lobbying Ordinance, Bidder Certification CEC Form 50

Los Angeles Administrative Code § 10.40.1(h)

- (h) "City Financial Assistance Recipient" means any person who receives from the City discrete financial assistance in the amount of One Hundred Thousand Dollars (\$100,000.00) or more for economic development or job growth expressly articulated and identified by the City, as contrasted with generalized financial assistance such as through tax legislation.

Categories of such assistance shall include, but are not limited to, bond financing, planning assistance, tax increment financing exclusively by the City, and tax credits, and shall not include assistance provided by the Community Development Bank. City staff assistance shall not be regarded as financial assistance for purposes of this article. A loan shall not be regarded as financial assistance. The forgiveness of a loan shall be regarded as financial assistance. A loan shall be regarded as financial assistance to the extent of any differential between the amount of the loan and the present value of the payments thereunder, discounted over the life of the loan by the applicable federal rate as used in 26 U.S.C. Sections 1274(d), 7872(f). A recipient shall not be deemed to include lessees and sublessees.

Los Angeles Administrative Code § 10.37.1(i)

- (i) "Public lease or license".
- (a) Except as provided in (i)(b), "Public lease or license" means a lease or license of City property on which services are rendered by employees of the public lessee or licensee or sublessee or sublicensee, or of a contractor or subcontractor, but only where any of the following applies:
- (1) The services are rendered on premises at least a portion of which is visited by substantial numbers of the public on a frequent basis (including, but not limited to, airport passenger terminals, parking lots, golf courses, recreational facilities); or
 - (2) Any of the services could feasibly be performed by City employees if the awarding authority had the requisite financial and staffing resources; or
 - (3) The DAA has determined in writing that coverage would further the proprietary interests of the City.
- (b) A public lessee or licensee will be exempt from the requirements of this article subject to the following limitations:
- (1) The lessee or licensee has annual gross revenues of less than the annual gross revenue threshold, three hundred fifty thousand dollars (\$350,000), from business conducted on City property;
 - (2) The lessee or licensee employs no more than seven (7) people total in the company on and off City property;
 - (3) To qualify for this exemption, the lessee or licensee must provide proof of its gross revenues and number of people it employs in the company's entire workforce to the awarding authority as required by regulation;
 - (4) Whether annual gross revenues are less than three hundred fifty thousand dollars (\$350,000) shall be determined based on the gross revenues for the last tax year prior to application or such other period as may be established by regulation;
 - (5) The annual gross revenue threshold shall be adjusted annually at the same rate and at the same time as the living wage is adjusted under section 10.37.2 (a);
 - (6) A lessee or licensee shall be deemed to employ no more than seven (7) people if the company's entire workforce worked an average of no more than one thousand two-hundred fourteen (1,214) hours per month for at least three-fourths (3/4) of the time period that the revenue limitation is measured;
 - (7) Public leases and licenses shall be deemed to include public subleases and sublicenses;
 - (8) If a public lease or license has a term of more than two (2) years, the exemption granted pursuant to this section shall expire after two (2) years but shall be renewable in two-year increments upon meeting the requirements therefor at the time of the renewal application or such period established by regulation.

**Bidder Contributions
Charter Section 470(c)(12)
(Measure H)**

Persons who submit a response to this solicitation (bidders) are subject to Charter section 470(c)(12) and related ordinances. As a result, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Bidders must submit **CEC Form 55** (provided as Attachment D) to the awarding authority at the same time the response is submitted. The form requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subjected to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or www.ethics.lacity.org.



City Ethics Commission
 200 N Spring Street
 City Hall — 24th Floor
 Los Angeles, CA 90012
 Mail Stop 129
 (213) 978-1960

Bidder Contributions CEC Form 55

ALL BOXES MUST BE COMPLETED

Bid/Contract Number: _____	Date Bid Submitted: _____
-----------------------------------	----------------------------------

Description of Contract: _____

Department: _____

BIDDER

Name: _____

Address: _____

Email (optional): _____ Phone: _____

PRINCIPALS

Please identify the names and titles of all principals (attach additional sheets if necessary). Principals include a bidder's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the bidder of at least 20 percent or are authorized by the bid or proposal to represent the bidder before the City.

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

_____ additional sheets are attached. Bidder is an individual with no principals.

SUBCONTRACTORS

Please identify all subcontractors whose subcontracts are worth \$100,000 or more (attach additional sheets if necessary).

Subcontractor: _____

Subcontractor: _____

Subcontractor: _____

Subcontractor: _____

_____ additional sheets are attached. Bidder has no subcontractors on this bid or proposal whose subcontracts are worth \$100,000 or more.



City Ethics Commission
 200 N Spring Street
 City Hall — 24th Floor
 Los Angeles, CA 90012
 Mail Stop 129
 (213) 978-1960

Bidder Contributions CEC Form 55

PRINCIPALS OF SUBCONTRACTORS

Please identify the names and titles of all principals for each subcontractor identified on page 1 (attach additional sheets if necessary). Principals include a subcontractor's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the subcontractor of at least 20 percent or are authorized by the bid or proposal to represent the subcontractor before the City.

Name: _____ Title: _____

Subcontractor: _____

Name: _____ Title: _____

Subcontractor: _____

Name: _____ Title: _____

Subcontractor: _____

Name: _____ Title: _____

Subcontractor: _____

Name: _____ Title: _____

Subcontractor: _____

Of the subcontractors identified on page 1, the following are individuals with no principals (attach additional sheets if necessary):

Subcontractor: _____

Subcontractor: _____

Subcontractor: _____

_____ additional sheets are attached.

Bidder has no subcontractors on this bid or proposal whose subcontracts are worth \$100,000 or more.

CERTIFICATION

I certify that I understand, will comply with, and will notify my principals and subcontractors of the requirements and restrictions in Los Angeles City Charter section 470(c)(12) and any related ordinances. I certify that the information provided above is true and complete. I understand that I must amend this form within five business days if the information above changes.

Date: _____ Signature: _____

Name: _____

Title: _____

Under Los Angeles City Charter § 470(c)(12), this form must be submitted to the awarding authority with your bid or proposal. A bid or proposal that does not include a completed form will be deemed nonresponsive.

Attachment E: Certification of Compliance with Child Support Obligations

CERTIFICATION OF COMPLIANCE WITH CHILD SUPPORT OBLIGATIONS

The City of Los Angeles has adopted' an ordinance requiring that all contractors and subcontractors performing work for the City comply with all reporting requirements and wage and earning assignments relative to legally mandated child support. As a result, every contract that is let, awarded, or entered into with or on behalf of the City of Los Angeles shall contain the following provision:

The Contractor(s) and any Subcontractor(s) must fully comply with all applicable State and Federal employment reporting requirements for the Contractor(s)' and any Subcontractor(s)' employees. The Contractor(s) and any Subcontractor(s) must fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with the California Family Code. The Contractor(s) and any Subcontractor(s) must certify that the principal owner(s) thereof (any person who owns an interest of 10 percent or more) are in compliance with any Wage and Earnings Assignment Orders or Notices of Assignment applicable to them personally. The Contractor(s) and any Subcontractor(s) must certify that such compliance will be maintained throughout the term of the contract.

Failure of the Contractor(s) and/or any Subcontractor(s) to fully comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignments or Notices of Assignment or failure of the principal owner(s) to comply with any Wage and Earnings Assignments or Notices of Assignment applicable to them personally shall constitute a default under the contract. Failure of the Contractor(s) and/or any Subcontractor(s) or principal owner(s) thereof to cure the default within 90 days of notice of such default by the City shall subject the contract to termination.

All Requests for Proposals, Requests for Qualifications, Invitations for Bids, advertisements for bids, and other similar documents must give notice of these provisions to those who bid on or submit proposals for prospective contracts with the City. **All bidders and proposers are required to complete the attached Certification of Compliance with Child Support Obligations. Failure to return the completed certification as part of the bid or proposal will result in the bid or proposal being deemed unresponsive and being rejected.**

Attachment E: Certification of Compliance with Child Support Obligations

City of Los Angeles
CERTIFICATION OF COMPLIANCE WITH CHILD SUPPORT OBLIGATIONS

The undersigned hereby agrees that _____ will:
NAME OF BUSINESS

1. Fully comply with all applicable State and Federal employment reporting requirements for its employees.
2. Fully comply with and implement all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment.
3. Certify that the principal owner(s) of the business are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally.
4. Certify that the business will maintain such compliance throughout the term of the contract.
5. This certification is a material representation of fact upon which reliance was placed when the parties entered into this transaction.
6. The undersigned shall require that the language of this Certification be included in all subcontracts and that all subcontractors shall certify and disclose accordingly.

To the best of my knowledge, I declare under penalty of perjury that the foregoing is true and was executed at:

City/County/State

Date

Name of Business

Address of Business

Signature of Authorized Officer or Representative

Print Name

Title

Telephone Number

Attachment F: Certification Regarding Compliance with the Americans with Disabilities Act

**CERTIFICATION REGARDING COMPLIANCE WITH THE
AMERICANS WITH DISABILITIES ACT**

The undersigned certifies, that to the best of his/her knowledge and belief that:

1. The Contractor/Borrower Agency (hereafter Contractor) is in compliance with and will continue to comply with the Americans with Disabilities Act 42 U.S.C. 12101 et seq, and its implementing regulations.
2. The Contractor will provide for reasonable accommodations to allow qualified individuals with disabilities to have access to and participate in its programs, services and activities in accordance with the provisions of the Americans with Disabilities Act.
3. The Contractor will not discriminate against persons with disabilities nor against persons due to their relationship or association with a person with a disability.
4. The Contractor will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative Contracts) and that all subrecipients shall certify and disclose accordingly.
5. This certification is a material representation of fact upon which reliance was placed when the parties entered into this transaction.

Contract Number _____

Contractor/Borrower/Agency _____

Name and Title of Authorized Representative

Signature _____

Date _____

Attachment G: Living Wage Ordinance and Service Contract Worker Retention Ordinance

**LIVING WAGE ORDINANCE AND SERVICE CONTRACTOR
WORKER RETENTION ORDINANCE**

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Bidders/Proposers shall refer to Attachment M - Living Wage Ordinance and Service Contractor Worker Retention Ordinance - for further information regarding the requirements of the Ordinances.

Bidders/Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions shall apply for exemption from the Ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption (Form OCC/LW-10), or the Non-Profit/One- Person Contractor Certification of Exemption (OCC/LW-13). The List of Statutory Exemptions, the Application and the Certification are included in the Attachment.

For information and questions regarding this Attachment, please contact the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance at (213) 847-2625.

Attachment G: Living Wage Ordinance and Service Contract Worker Retention Ordinance

Attachment M

CITY OF LOS ANGELES LIVING WAGE ORDINANCE (Los Angeles Administrative Code Section 10.37 et seq.)

1. What is the Living Wage Ordinance?

The Living Wage Ordinance (LWO) requires employers who have agreements with the City to pay their employees at least a minimum -living wage- and to provide certain benefits. If the agreement is subject to the LWO, the employer must do the following:

- Pay employees working on the subject agreement a wage rate that is at least equal to the "living wage" rate. The "living wage" is adjusted annually and becomes effective July 1 of each year. Employers can obtain information about the living wage rate currently in effect by going to Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance (OCC) website at <http://www.lacity.org/BCA/index.htm>.
- Provide employees with at least 12 paid days off per year for sick leave, vacation, or personal necessity; and at least 10 unpaid sick days off per year. Tell employees who make less than \$12.00 per hour that they may qualify for the federal Earned Income Tax Credit and provide them with the forms required to apply for the credit.
- Cooperate with the City by providing access to the work site and to payroll and related documents so that the City can determine if the employer is complying with the LWO.
- Pledge to comply with federal laws prohibiting an employer from retaliating against employees for union organizing.
- Not retaliate against any employee who makes claims about non-compliance with the LWO.

2. When was the Ordinance adopted?

The LWO was adopted in May, 1997 and amended in January, 1999.

3. What types of agreements are subject to the Ordinance?

Generally, the LWO covers the following types of agreements.

- An agreement in an amount over \$25,000.00 and for at least three months, in which an employer will provide services to or for the City.
- An agreement for the lease or license of City property if the service being performed on the property is something that City employees would otherwise do.
- An agreement for the lease or license of City property that is in a location where a substantial number of the general public might visit.
- An agreement in which the City gives financial assistance for the purpose of promoting economic development or job growth.
- An agreement in which the City determines that applying the LWO would be in the best interest of the City.

4. Is an agreement subject to the LWO if it was entered into before May, 1997?

Agreements executed after May, 1997 are subject to the LWO. An agreement entered into before May, 1997 may become subject to LWO if it is later amended or modified in order to add time or money to the original agreement.

5. Are there any requirements that would apply to an employer who does not have an agreement with City that is subject to the LWO?

All employers are required to comply with the LWO's prohibition against retaliation, even if the employer does not have an agreement with the City that is subject to the Ordinance.

6. Are all employees covered by the Ordinance?

The wage rates and benefits provisions of the LWO apply only to employees who work at least 20 hours per month on an agreement subject to the Ordinance. (See #3 above.) The retaliation provisions of the LWO, however, apply to all employees, even if they do not work on a subject agreement.

Attachment G: Living Wage Ordinance and Service Contract Worker Retention Ordinance

Attachment M

7. Are an employer's subcontractors subject to the requirements of the Ordinance?
A subcontractor may be covered by the Ordinance if the subcontractor performs work on the subject agreement. If so, the subcontractor must also comply with the requirements of the LWO, including all reporting requirements. The prime contractor is responsible for making sure that the subcontractor complies with the LWO.
8. What happens if an employer is found to be in violation of the Ordinance?
Payments due may be withheld. Also, the employer may be deemed to be in material breach of the agreement. When that happens, the City may take the following steps:
- Terminate the agreement and pursue all available contractual remedies.
 - Debar the employer from doing business with the City for three (3) years or until all penalties and restitution have been fully paid, whichever occurs last. Bring a lawsuit against the employer for all unpaid wages and health benefit premiums and/or seek a fine of up to one hundred dollars (\$100.00) for each day the violation remains uncorrected.
9. What if a subcontractor is found to be in violation of the Ordinance?
Because the prime contractor is responsible for making sure that all its subcontractors comply with the LWO, the sanctions listed in answer #8 may be applied to the prime contractor if the subcontractor does not correct the violation(s).
10. What can an employee do if an employer is in violation of the Ordinance?
The employee can submit a complaint to the Office Contract Compliance which will investigate the complaint. Also, the employee can bring his or her own lawsuit against the employer for:
- Back pay for failing to pay the correct wages or correct health benefit premiums.
 - Reinstatement and back pay for retaliation.
 - Triple the amount of the back pay that is owed if the violation was found by the court to be willful.
11. Are there any exemptions available under the Ordinance?
An employer may apply for an exemption based on the following categories:
- Service agreements that are less than 3 months or \$25,000 or less.
 - Agreements for the purchase of goods, property, or the leasing of property (with City as the lessee).
 - Construction contracts that do not meet the definition of a service agreement.
 - Employees who are required to have an occupational license in order to provide services to or for the City are exempt.
 - Employers who are party to a collective bargaining agreement (CBA) that has language stating that the CBA shall supersede the LWO.
 - Financial assistance recipients who meet the requirements stated in Section 10.37.1(c) of the LWO.
 - Employers (contractors, subcontractors, financial assistance recipients) organized under IRS Code, Section 501 (c)(3) whose chief executive officer's hourly wage rate is less than eight times the hourly wage rate of the lowest paid worker are exempt. However, this exemption does not apply to child care workers.
 - Lessees or licensees who have no more than a total of seven employees and who have annual gross revenue of less than \$391,637 (effective July 1, 2004). The qualifying annual gross revenue is adjusted every July.
 - One-person contractors, lessees, licensees or financial assistance recipients who employ no workers.
 - Agreements that involve other governmental entities.
12. Who is responsible for the administration and enforcement of the Ordinance?
The Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, located at 1149 South Broadway Street, Suite 300, Los Angeles, CA 90015. For additional information, please call (213) 847-1922, or go to the Office of Contract Compliance website at <http://www.lacity.org/BCA/index.htm>.

Attachment G: Living Wage Ordinance and Service Contract Worker Retention Ordinance

CITY OF LOS ANGELES SERVICE CONTRACTOR WORKER RETENTION ORDINANCE (Los Angeles Administrative Code Section 10.36 et seq.)

1. What is the Service Contractor Worker Retention Ordinance?

The Service Contractor Worker Retention Ordinance (SCWRO), effective May, 1996, requires a successor contractor and its subcontractors to retain for a 90-day period certain employees who worked for the terminated contractor or its subcontractors for at least 12 months. (See also Question #7 regarding which employees are covered.)

2. What is a successor contractor?

A successor contractor is one who has been awarded an agreement to provide services to or for the City that are similar to those that were provided under a recently terminated agreement.

3. What types of agreements are covered by the Ordinance?

The SCWRO covers the following types of agreements:

- For services in an amount over \$25,000.00 and for at least three months.
- In which the primary purpose is to provide services to or for the City (including leases and licenses).
- In which the City provides financial assistance for the purpose of promoting economic development or job growth.

4. What does the Ordinance require a terminated contractor to do?

The SCWRO requires the terminated contractor to provide the awarding authority with the names, addresses, dates of hire, hourly wage, and job classes of each employee who worked on the City agreement for that terminated contractor or its subcontractor. The awarding authority will provide the information to the successor contractor.

5. What does the Ordinance require a successor contractor to do?

The Ordinance requires the successor contractor to:

- Offer employment and retain for a 90-day period the employees who worked for at least 12 months for the terminated contractor or its subcontractors.
- Not discharge the employees retained under the SCWRO without cause during the 90-day period.
- Perform a written performance evaluation of each employee retained under the SCWRO at the end of the 90-day period.

6. Do the employees retained under the Ordinance receive any additional protection?

Employees retained under the SCWRO are employed under the terms and conditions of the successor contractor or as required by law. However, if the agreement the employees are working under is subject to the Living Wage Ordinance (LWO), the employees must be paid the wage rate and be provided the benefits required by LWO.

7. Does the successor contractor have to retain all the prior contractor's employees?

The SCWRO covers only employees who meet all of the following requirements:

- Earn less than \$15.00 per hour.
- Primary job is in the City working on or under the City agreement.
- Worked for the terminated contractor or its subcontractor for the preceding 12 months or longer.
- Not a managerial, supervisory or confidential employee; or an employee required to possess an occupational license.

8. What if the successor contractor determines that fewer employees are required to provide the services than were required by the prior contractor?

The names of the affected employees will be placed in order by seniority within each job classification. The successor contractor is required to retain employees based on seniority. The names of employees not retained will be placed on a preferential hiring list from which the successor contractor must use for subsequent hires.

9. What happens if an employee is discharged in violation of the Ordinance?

The employee may bring a lawsuit against the successor contractor. The employee can also submit a complaint to the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, which will investigate the complaint.

Attachment G: Living Wage Ordinance and Service Contract Worker Retention Ordinance

10. What if a contractor is found to be in violation of the Ordinance? The City may terminate the agreement or pursue other legal remedies.

11. Who is responsible for administering and enforcing the Ordinance?

The Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, located at 1149 South Broadway Street, Suite 300, Los Angeles, CA 90015. For additional information, please call (213) 847-1922, or go to the Office of Contract Compliance web site at <http://www.lacity.org/BCA/index.htm>.

LWO – OCC NON-COVERAGE/EXEMPTION APPLICATION

OCC DETERMINATION/APPROVAL REQUIRED

This application for non-coverage/exemption must be submitted by the Contractor along with its bid or proposal to the AWARDING DEPARTMENT. Awarding Departments may also apply for an exemption for OCC approval. **INCOMPLETE SUBMISSIONS WILL BE RETURNED.**

Los Angeles Administrative Code 10.37, the Living Wage Ordinance (LWO), presumes all City contractors (including service contractors, subcontractors, financial assistance recipients, lessees, licensees, sublessees and sublicensees) are subject to the LWO unless an exemption applies.

CONTRACTOR INFORMATION:	
1. Company Name: _____	Phone Number: _____
2. Company Address: _____	
3. Are you a Subcontractor? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, state the name of your Prime Contractor: _____	
4. Type of Service Provided: _____	

NON-COVERAGE INFORMATION: TO BE REQUESTED BY AWARDING DEPARTMENTS OR CONTRACTORS	
REQUEST FOR NON-COVERAGE DETERMINATION	SUPPORTING DOCUMENTATION REQUIRED
<input type="checkbox"/> Per Section 10.37.13 of the LWO, contractors may request a determination of non-coverage on any basis allowed by this article, including, but not limited to: non-coverage, for failure to satisfy definition of "City financial assistance recipient", "public lease/license", or "service contract".	A detailed memorandum explaining the basis of the request, which may include, but is not limited to: the terms of a city financial assistance agreement, purpose of the contract, location, and work performed. OCC may request further information to issue a determination.

EXEMPTION INFORMATION: CHECK OFF ONE BOX BELOW THAT BEST DESCRIBES THE TYPE OF EXEMPTION YOU ARE APPLYING FOR AND ATTACH THE SUPPORTING DOCUMENTATION LISTED ON THE RIGHT:	
TO BE REQUESTED BY AWARDING DEPARTMENTS ONLY	
EXEMPTION	SUPPORTING DOCUMENTATION REQUIRED
<input type="checkbox"/> Grant Funded Services, provided that the grant funding agency indicates in writing that the provisions of the Ordinances should not apply.	Provide a copy of grant-funding agency's determination to the OCC.

TO BE REQUESTED BY CONTRACTORS ONLY	
EXEMPTION	SUPPORTING DOCUMENTATION REQUIRED
<input type="checkbox"/> Collective bargaining agreement with supersession language - (LAAC 10.37.12): Contractors who are party to a collective bargaining agreement (CBA) which contains specific language indicating that the CBA will supersede the LWO may receive an exemption as to the employees covered under the CBA.	A copy of the CBA with the superseding language clearly marked OR A letter from the union stating that the union has agreed to allow the CBA to supersede the LWO.
<input type="checkbox"/> Occupational license required - (LAAC 10.37.1(f)): Only the individual employees who are required to possess an Occupational license to provide services to or for the City are exempt.	A listing of the employees required to possess occupational licenses to perform services to or for the City AND Copies of each of these employees' occupational licenses.

By signing, the contractor certifies under penalty of perjury under the laws of the State of California that the information submitted in support of this application is true and correct to the best of the contractor's knowledge.

Print Name of Person (Contractor) Completing This Form	Signature of Person (Contractor) Completing This Form
Title	Date
Phone #	

ANY DETERMINATION/APPROVAL IS APPLICABLE ONLY TO THE LISTED CONTRACTOR FROM THE LWO DURING THE PERFORMANCE OF THIS CONTRACT. A SUBCONTRACTOR PERFORMING WORK ON THIS CONTRACT IS NOT EXEMPT UNLESS THE OFFICE OF CONTRACT COMPLIANCE HAS APPROVED A SEPARATE APPLICATION FOR THE INDIVIDUAL SUBCONTRACTOR.

AWARDING DEPARTMENT USE ONLY:			
Dept:	Dept Contact:	Contact Phone:	Contract #:

OCC USE ONLY:	
Approved / Not Approved – Reason: _____	
By OCC Analyst: _____	Date: _____

LWO –DEPARTMENTAL EXEMPTION APPLICATION

EXEMPTIONS THAT REQUIRE AWARDING DEPARTMENT APPROVAL

This application for exemption must be submitted along with your bid or proposal to the AWARDING DEPARTMENT. INCOMPLETE SUBMISSIONS WILL BE RETURNED.

Los Angeles Administrative Code 10.37, the Living Wage Ordinance (LWO), presumes all City contractors (including service contractors, subcontractors, financial assistance recipients, lessees, licensees, sublessees and sublicensees) are subject to the LWO unless an exemption applies.

TO BE FILLED OUT BY THE CONTRACTOR:
1. Company Name: _____ Phone Number: _____
2. Company Address: _____
3. Are you a Subcontractor? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, state the name of your Prime Contractor: _____
4. Type of Service Provided: _____

EXEMPTION INFORMATION:

CHECK OFF ONE BOX BELOW THAT BEST DESCRIBES THE TYPE OF EXEMPTION YOU ARE APPLYING FOR AND ATTACH THE SUPPORTING DOCUMENTATION LISTED ON THE RIGHT:

EXEMPTION	SUPPORTING DOCUMENTATION REQUIRED
<input type="checkbox"/> 501(c)(3) Non-Profit Organizations: <i>f</i> A corporation organized under 501(c)(3) of the IRS Code qualifies for an exemption from the LWO if the highest paid employee makes less than eight times the hourly wage of the lowest paid employee. <i>f</i> The exemption is valid for all employees except Child Care Workers. <i>f</i> Therefore, even if a 501(c)(3) organization meets the salary test, Child Care Workers performing work on the City agreement must still be provided with the LWO required wage and time off benefits. <i>f</i> Under the LWO's Rules and Regulations, a Child Care Worker is an employee "whose work on an agreement involves the care or supervision of children 12 years of age and under." <i>f</i> This is read broadly so that the term would include, for example, tutors working with children 12 or under.	1. ATTACH a copy of your 501(c)(3) letter from the IRS. 2. ANSWER the following questions: A. STATE the hourly wage of HIGHEST paid employee in the organization: \$ _____ B. STATE the hourly wage of LOWEST paid employee in the organization: \$ _____ C. MULTIPLY B by 8: \$ _____ 3. Based on Question 2 above, is A less than C ? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO , your company is NOT eligible for an exemption. If YES , sign and submit this application for final approval. 4. Will there be any Child Care Workers (as defined by the LWO Regulations) working on this Agreement? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> One-Person Contractors: Contractors that have no employees are exempt from the LWO. If you have employees in the future, you must comply with the Ordinance.	<p>NONE REQUIRED.</p>

I declare under penalty of perjury under the laws of the State of California that: (1) I am authorized to bind the entity listed above; (2) the information provided on this form is true and correct to the best of my knowledge; and (3) the entity qualifies for exemption from the LWO on the basis indicated above. By signing below, I further agree that **should the entity listed above cease to qualify for an exemption because of a change in salary structure, non-profit status, the hiring of employees, or any other reason, the entity will notify the Awarding Department and the OCC of such change and comply with the LWO's wage and time off requirements.**

Print Name of Person Completing This Form _____	Signature of Person Completing This Form _____
Title _____	Date _____
Phone # _____	

ANY APPROVAL OF THIS APPLICATION EXEMPTS ONLY THE LISTED CONTRACTOR FROM THE LWO DURING THE PERFORMANCE OF THIS CONTRACT. A SUBCONTRACTOR PERFORMING WORK ON THIS CONTRACT IS NOT EXEMPT UNLESS THE OFFICE OF CONTRACT COMPLIANCE HAS APPROVED A SEPARATE EXEMPTION FOR THE INDIVIDUAL SUBCONTRACTOR.

AWARDING DEPARTMENT USE ONLY:				
Dept: _____	Dept Contact: _____	Contact Phone: _____	Contract #:	
Approved /	Not	Approved	-	Reason:
By Analyst: _____	Date: _____			

Attachment H: Contractor Responsibility Ordinance

CONTRACTOR RESPONSIBILITY ORDINANCE

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the provisions of Los Angeles Administrative Code Section 10.40 et seq., Contractor Responsibility Ordinance (CRO). Bidders/Proposers shall refer to Attachment H - "Contractor Responsibility Ordinance," for further information regarding the requirements of the Ordinance.

All Bidders/Proposers shall complete and return, with their proposal, the Responsibility Questionnaire included in Attachment H. Failure to return the completed Questionnaire may result in a Bidder/Proposer being deemed non-responsive.

**CITY OF LOS ANGELES
RESPONSIBILITY
QUESTIONNAIRE**

RESPONSES TO THE QUESTIONS CONTAINED IN THIS QUESTIONNAIRE MUST BE SUBMITTED ON THIS FORM.

In responding to the Questionnaire, neither the City form, nor any of the questions contained therein, may be retyped, recreated, modified, altered, or changed in any way, in whole or in part. Bidders or Proposers that submit responses on a form that has been retyped, recreated, modified, altered, or changed in any way shall be deemed non-responsive.

The signatory of this questionnaire guarantees the truth and accuracy of all statements and answers to the Questions herein. Failure to complete and return this questionnaire, any false statements, or failure to answer (a) question(s) when required, may render the bid/proposal non-responsive. All responses must be typewritten or printed in ink. Where an explanation is required or where additional space is needed to explain an answer, use the Responsibility Questionnaire Attachments. Submit the completed form and all attachments to the awarding authority. Retain a copy of this completed form for future reference. Contractors must submit updated information to the awarding authority if changes have occurred that would render any of the responses inaccurate in any way. Updates must be submitted to the awarding authority within 30 days of the change(s).

A. CONTACT INFORMATION

CITY DEPARTMENT INFORMATION

City Department/Division Awarding Contract	City Contact Person	Phone
--	---------------------	-------

City Bid or Contract Number and Project Title (if applicable)	Bid Date
---	----------

BIDDER/CONTRACTOR INFORMATION

Bidder/Proposer Business Name	Contractor's License Number
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Street Address	City	State	Zip
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Contact Person, Title	Phone	Fax
-----------------------	-------	-----

TYPE OF SUBMISSION:

The Questionnaire being submitted is:

- An initial submission of a completed Questionnaire.
- An update of a prior Questionnaire dated ____/____/____
- No change. I certify under penalty of perjury under the laws of the State of California that there has been no change to any of the responses since the last Responsibility Questionnaire dated ____/____/____ was submitted by the firm. Attach a copy of that Questionnaire and sign below.

Print Name, Title	Signature	Date
-------------------	-----------	------

TOTAL NUMBER OF PAGES SUBMITTED, INCLUDING ALL ATTACHMENTS: _____

B. BUSINESS ORGANIZATION/STRUCTURE

Indicate the organizational structure of your firm. "Firm" includes a sole proprietorship, corporation, joint venture, consortium, association, or any combination thereof.

Corporation: Date incorporated: ___/___/___ State of incorporation: _____

List the corporation's current officers.

President:

Vice _____ President:

Secretary:

Treasurer:

Check the box only if your firm is a publicly traded corporation.

List those who own 5% or more of the corporation's stock. Use Attachment A if more space is needed. Publicly traded corporations need not list the owners of 5% or more of the corporation's stock.

Partnership: Date formed: ___/___/___ State of formation: _____

List all partners in your firm. Use Attachment A if more space is needed.

Sole Proprietorship: Date started: ___/___/___

List any firm(s) that you have been associated with as an owner, partner, or officer for the last five years. Use Attachment A if more space is needed. Do not include ownership of stock in a publicly traded company in your response to this question.

Joint Venture: Date formed: ___/___/___

List: (1) each firm that is a member of the joint venture and (2) the percentage of ownership the firm will have in the joint venture. Use Attachment A if more space is needed. **Each member of the Joint Venture must complete a separate Questionnaire for the Joint Venture's submission to be considered as responsive to the invitation.**

C. OWNERSHIP AND NAME CHANGES

1. Is your firm a subsidiary, parent, holding company, or affiliate of another firm?

Yes No

If **Yes**, explain on Attachment A the relationship between your firm and the associated firms. Include information about an affiliated firm only if one firm owns 50% or more of another firm, or if an owner, partner or officer of your firm holds a similar position in another firm.

2. Has any of the firm's owners, partners, or officers operated a similar business in the past five years?

Yes No

If **Yes**, list on Attachment A the names and addresses of all such businesses, and the person who operated the business. Include information about a similar business only if an owner, partner or officer of your firm holds a similar position in another firm.

3. Has the firm changed names in the past five years?

Yes No

If **Yes**, list on Attachment A all prior names, addresses, and the dates they were used. Explain the reason for each name change in the last five years.

4. Are any of your firm's licenses held in the name of a corporation or partnership?

Yes No

If **Yes**, list on Attachment A the name of the corporation or partnership that actually holds the license.

Bidders/Contractors must continue on to Section D and answer all remaining questions contained in this Questionnaire.

The responses in this Questionnaire will not be made available to the public for review. This is not a public document. [CPCC §20101(a)]

D. FINANCIAL RESOURCES AND RESPONSIBILITY

5. In the past five years, has your firm ever been denied bonding?

Yes No

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

6. Is your firm now, or has it ever been at any time in the last five years, the debtor in a bankruptcy case?

Yes No

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

7. Is your firm in the process of, or in negotiations toward, being sold?

Yes No

If **Yes**, explain the circumstances on Attachment B.

E. INSURANCE

8. In the past five years, has any bonding company made any payments to satisfy any claims made against a bond issued on your firm's behalf?

Yes No

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

9. Indicate whether your firm currently has a workers' compensation insurance policy in effect, whether it is legally self-insured, or whether it currently has no workers' compensation insurance policy in effect.

Workers' Compensation Insurance Policy Currently in Effect

Legally Self-Insured

No Workers' Compensation Policy Currently in Effect

If you have no worker's compensation insurance policy currently in effect, and you are not legally self-insured, provide an explanation on Attachment B.

10. List the Experience Modification Rate (EMR) issued to your firm annually by your workers' compensation insurance carrier for the last three years. Begin with the most recent year (YR 1) that an EMR rate was issued (EMR -1). If any of the rates for the three years is or was 1.00 or higher, you may provide an explanation on Attachment B.

YR. 1: ___ EMR-1: ___ YR 2: ___ EMR-2: ___ YR. 3: ___ EMR-3:

11. Within the past five years, has your firm ever had employees but was without workers' compensation insurance or state approved self-insurance?

Yes No

If **Yes**, explain on Attachment B each instance. If **No**, attach a statement from your workers' compensation insurance provider that you have been continuously insured for the past five years.

Attachment H: Contractor Responsibility Ordinance

F. PERFORMANCE HISTORY

12. How many years has your firm been in business? _____ Years.
13. Has your firm ever held any contracts with the City of Los Angeles or any of its departments?
 Yes No

If, **Yes**, list on Attachment B all contracts your firm has had with the City of Los Angeles for the last 10 years. For each contract listed in response to this question, include: (a) entity name; (b) name of a contact and phone number; (c) purpose of contract; (d) total cost; (e) starting date; and (f) ending date.

14. List on Attachment B all contracts your firm has had with any private or governmental entity (other than the City of Los Angeles) over the last five years that are similar to the work to be performed on the contract for which you are bidding or proposing. For each contract listed in response to this question, include: (a) entity name; (b) name of a contact and phone number; (c) purpose of contract; (d) total cost; (e) starting date; and (f) ending date.
 Check the box if you have not had any similar contracts in the last five years.
15. In the past five years, has a governmental or private entity or individual terminated your firm's contract prior to its completion of the contract?
 Yes **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

16. In the past five years, has your firm used any subcontractor to perform work on a government contract when you knew that the subcontractor had been debarred by a governmental entity?
 Yes **No**
- If **Yes**, explain on Attachment B the circumstances surrounding each instance.
17. In the past five years, has your firm defaulted on a contract or been debarred or determined to be a non-responsible bidder or contractor?
 Yes **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

G. DISPUTES

18. In the past five years, has your firm been the defendant in court on a matter related to any of the following issues? For parts (a) and (b) below, check **Yes** even if the matter proceeded to arbitration without court litigation. For part (c), check **Yes** only if the matter proceeded to court litigation. If you answer **Yes** to any of the questions below, explain the circumstances surrounding each instance on Attachment B. You must include the following in your response: the name of the plaintiffs in each court case, the specific causes of action in each case; the date each case was filed; and the disposition/current status of each case.

- (a) Payment to subcontractors?
 Yes **No**
- (b) Work performance on a contract?
 Yes **No**
- (c) Employment-related litigation brought by an employee?
 Yes **No**

19. Does your firm have any outstanding judgments pending against it?

Yes No

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

20. In the past five years, has your firm been assessed liquidated damages on a contract?

Yes No

If **Yes**, explain on Attachment B the circumstances surrounding each instance and identify all such projects, the amount assessed and paid, and the name and address of the project owner.

H. COMPLIANCE

21. In the past five years, has your firm or any of its owners, partners or officers, ever been investigated, cited, assessed any penalties, or been found to have violated any laws, rules, or regulations enforced or administered, by any of the governmental entities listed on Attachment C (Page 10)? For this question, the term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation.

Yes No

If **Yes**, explain on Attachment B the circumstances surrounding each instance, including the entity that was involved, the dates of such instances, and the outcome.

22. If a license is required to perform any services provided by your firm, has your firm, or any person employed by your firm, been investigated, found to have violated, cited, assessed any penalties, or subject to any disciplinary action by a licensing agency for violation of any licensing laws in the past five years?

Yes No

If **Yes**, explain on Attachment B the circumstances surrounding each instance in the last five years.

23. In the past five years, has your firm, any of its owners, partners, or officers, ever been penalized or given a letter of warning by the City of Los Angeles for failing to obtain authorization from the City for the substitution of a Minority-owned (MBE), Women-owned (WBE), or Other (OBE) business enterprise?

Yes No

If **Yes**, explain on Attachment B the circumstances surrounding each instance in the last five years.

24. Provide on **Attachment B**, the name(s), address(s) and telephone number(s) of the apprenticeship program sponsor(s) approved by the California Division of Apprenticeship Standards that will provide apprentices to your company for use on any pu

Provide on **Attachment** blic works projects that you are awarded by the City of Los Angeles. **B**, the name(s), address(s) and telephone number(s) of the apprenticeship program sponsor(s) approved by the California Division of Apprenticeship Standards that have provided apprentices to your company on any public works project on which your firm has participated within the last 3 years.

I. BUSINESS INTEGRITY

25. For questions (a), (b), and (c) below, check **Yes** if the situation applies to your firm. For these questions, the term “firm” includes any owners, partners, or officers in the firm. The term “owner” does not include owners of stock in your firm if your firm is a publicly traded corporation. If you check **Yes** to any of the three questions below, explain on Attachment B the circumstances surrounding each instance.

(a) Is a governmental entity or public utility currently investigating your firm for making (a) false claim(s) or material misrepresentation(s)?

Yes **No**

(b) In the past five years, has a governmental entity or public utility alleged or determined that your firm made (a) false claim(s) or material misrepresentation(s)?

Yes **No**

(c) In the past five years, has your firm convicted of, or found liable in a civil suit for, making (a) false claim(s) or material misrepresentation(s) to any governmental entity or public utility?

Yes **No**

26. In the past five years, has your firm, any of its owners or officers been convicted of a crime involving the bidding of a government contract, the awarding of a government contract, the performance of a government contract, or the crime of theft, fraud, embezzlement, perjury, or bribery? For this question, the term “owner” does not include owners of stock in your firm if your firm is a publicly traded corporation.

Yes **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

CERTIFICATION UNDER PENALTY OF PERJURY

I certify under penalty of perjury under the laws of the State of California that I have read and understand the questions contained in this questionnaire and the responses contained herein and on all Attachments. I further certify that I have provided full and complete answers to each question, and that all information provided in response to this Questionnaire is true and accurate to the best of my knowledge and belief.

Print Name, Title

Signature

Date

ATTACHMENT A FOR SECTIONS A THROUGH C

Where additional information or an explanation is required, use the space below to provide the information or explanation. Information submitted on this sheet must be typewritten. Include the number of the question for which you are submitting additional information. Make copies of this Attachment if additional pages are needed.

Page

Attachment H: Contractor Responsibility Ordinance

ATTACHMENT B FOR SECTIONS D THROUGH I

Where additional information or an explanation is required, use the space below to provide the information or explanation. Information submitted on this sheet must be typewritten. Include the number of the question for which you are submitting additional information. Make copies of this Attachment if additional pages are needed.

Page _____

ATTACHMENT C: GOVERNMENTAL ENTITIES FOR QUESTION NO. 21

Check **Yes** in response to Question No. 21 if your firm or any of its owners, partners or officers, have ever been investigated, cited, assessed any penalties, or found to have violated any laws, rules, or regulations enforced or administered, by any of the governmental entities listed below (or any of its subdivisions), including but not limited to those examples specified below. The term “owner” does not include owners of stock in your firm if your firm is a publicly traded corporation. If you answered Yes, provide an explanation on Attachment B of the circumstances surrounding each instance, including the entity involved, the dates of such instances, and the outcome.

FEDERAL ENTITIES

Federal Department of Labor

- American with Disabilities Act
- Immigration Reform and Control Act
- Family Medical Leave Act
- Fair Labor Standards Act
- Davis-Bacon and laws covering wage requirements for federal government contract workers
- Migrant and Seasonal Agricultural Workers Protection Act
- Immigration and Naturalization Act
- Occupational Safety and Health Act
- anti-discrimination provisions applicable to government contractors and subcontractors
- whistleblower protection laws

Federal Department of Justice

- Civil Rights Act
- American with Disabilities Act
- Immigration Reform and Control Act of 1986
- bankruptcy fraud and abuse

Federal Department of Housing and Urban Development (HUD)

- anti-discrimination provisions in federally subsidized/assisted/sponsored housing programs
- prevailing wage requirements applicable to HUD related programs

Federal Environmental Protection Agency

- Environmental Protection Act

National Labor Relations Board

- National Labor Relations Act

Federal Equal Employment Opportunity Commission

- Civil Rights Act
- Equal Pay Act
- Age Discrimination in Employment Act
- Rehabilitation Act
- Americans with Disabilities Act

Attachment H: Contractor Responsibility Ordinance

STATE ENTITIES

California's Department of Industrial Relations

- wage and labor standards, and licensing and registration
- occupational safety and health standards
- workers' compensation self insurance plans
- Workers' Compensation Act
- wage, hour, and working standards for apprentices
- any provision of the California Labor Code

California's Department of Fair Employment and Housing

- California Fair Employment and Housing Act
- Unruh Civil Rights Act
- Ralph Civil Rights Act

California Department of Consumer Affairs

- licensing, registration, and certification requirements
- occupational licensing requirements administered and/or enforced by any of the Department's boards, including the Contractor's State Licensing Board

California's Department of Justice

LOCAL ENTITIES

City of Los Angeles or any of its subdivisions for violations of any law, ordinance, code, rule, or regulation administered and/or enforced by the City, including any letters of warning or sanctions issued by the City of Los Angeles for an unauthorized substitution of subcontractors, or unauthorized reductions in dollar amounts subcontracted.

OTHERS

Any other federal, state, local governmental entity for violation of any other federal, state, or local law or regulation relating to wages, labor, or other terms and conditions of employment.

Attachment I: Iran Contracting Act of 2010

Iran Contracting Act of 2010 -Implementation and Processing Procedures

Overview:

The Iran Contracting Act of 2010 prohibits bidders engaged in investment activities in Iran, from bidding, submitting proposal for, entering into or renewing contracts with the City for goods and services of \$1,000,000 or more.

A bidder or proposer who engages in investment activities in Iran is defined as either:

1. A bidder or proposer providing goods or services of \$20,000,000 or more in the energy sector of Iran, including provision of oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector or Iran; OR
2. A bidder that is a financial institution that extends twenty million dollars \$20,000,000 or more in credit to another person, for 45 days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on the list created by the State of California, Department of General Services (DGS) as a person engaging in the investment activities in Iran.

All bidders or proposers for department contracts of \$1,000,000 or more shall certify that they are not identified on the DGS list of ineligible businesses or persons, and that they are not engaged in investment activities in Iran by signing and submitting the *Iran Contracting Act of 2010 Compliance Affidavit*.

Implementation & Processing:

- All bidders or proposers for a Department contract valued at \$1,000,000 or more must sign and submit the *Iran Contracting Act of 2010 Compliance Affidavit* with their bid or proposal.
- Upon receiving the bid or proposal, the awarding authority contract administrator must review the submitted affidavit for completion and signature and check the DGS list of businesses that are prohibited from contracting with public entities in California. The link for the DGS list is: <http://www.documents.dgs.ca.gov/PD/poliproclIran%20Contracting%20Act%20List.pdf>
 - Once the review is complete, the contract administrator will place the affidavit in the awarding authority's official file associated with the proposal, or such other place as is designated by the awarding authority's general manager for safe recordkeeping.
- In the event that the awarding authority intends to award a contract valued at \$1,000,000 or more, outside of the competitive process, the awarding authority must complete the evaluation process described above prior to executing the contract.

Any questions regarding the Iran Contracting Act of 2010 may be directed to the State of California, Department of General Services, Office of Policies, Procedures, and Legislation (OPPL) at PPO@dgs.ca.gov. For more information, the webpage for the OPPL is located at www.dgs.ca.gov/pd/Resources/PDLegislation.aspx.

Attachment I: Iran Contracting Act of 2010

IRAN CONTRACTING ACT OF 2010 COMPLIANCE AFFIDAVIT

(California Public Contract Code Sections 2200-2208)

The California Legislature adopted the Iran Contracting Act of 2010 to respond to policies of Iran in a uniform fashion (PCC § 2201(a)). The Iran Contracting Act prohibits bidders engaged in investment activities in Iran from bidding on, submitting proposals for, or entering into or renewing contracts with public entities for goods and services of one million dollars (\$1,000,000) or more (PCC § 2203(a)). A bidder who "engages in investment activities in Iran" is defined as either:

1. A bidder providing goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including provision of oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
2. A bidder that is a financial institution (as that term is defined in 50 U.S.C. § 1701) that extends twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created by the California Department of General Services (DGS) pursuant to PCC § 2203(b) as a person engaging in the investment activities in Iran.

The bidder shall certify that at the time of submitting a bid for new contract or renewal of an existing contract, the bidder is not identified on the DGS list of ineligible businesses or persons and that the bidder is not engaged in investment activities in Iran in violation of the Iran Contracting Act of 2010.

California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts (PCC § 2205).

To comply with the Iran Contracting Act of 2010, the bidder shall provide its vendor or financial institution name, and City Business Tax Registration Certificate (BRTC) if available, in completing ONE of the options shown below.

OPTION #1: CERTIFICATION

I, the official named below, certify that I am duly authorized to execute this certification on behalf of the bidder or financial institution identified below, and that the bidder or financial institution identified below is not on the current DGS list of persons engaged in investment activities in Iran and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person or vendor, for 45 days or more, if that other person or vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current DGS list of persons engaged in investment activities in Iran.

Vendor Name/Financial Institution (printed)	BRTC (or 0/0)
By (Authorized Signature)	
Print Name and Title of Person Signing	
Date Executed	City Approval (Signature) (Print Name)

OPTION #2: EXEMPTION

Pursuant to PCC § 2203(c) and (d), a public entity may permit a bidder or financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enter into, or renew, a contract for goods and services. If the bidder or financial institution identified below has obtained an exemption from the certification requirement under the Iran Contracting Act of 2010, the bidder or financial institution shall complete and sign below and attach documentation demonstrating the exemption approval.

Vendor Name/Financial Institution (printed)	BRTC (or 0/0)
By (Authorized Signature)	
Print Name and Title of Person Signing	
Date Executed	City Approval (Signature) (Print Name)



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

List Date: August 1, 2016

**Entities Prohibited from Contracting with Public Entities in California per the
Iranian Contracting Act, 2010**

- | | |
|---|---|
| 1. Ak Makina | 13. Oil and Natural Gas Corp (ONGC) |
| 2. Amona | 14. Oil India Limited |
| 3. Belaz | 15. Petroleos de Venezuela |
| 4. Belneftkhim | 16. Shandong FIN CNC Machine Co.,
Ltd. |
| 5. ChinaOil | 17. Sinohydro |
| 6. CNPC (China National Petroleum
Corporation) | 18. Sinopec Corp |
| 7. DK Tech Corporation | 19. Snam Rete Gas |
| 8. Grimley Smith Associates | 20. Unipet |
| 9. Hyundai Heavy Industries | |
| 10. Indian Oil Corporation | |
| 11. Kingdream PLC | |
| 12. Naftiran | |

If you have any questions regarding this list, please contact:

Office of Policies, Procedures and Legislation
charles.deyoe@dgs.ca.gov



Proposition HHH Facilities Program
Fiscal Year 2017-18
Request for Proposals (RFP) for the
Fiscal Year (FY) 2018-2019 Bond Issuance

Proposers Conference
City Hall East, 200 N. Main St.,
CAO Large Conference Room, 15th Floor
Thursday, September 7, 2017, 1 p.m.



Program Overview

- Funding available for facilities to serve the homeless or those at risk of homelessness
- Facilities may include but are not limited to service centers, clinics, storage facilities, showers, etc.
- Intended to fund the improvement or acquisition of real property, e.g. “brick and mortar,” **not available to fund services or operations**

RFP Page(s):
4-5



Program Overview (cont.)

- Minimum request is \$100,000
- Maximum request is \$3.5 million
- Requests must include contingency: 10% for new, 15% for rehabilitation
- Selected projects may be subject to a Project Labor Agreement

RFP Page(s):
4-5



Eligible Proposers

- Nonprofit entities
- Private entities
- Public entities providing services on behalf of the City and within City boundaries
- Proposers must have 2 years' experience operating similar facilities
- Organizations may partner to meet eligibility requirements

RFP Page(s):
4-5



Project Requirements

Eligible Uses of Funds

- Funds may be requested to:
 - Rehabilitate and/or expand existing sites
 - Acquire and/or construct new sites
- All facilities must be in compliance with all building and accessibility codes

RFP Page(s):
4-5



Project Requirements

Ineligible Uses of Funds

- Funds **may not** be used for:
 - Program and operational expenses
 - Expenditures that are not “brick and mortar”-type expenditures (e.g. equipment, clothing)
 - Reimbursement of costs incurred prior to execution of the Funding Agreement
- Permanent Supportive Housing (PSH) and other housing projects are **not eligible** under this RFP; HCID is the Departmental Sponsor for the Prop HHH Permanent Supportive Housing Loan Program

RFP Page(s):
4-5



Project Requirements

Proposer must demonstrate:

- Site control of proposed facility
- 15% leverage, through funds, property, or long-term lease
- Ability to begin construction within 12 months of loan agreement execution
- Ability to expend all Prop HHH funds within 24 months of loan agreement execution

RFP Page(s):
4-5



Project Requirements

Proposer must provide:

- Letter of acknowledgement from Council District where project is located
 - *RFP Attachment 5 provides a template*
- Letter of good standing from major service-funder
 - *RFP Attachment 6 provides a template*

RFP Page(s):
4-5



Service Repayment Requirement

- Allocated funds are loans, repayable through a **Service Payback Agreement**
- The City will record a deed of trust or collateral assignment of leasehold interest as security
- Recipients must certify to the useful life of the project and describe the basis for such a conclusion (e.g. GAAP)
- The term of the loan will be the entire duration of the certified useful life of the project
- Services must be provided for the full term of the loan

RFP Page(s):
8-9

Service Repayment Requirement (cont.)



- The City may permit a change in use after the greater of 10 years or 50% of the useful life of the project
- If permitted, repayment may be required based on following formula:

$$\left(\left(\frac{(\text{Useful Life}) - (\text{Years in Service})}{\text{Useful Life}} \right) \times (\text{Prop HHH Bond Award}) \right) + (\text{Interest})$$



Proposal Package

- Proposal consists of:
 - Threshold Package (including Attachments 1-6)
 - Narratives and supporting documentation (including Attachments 7-9)
 - Attachments A-I
- Proposals missing any of the required documents will be deemed non-responsive and will not be scored
- All pages must be numbered in continuous sequence with both the page number and total number of pages (e.g. Page ___ of ___)

RFP Page(s):
11



Threshold Package

- Will be screened for completeness and compliance; projects not passing threshold will not be scored
- Threshold Package consists of:
 1. Checklist of Required Documents
 2. Proposal Summary Form
 3. Project Documents
 4. Proposer Documents

RFP Page(s):
11-15



Threshold Package:

1. Checklist of Required Documents

- RFP Attachment 1
- Checklist must be submitted with proposal
- Checklist must be completed with proposal's page numbers
- If a listed item does not apply to the proposed project, please write N/A on the corresponding line for "Page No."

RFP Page(s):
11-12, Att. 1



Threshold Package:

2. Proposal Summary Form

- RFP Attachment 2
- Summary form must be submitted with proposal
- If a listed item does not apply to the proposed project, please write N/A

RFP Page(s):
12, Att. 2



Threshold Package

3. Project Documents

Documentation must include:

- Narrative description of proposed project
 - Not to exceed one (1) page
- Leverage Calculation Worksheet
 - RFP Attachment 3
- Site control documents
 - Including Acquisition Schedule, if applicable (RFP Attachment 4)

RFP Page(s):
12-14, Att. 3-4



Threshold Package

3. Project Documents (cont.)

Documentation must include (cont.):

- Council District letter
 - RFP Attachment 5
- Documents supporting project timeline

RFP Page(s):
12-14, Att. 5



Threshold Package

4. Proposer Documents

Documentation must include:

- Proof of Legal Entity Status
- Articles of Incorporation
- By-Laws
- Corporate Board or Governing Body Authorization

RFP Page(s):
14-15



Threshold Package

4. Proposer Documents (cont.)

Documentation must include (cont.):

- City Business Tax Registration Certificate
- Proof of Experience
- Letter of Good Standing from Service Funder
 - RFP Attachment 6

RFP Page(s):
14-15, Att. 6



Narrative 1.

Proposed Services & Service Plan

- Narrative not to exceed three (3) pages
- The following information should be included:
 - Services to be provided at the facility, operating hours, and service capacity
 - What new services will be provided or enhanced
 - How project will meet local needs
 - How project will operate as a collaborative partner within the Coordinated Entry System (CES)

RFP Page(s):
15-16



Narrative 1.

Proposed Services & Service Plan

- The following information should be included (cont.):
 - The populations that are or will be served
 - How agency will maintain current services, if proposed project is a rehabilitation
 - How operations will be funded



Narrative 1.

Proposed Services & Service Plan

- Supporting documents may include, but are not limited to, the following:
 - Site map, parcel map
 - Service funding plan: itemized list of current and proposed funding sources for operating costs
 - Operating pro forma
 - Any other relevant documents
- Supporting documents do not count against page limit

RFP Page(s):
15-16

Narrative 2. Demonstrated Capacity & Operational Stability



- Narrative not to exceed three (3) pages
- The following information should be included:
 - Proposer’s capacity to provide services, including operating history, goals, and achievements
 - Population(s) currently being served by the proposer and programs offered over last 2 years
 - Proposer’s capacity to manage capital improvement projects
 - A qualified person responsible for managing the proposed capital improvement project

RFP Page(s):
17

Narrative 2. Demonstrated Capacity & Operational Stability



- Supporting documents may include, but are not limited to, the following:
 - Current operating budget
 - Current audited financial statements
 - Description of how multiple projects would be overseen, if applicable
 - Any other relevant documents
- Supporting documents do not count against page limit

RFP Page(s):
17



Narrative 3.

Fiscal & Budgetary Review

- Narrative not to exceed three (3) pages
- The following information should be included:
 - Cost-effectiveness of project, capability of organization to implement project
 - Proposer's ability to acquire and/or develop the project on a cost-reimbursement basis, and impact on the organization's cash flow
 - How the project is feasible and viable within the funding limitations of the detailed budget submitted
 - Useful life of the facility, and proposer's ability to maintain the project over that time

RFP Page(s):
17-18



Narrative 3.

Fiscal & Budgetary Review

- Supporting documents include, but are not limited to, the following:
 - Attachment 7: Project Information Summary
 - Attachment 8: Project Budget Forms
 - Attachment 9: Sample Construction & Expenditure Schedule
 - Itemized list of all current and proposed funding sources for project costs
 - Documentation to support useful life of the project
 - Any other relevant documents
- Supporting documents do not count against page limit

RFP Page(s):
17-18, Att. 7-9



Narrative 4.

Project Implementation Plan

- Narrative not to exceed three (3) pages
- The following information should be included:
 - Implementation schedule
 - Other information as necessary

RFP Page(s):
18



Narrative 4.

Project Implementation Plan

- Supporting documents may include, but are not limited to, the following:
 - Copies of all permits, entitlements, and other documents required for construction
 - Any other relevant documents
- Supporting documents do not count against page limit

RFP Page(s):
18



Narrative 5. Bonus Points (Optional)

- Narrative not to exceed one (1) page
- The following information should be included:
 - Geographic location of the proposed project
 - Need for services in that area
 - Lack of available/appropriate services in that area

RFP Page(s):
18-19, Appendix



Narrative 5.

Bonus Points (Optional)

- Supporting documents may include, but are not limited to, the following:
 - Demographic data
 - Site map and/or parcel map
 - Any other relevant documents
- Supporting documents do not count against page limit
- Additional information in the RFP Appendix 1

RFP Page(s):
18-19, Appendix



Attachments A-I

- Attachments A-I must be submitted at the end of the proposal package
- Attachments do not count against page limits
- Attachment pages must be numbered in continuous sequence with the rest of the proposal (e.g. Page ___ of ___)

RFP Page(s):
Att. A-I

Los Angeles Business Assistance Virtual Network (LABAVN)



- All RFP-related documents are currently available on LABAVN
- All new announcements and updated FAQs will be posted on LABAVN
- No documentation will be provided outside of LABAVN, to ensure all proposers have equal access to all information
- For assistance with LABAVN please visit labavn.org (click “Support”) or email ITA.BAVN@lacity.org

RFP Page(s):
6-7

Business Inclusion Program (BIP) on LABAVN



- Proposers must complete the Business Inclusion Program Outreach Requirement online through LABAVN
- Outreach Deadline is midnight on Friday, Oct. 20, 2017
 - All outreach must be completed by Thursday, October 19, 2017 at 11:59 p.m.
- The BIP Manual is available here:
https://www.labavn.org/misc/docs/BAVN_BIP_walkthrough.pdf

RFP Page(s):
6-7



Dates and Deadlines

- RFP issued on Friday, August 25, 2017
- Proposers Conferences
 - Thursday, September 7, 2017 at 1:00 p.m.
 - Wednesday, October 4, 2017 at 1:00 p.m.
- Business Inclusion Program Outreach Deadline is **midnight on Friday, Oct. 20, 2017**
- **DEADLINE FOR SUBMISSIONS is Friday, November 3, 2017 at 5 p.m.**
- No applications will be accepted after **Friday, November 3, 2017 at 5 p.m.**

RFP Page(s):
6

Proposal Submission Guidelines



- A complete proposal consists of:
 - One (1) original proposal signed and embossed with the agency’s seal, bound in a three ring binder
 - Three (3) complete copies bound only with binder clips, totaling four hard copies
 - One (1) .pdf version on a USB drive or equivalent device
- Formatting requirements:
 - Font no smaller than 12 point
 - Margins minimum of 1” on each side of page

RFP Page(s):
11



Proposal Submission

- All proposals must be submitted to the following address:

Office of the City Administrative Officer (CAO)

Attn: Soozy Rios Bellenot

City Hall East

200 N. Main St., 15th Floor

Los Angeles, CA 90012

RFP Page(s):

6



Scoring Process

- A panel of individuals with the appropriate expertise and professional experience will score proposals
- Each proposal will receive a score based on the quality of the narratives and supporting documents
- Proposals must receive minimum score of 70 or higher to be considered for funding

RFP Page(s):

7



Evaluation Criteria

- Each item will be scored based on the quality of the narrative and supporting documents

No.	Evaluation Criteria	Maximum Score
1	Proposed Services & Service Plan	20
2	Demonstrated Capacity & Operational Stability of Proposer	30
3	Fiscal & Budgetary Review	35
4	Project Implementation	15
	Total	100
5	Bonus Points (Optional; Area of high need/limited services)	5
	Maximum Total Points with Bonus Points	105

RFP Page(s):
7



Demonstration: Leverage Calculation

Minimum leverage of 15% may be established through:

- Funds secured for construction
- Value of proposed project site (at proposer-owned sites)
- Lease value (at proposer-leased sites)

RFP Page(s):
12-13, Att. 3



Demonstration: Leverage Calculation

Complete the following fields highlighted in yellow to calculate the leverage on the proposed project. For additional details see Section IV.B in the RFP.

Complete for all projects:

Total Development Cost of Proposed Facilities Project (TDC)

Total Prop HHH Facilities Request

Certified Useful Life of Proposed Project (in years)

Must not be shorter than duration of lease, if applicable.

COMPLETE



Complete the following if applicable to project:

Funds Already Committed for Construction

Appraised value of building, if owned by proposer

Monthly lease cost for building, if leased by proposer

Months remaining on building lease, if leased by proposer



The worksheet allows data input and calculates leverage automatically

Calculated Leverage for Prop HHH Facilities Program		
<ul style="list-style-type: none"> - The fields below will auto-populate as the yellow fields above are completed. - Green boxes indicate calculations that meet the minimum 15% requirement. - Mark "x" in the box for the method you have selected to use in your proposal. 		
<input type="checkbox"/>	Method 1: Construction Funds $\text{Leverage \%} = \frac{\text{Committed Funds}}{\text{Total Development Cost}}$	0%
<input type="checkbox"/>	Method 2: Building Value $\text{Leverage \%} = \frac{\text{Proposer's Equity in Project Site}}{(\text{Proposer's Equity in Project Site}) + (\text{Total Development Cost})}$	0%
<input type="checkbox"/>	Method 3: Lease Value Present Value of Lease, assuming 5% rate over duration of lease $\text{Leverage \%} = \frac{\text{Net Present Value of Lease}}{(\text{Net Present Value of Lease}) + (\text{Total Development Cost})}$	\$ - 0%

RFP Page(s):
12-13, Att. 3



Demonstration: Leverage Calculation

Complete for all projects:

Total Development Cost of Proposed Facilities Project (TDC)

Total Prop HHH Facilities Request

Certified Useful Life of Proposed Project (in years)

Must not be shorter than duration of lease, if applicable.

COMPLETE

\$ 1,000,000

\$ 850,000

39

Complete the following if applicable to project:

Funds Already Committed for Construction

\$ 250,000

Appraised value of building, if owned by proposer

\$ 500,000

Monthly lease cost for building, if leased by proposer

\$ -

Months remaining on building lease, if leased by proposer

-

*Sample data
for
demonstration
only.*

Calculated Leverage for Prop HHH Facilities Program

- The fields below will auto-populate as the yellow fields above are completed.
- Green boxes indicate calculations that meet the minimum 15% requirement.
- Mark "x" in the box for the method you have selected to use in your proposal.

<input type="checkbox"/>	Method 1: Construction Funds		
		$\text{Leverage \%} = \frac{\text{Committed Funds}}{\text{Total Development Cost}}$	25%
<input type="checkbox"/>	Method 2: Building Value		
		$\text{Leverage \%} = \frac{\text{Proposer's Equity in Project Site}}{(\text{Proposer's Equity in Project Site}) + (\text{Total Development Cost})}$	33%
<input type="checkbox"/>	Method 3: Lease Value		
	Present Value of Lease, assuming 5% rate over duration of lease		\$ -
		$\text{Leverage \%} = \frac{\text{Net Present Value of Lease}}{(\text{Net Present Value of Lease}) + (\text{Total Development Cost})}$	0%

RFP Page(s):
12-13, Att. 3



Demonstration:

Appendix 1 – Bonus Points Data Examples

- Identifying Census Tract number(s) using [American Fact Finder](https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml)
(<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>)
- Accessing Census Tract-level data from the [Greater Los Angeles Homeless Point in Time Count](https://www.lahsa.org)
(<https://www.lahsa.org>)
- Accessing Census Tract-level data from the [Housing Inventory Chart](https://www.lahsa.org) (<https://www.lahsa.org/>)
- For additional information and instructions, see RFP Appendix 1

RFP Page(s):
18-19, Appendix



Contact

- Contact PropHHH.CAO@lacity.org with any questions regarding the RFP and application process
- Do not submit proposals or other items to the above email address; all proposals must be submitted in person to the Office of the City Administrative Officer

RFP Page(s):

6



Questions

- Questions received via email will be answered in the FAQ document posted on LABAVN site within three (3) business days, to the extent possible
- Questions answered at this Proposers Conference will be added to FAQs and posted on LABAVN (labavn.org)

RFP Page(s):

6



Second Proposers Conference

Date: October 4, 2017

Time: 1:00 p.m.

Location: City Hall East
200 N. Main St., 15th Floor
Los Angeles, CA 90012



Technical Assistance Session

Wednesday, October 4, 2017

City Hall East - 200 N. Main St., 15th Floor

Los Angeles, CA 90012

3:00-5:00 p.m.

- Technical assistance provider will provide guidance on meeting RFP technical requirements
- One-time workshop-style assistance
- Attendance is not mandatory
- Recommended for potential proposers that have limited experience with City RFP requirements and/or capital funding applications

Attachment 1
Checklist of Required Documents
(Attach to Threshold Package)

Required Item

Page No.

Threshold Package

- 1. Checklist of Required Documents (Attachment 1) _____
- 2. Proposal Summary Form (Attachment 2) _____
- 3. Project documents (Items a-e)
 - a. Narrative description _____
 - b. Leverage Calculation Worksheet (Attachment 3) _____
 - Supporting documentation, as needed (please specify) _____
 - c. Site control documents
 - 1. For Proposed capital improvement projects
 - a. If owned by proposer: Proof of ownership (grant deed, title report) _____
 - b. If leased by proposer: Lease and letter from property owner _____
 - 2. For proposed acquisition projects
 - a. Proposer's letter identifying site _____
 - b. Good faith letter from Seller _____
 - c. Preliminary title report _____
 - d. Appraisal _____
 - e. Acquisition Schedule _____
 - (see sample, Attachment 4; attach customized form if applicable)
 - d. Letter of acknowledgement from Council District (see template, Attachment 5) _____
 - e. Documents supporting project's construction timeframe
 - 1. Proof of proposed total development cost _____
 - 2. Service funding plan and documentation _____
 - 3. Conceptual site plans _____
- 4. Proposer documents (Items a-g)
 - a. Proof of legal entity status _____
 - b. Articles of incorporation _____
 - c. By-laws _____
 - d. Corporate Board or Governing Body Authorization _____
 - e. City Business Tax Registration Certificate (BRTC) _____
 - f. Proof of Experience
 - 1. Proof of experience from proposer or partnered service provider _____
 - 2. Proof of partnership if applicable _____
 - g. Letter of good standing from service funder (see template, Attachment 6) _____

Narratives & Supporting Documents

- 1. Proposed Services & Service Plan
 - i. Narrative _____
 - ii. Supporting Documents
 - a. Site Map and/or Parcel Map _____
 - b. Service funding plan
 - 1. Letters of funding commitments or other proof of funding _____
 - c. Operating Pro Forma _____
 - d. Other item(s) (please specify) _____

Attachment 1
 Checklist of Required Documents
 (Attach to Threshold Package)

Required Item	Page No.
<u>Narratives & Supporting Documents (continued)</u>	
2. Demonstrated Capacity & Operational Stability of Proposer	
i. Narrative	_____
ii. Supporting Documents	
a. Current Operating Budget	_____
b. Current audited financial statements	_____
c. Description of how multiple projects would be overseen (if applicable)	_____
d. Other item(s) (please specify) _____	_____
3. Fiscal & Budgetary Review	
i. Narrative	_____
ii. Supporting Documents	
a. Project Information Summary (Attachment 7)	_____
b. Project Budget Forms (Attachment 8)	_____
c. Construction & Expenditure Milestones Schedule (see sample, Attachment 9; attach customized form)	_____
d. Itemized list of all current and proposed funding sources for <u>project</u> costs	_____
e. Documentation to support the certified useful life of the project	_____
f. Other item(s) (please specify) _____	_____
4. Project Implementation Plan	
i. Narrative	_____
ii. Supporting Documents	
a. Copies of all permits, entitlements, and other required construction documents	_____
b. Other item(s) (please specify) _____	_____
5. Bonus Points	
i. Narrative	_____
ii. Supporting Documents	
a. Demographic data	_____
b. Site Map and/or Parcel Map	_____
c. Other item(s) (please specify) _____	_____
<u>Attachments</u>	
A. Title Page and Assurances	_____
B. Non-Collusion Affidavit	_____
C. Lobbying Ordinance, Bidder Certification, CEC Form 50	_____
D. Bidder Contributions, Measure H, CEC Form 55	_____
E. Certification of Compliance with Child Support Obligations	_____
F. Certification Regarding Compliance with the American Disabilities Act	_____
G. Living Wage Ordinance and Service Contract Worker Retention Ordinance	_____
H. Contractor Responsibility Ordinance	_____
I. Iran Contracting Act of 2010	_____

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

St. Barnabas Senior Center of Los Angeles

Submitting Agency/Organization	St. Barnabas Senior Center
Project Name	St. Barnabas Senior Center of Los Angeles
Project Type	Service Center
Population Served	Older Adults
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	Enhanced Services
Address	675 South Carondelet St. Los Angeles, CA 90057
Council District	1
Existing Beds	N/A
New Beds	N/A
HHH Funds Requested	\$276,955
Total Project Cost	\$276,955
% HHH Funds/Total Cost	100%
Leverage Method	Building
Matching Fund Amounts and Sources	N/A
Estimated Start	1/1/2019
Estimated Completion	8/1/2019

Project Summary:

The St. Barnabas Senior Center project will rehabilitate this facility to enhance services for older adults, including seniors experiencing homelessness or at-risk of homelessness by making critical improvements to the center's east main entry door, the downstairs shower, second floor bathrooms, and roof, and replacing carpeting throughout the facility. Several safety upgrades, including fire doors and emergency lighting, will also be completed. These upgrades will ensure that Americans with Disabilities (ADA) requirements are met, in order to a safer and more welcoming environment to the fragile older population. The St. Barnabas Senior Center serves nearly 18,000 older adults annually, by providing hot meals, round-trip rides to doctor appointments and grocery stores, case management, classes and activities, and health and technology education, among others. St. Barnabas Senior Center owns the property on which the rehabilitation project will take place.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

New Economics for Women – La Posada

Submitting Agency/Organization	New Economics for Women
Project Name	La Posada
Project Type	Transitional Housing
Population Served	Single Women (age 13 and older) and Single Women with their One Child under 17 years old
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	Enhanced Services
Address	375 Columbia Ave. Los Angeles, CA 90017-1274
Council District	1
Existing Beds	60
New Beds	N/A
HHH Funds Requested	\$2,974,841
Total Project Cost	\$2,974,841
% HHH Funds/Total Cost	100%
Leverage Method	Building
Matching Fund Amounts and Sources	N/A
Estimated Start	9/1/2018
Estimated Completion	3/1/2019

Project Summary:

La Posada is a 60-unit transitional housing facility with supportive services for single women and their children who are experiencing or at risk of homelessness. Proposition HHH funds will enable these units to be preserved and leverage a private commitment of \$200,000 annually to for services annually to enhance the La Posada programs. The project will also upgrade major systems to the 21-year-old building. The funds requested will be used upgrade each unit, modify the laundry room, and kitchen sinks on each floor to facilitate wheelchair access, as well as move the toilets in two of the four accessible restrooms. New Economics for Women owns the property on which the project will take place.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

Haven Hills – Service Center Minor Rehabilitation Project

Submitting Agency/Organization	Haven Hills
Project Name	Service Center Minor Rehabilitation Project
Project Type	Transitional Shelter
Population Served	Victims of Domestic Violence
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	Enhanced Services
Address	19040 Vanowen St. Reseda, CA 91335
Council District	3
Existing Beds	N/A
New Beds	N/A
HHH Funds Requested	\$100,000
Total Project Cost	\$100,000
% HHH Funds/Total Cost	100%
Leverage Method	Building
Matching Fund Amounts and Sources	N/A
Estimated Start	3/1/2019
Estimated Completion	5/30/2019

Project Summary:

The program provides confidential and secure services for survivors of domestic violence (DV) who are homeless or at-risk of homelessness, and their children. The Service Center Minor Rehabilitation, will replace the Service Center roof, update interior and exterior paint, and replace outdated flooring and carpet throughout the two-story building. The roof replacement is especially important for safety reasons. The project will make the Center safer and more welcoming for clients and visitors. The Service Center houses administration, the outreach program, and is the designated drop-in center at Haven Hills where clients come to make phone calls, learn about resources and receive help with forms and applications. The Service Center also serves as an intake location for prospective shelter clients. As such, it is a central location and focal point for visitors, employees, new clients, volunteers, and interns. The State of California-mandated 40-hour DV Training Programs are also facilitated at the Service Center, as are other volunteer training activities. Haven Hills owns the Service Center.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

Haven Hills – Crisis Shelter ADA Accessibility Compliance Project

Submitting Agency/Organization	Haven Hills
Project Name	Crisis Shelter ADA Accessibility Compliance Project
Project Type	Emergency Shelter
Population Served	Victims of Domestic Violence
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	Enhanced Services
Address	19040 Vanowen St. Reseda, CA 91335
Council District	3
Existing Beds	6
New Beds	N/A
HHH Funds Requested	\$278,388
Total Project Cost	\$278,388
% HHH Funds/Total Cost	100%
Leverage Method	Building
Matching Fund Amounts and Sources	N/A
Estimated Start	7/1/2018
Estimated Completion	3/1/2019

Project Summary:

This project will allow Haven Hills to re-open a six-unit, 2,600 sq. foot facility, which has been closed since October 2015. The facility will provide confidential and secure shelter for survivors of domestic violence (DV) who are homeless or at-risk of homelessness and their children. The Haven Hills Crisis Shelter project will provide critical repairs to the site by replacing the roof and improving and expanding client services through ensuring Americans with Disabilities Act (ADA) compliance. The shelter provides 30-day housing and supportive services to survivors of domestic violence and their children who are homeless or at risk of homelessness in six individual units. Haven Hills owns the Crisis Shelter.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

Haven Hills – Seismic Retrofit & ADA Accessibility Project

Submitting Agency/Organization	Haven Hills
Project Name	Haven Two Seismic Retrofit & ADA Accessibility Project
Project Type	Transitional Shelter
Population Served	Victims of Domestic Violence
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	Enhanced Services
Address	19040 Vanowen St. Reseda, CA 91335
Council District	3
Existing Beds	102
New Beds	N/A
HHH Funds Requested	\$599,824
Total Project Cost	\$623,824
% HHH Funds/Total Cost	96%
Leverage Method	Building
Matching Fund Amounts and Sources	\$24,000 Haven Hills
Estimated Start	9/1/2018
Estimated Completion	4/28/2020

Project Summary:

The program provides confidential and secure shelter for survivors of domestic violence (DV) who are homeless or at-risk of homelessness and their children. The project, consisting of 18 individual units with a total of 102 beds, will both include a seismic retrofit, and also ensure Americans with Disabilities Act (ADA) compliance at Haven Hills' Haven Two program. Haven Hills is taking this opportunity to conform to the City Seismic Retrofit Ordinance, requiring three areas on the Haven Two property to be retrofitted: 1) the "tuck-under" parking with units above will add a grade beam, two steel columns, and a top beam to connect to the building; 2) support a cantilever supported, install a column type system in front; and 3) install gas shut-off valves for each gas meter, and inspect all smoke and carbon monoxide detectors and bring them into code compliance. The ADA compliance portion will address two lower units and common areas at Haven Two. The project will satisfy ADA accessibility regulations requiring five percent of the units in each housing development be accessible for individuals who have mobility impairments and an additional two percent of total units be accessible for individuals with hearing/vision impairments. Haven Hills owns the Haven Two facility.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

Saban Community Clinic – Beverly Health Center Renovation Project

Submitting Agency/Organization	Saban Community Clinic
Project Name	Beverly Health Center Renovation Project
Project Type	Hygiene Center
Population Served	Homeless individuals, veterans, including chronically homeless, HIV Positive and mentally ill patients
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	Expanded Services
Address	8405 Beverly Blvd., Los Angeles, CA 90048
Council District	5
Existing Beds	N/A
New Beds	N/A
HHH Funds Requested	\$784,036
Total Project Cost	\$4,262,867
% HHH Funds/Total Cost	18%
Leverage Method	Cash
Matching Fund Amounts and Sources	\$1,000,000 Health Resources and Services Administration (HRSA)
Estimated Start	9/24/2018
Estimated Completion	9/12/2019

Project Summary:

This project will ensure the Clinic can keep pace with demand, improving operational efficiencies and increasing access to primary care for persons experiencing homelessness. The Beverly Health Center Renovation Project will renovate the first floor of its building to include a new Homeless Suite space for Saban Community Clinic’s homeless program, including a waiting room in the center of the suite, renovation of the existing shower room, and an addition of a shower room, a multifunctional triage room, and a central Care Team space for nursing staff, medical assistants, and other providers. Saban Community Clinic is a prominent healthcare resource providing over 170,000 patient visits annually. Saban Community Clinic owns the property on which the project will take place.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

Volunteers of America Los Angeles – Wraparound Recuperative Care Center

Submitting Agency/Organization	Volunteers of America of Los Angeles
Project Name	Wraparound Recuperative Care Center
Project Type	Shelter
Population Served	Homeless
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	New Services
Address	6800 S. Avalon Blvd. Los Angeles, CA 90003
Council District	9
Existing Beds	30
New Beds	N/A
HHH Funds Requested	\$1,742,000
Total Project Cost	\$2,344,380
% HHH Funds/Total Cost	74%
Leverage Method	Cash
Matching Fund Amounts and Sources	Volunteers of America of Los Angeles
Estimated Start	8/1/2018
Estimated Completion	6/1/2019

Project Summary:

Volunteers of America of Los Angeles (VOALA) will develop a Wraparound Recuperative Care Center to serve individuals experiencing homelessness with up to 30 beds and ancillary services. This new facility will provide services to a high-need homeless population through VOALA's partnership with St. John's Clinic in an adjacent space. The VOALA will lease the project property.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

St. John's Well Child and Family Center – Primary Care Wellness Project

Submitting Agency/Organization	St. John's Well Child and Family Center
Project Name	Access Center for the Homeless- Primary Care/Wellness Project (ACH-PCW)
Project Type	Clinic
Population Served	Homeless individuals and families
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	New Services
Address	6800 S. Avalon Blvd. Los Angeles, CA 90003
Council District	9
Existing Beds	N/A
New Beds	N/A
HHH Funds Requested	\$3,500,000
Total Project Cost	\$3,500,000
% HHH Funds/Total Cost	100%
Leverage Method	Lease
Matching Fund Amounts and Sources	N/A
Estimated Start	8/1/2018
Estimated Completion	8/31/2019

Project Summary:

With Prop HHH Facilities Program funding, St. John's Well Child and Family Center is will establish the only drop-in access center for homeless residents in South Los Angeles. St. John's Access Center for the Homeless-Primary Care/Wellness Project is a new, multi-disciplinary, patient-centered access center and will provide a continuum of integrated programs that range from full-time health services to meeting participants' survival needs and conducting ongoing support services, including intensive case management that emphasizes permanent housing and a co-located wraparound recuperative care center to care for homeless residents exiting from acute care facilities. This project will provide 10 medical exam rooms, six (6) dentistry rooms, two (2) behavioral health offices, case management offices, patient waiting room, drop-in lounge area, showers, laundry room, pharmacy dispensary, laboratory, clothes closet, food pantry, storage space/lockers, mail room, shopping cart valet, and pet kennel. St. John's Well Child and Family Center will lease the project property.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

Coalition for Responsible Community Development – Ruth's Place

Submitting Agency/Organization	Coalition for Responsible Community Development
Project Name	Ruth's Place
Project Type	Shelter
Population Served	Homeless Transition Aged Youth – young people ages 18-24
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	Enhanced Services
Address	4775 S. Broadway, Los Angeles, CA 90037
Council District	9
Existing Beds	N/A
New Beds	N/A
HHH Funds Requested	\$3,500,000
Total Project Cost	\$3,500,000
% HHH Funds/Total Cost	100%
Leverage Method	Building
Matching Fund Amounts and Sources	N/A
Estimated Start	10/1/2018
Estimated Completion	4/1/2019

Project Summary:

The Coalition for Responsible Community Development (CRCD) has become the lead agency for the Youth Coordinated Entry System in Service Planning Area (SPA) 6 and served approximately 240 homeless youth last year. With the facility enhancements, CRDC will serve an additional 150 to 200 homeless youth per year. Ruth's Place needs improvements to increase CRCD's capacity to conduct outreach and meaningfully engage youth who are homeless, and to provide confidential services. The project will replace the currently non-operational HVAC system, finish the basement to increase available program space, install a fully qualified kitchen, reconfigure the first floor with private intake offices, and install an elevator to provide access between first floor and lower level. CRCD holds a long-term lease with Little Tokyo Service Center for the property on which the rehabilitation project will take place.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

Jenessee Center – Fannie Lou Hammer Emergency Shelter

Submitting Agency/Organization	Jenessee Center
Project Name	Fannie Lou Hammer Emergency Shelter
Project Type	DV Shelter
Population Served	Homeless Victims of Domestic Violence
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	Expanded Services
Address	90008, Confidential
Council District	10
Existing Beds	N/A
New Beds	26
HHH Funds Requested	\$750,800
Total Project Cost	\$750,800
% HHH Funds/Total Cost	100%
Leverage Method	Building
Matching Fund Amounts and Sources	N/A
Estimated Start	1/1/2019
Estimated Completion	12/31/2021

Project Summary:

The Fannie Lou Hammer Emergency Shelter project will allow Jenessee to add 26 emergency shelter beds, and renovate the building to enhance privacy and optimize space used for social services, mental health services and educational programs for domestic violence survivors experiencing homelessness or at risk of homelessness. In 2016 the building's deteriorating condition became so dire that the emergency shelter beds from Fannie Lou were moved to one of its transitional shelters. This rehabilitation will allow Jenessee Center to reestablish those shelter beds at the facility. Improvements will also enhance Jenessee Center's ability to provide intensive case management to help DV victims navigate the social services system, on-site safety planning, case management and support services, and housing support. The funding will be used to renovate five bedrooms, add 26 beds capacity, renovate the kitchen to facilitate communal living and culinary education programming, upgrade the electrical and HVAC systems, improve safety systems, install sound-proofing materials to increase client confidentiality, install energy-efficient windows, create a patio enclosure, replace damaged and unsafe concrete work, and repurpose the adjoining garage by building a self-contained Learning and Wellness Counseling space, to will allow for educational programming on site. Jenessee Center owns the property on which the rehabilitation project will take place.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

The Good Seed Community Development Corporation – The Good Seed

Submitting Agency/Organization	Good Seed Community Development Corporation
Project Name	The Good Seed
Project Type	Emergency Supportive Housing, Office, and Storage
Population Served	Transitional-Age Youth
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	Expanded Services
Address	6568 5 th Avenue Los Angeles, CA 90043
Council District	8
Existing Beds	N/A
New Beds	24
HHH Funds Requested	\$172,500
Total Project Cost	\$172,500
% HHH Funds/Total Cost	115%
Leverage Method	Lease
Matching Fund Amounts and Sources	N/A
Estimated Start	10/1/2018
Estimated Completion	4/1/2019

Project Summary:

The project will enable The Good Seed to annually serve and house 24 additional Seriously Emotionally Disturbed (SED) and Severely and Persistently Mentally Ill (SPMI) youth experiencing homelessness, who are neither a threat to themselves nor to others and are able to live independently. This project will add space at the Good Seed Emergency Supportive Housing, allowing the organization to expand and strengthen outreach efforts and services for homeless youth in South Los Angeles. Services include emergency housing, food assistance, counseling, and referrals to programs and resources. Plans also include upgrades to restrooms and kitchen with energy efficient fixtures and solar panels in order to reduce water consumption and energy use. The additional bedroom will provide emergency supportive housing for SED and SPMI youth until they can be matched with permanent supportive housing or appropriate long-term housing. The Good Seed leases the project property.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

New Directions, Inc. – Veteran Opportunity Center

Submitting Agency/Organization	New Directions, Inc.
Project Name	Veteran Opportunity Center
Project Type	Transitional Housing Facility
Population Served	Homeless veterans, chronically homeless, homeless veterans with mental health and/or disabilities
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	Expanded Services
Address	11303 Wilshire Blvd., Bldg. 116 Los Angeles, CA 90073
Council District	11
Existing Beds	N/A
New Beds	N/A
HHH Funds Requested	\$826,980
Total Project Cost	\$926,980
% HHH Funds/Total Cost	89%
Leverage Method	Cash
Matching Fund Amounts and Sources	\$100,000 Home Depot
Estimated Start	10/1/2018
Estimated Completion	4/1/2019

Project Summary:

The project will expand the Veteran Opportunity Center to serve homeless female veterans. The project will repair the existing structure and reconfigure existing space to accommodate new program requirements established by the VA's Grant and Per Diem Program, which provides foundational funding for New Directions' programs and services. New Directions' Veteran Opportunity Center provides food, shelter, transportation and supportive services, such as case management, job training and education, and substance abuse counseling to homeless veterans, chronically homeless individuals, homeless persons affected by mental illness, homeless persons affected by chronic substance abuse, homeless persons affected by HIV/AIDS, homeless persons affected by domestic violence or intimate partner violence; and homeless persons affected by physical disability. New Directions, Inc. leases the Veteran Opportunity Center building from the West Los Angeles Veterans Administration. The 50 year enhanced use lease will expire in 2045.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

People Assisting the Homeless (PATH) - PATH's Interim Facility

Submitting Agency/Organization	People Assisting the Homeless (PATH)
Project Name	PATH's Interim Facility
Project Type	Transitional Housing
Population Served	Homeless and chronically homeless individuals, Veterans, and families
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	New Services
Address	340 N. Madison Ave., Los Angeles, CA 90004
Council District	13
Existing Beds	88
New Beds	10
HHH Funds Requested	\$1,945,468
Total Project Cost	\$1,945,468
% HHH Funds/Total Cost	100%
Leverage Method	Building
Matching Fund Amounts and Sources	N/A
Estimated Start	9/1/2018
Estimated Completion	6/15/2019

Project Summary:

People Assisting the Homeless's (PATH's) Interim Facility project will enhance the living spaces in the second and third floors of the facility for single adult men and women experiencing homelessness and expand the spaces by adding 10 beds for a total of 98 beds. Facility upgrades will allow PATH to serve 12 more women and add seven (7) private rooms for men. PATH will renovate the existing 22 built-in beds on the women's second floor and adding two (2) new beds for a total of 24. The project will also renovate the existing 10 private rooms for medically frail individuals, and add nine (9) new rooms, for a total of 19 rooms. Space reconfigurations will result in a facility-wide total of 55 units: 39 built-in beds and 17 private rooms. PATH will also construct a new staff triage room at floor entry for program services. The project also includes a work area, and health and exam room, interior, exterior and ADA compliance upgrades. PATH owns the property on which the rehabilitation project will take place.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

Los Angeles House of Ruth – Viki's House

Submitting Agency/Organization	Los Angeles House of Ruth
Project Name	Viki's House
Project Type	Shelter
Population Served	Homeless persons affected by domestic violence or intimate partner violence
New or Rehabilitation	Acquisition + Rehabilitation
New, Expanded Or Enhanced Services	New Services
Address	90033, Confidential
Council District	14
Existing Beds	0
New Beds	36
HHH Funds Requested	\$1,219,185
Total Project Cost	\$1,432,675
% HHH Funds/Total Cost	85%
Leverage Method	Cash
Matching Fund Amounts and Sources	\$213,490 Private donations
Estimated Start	8/1/2018
Estimated Completion	1/1/2019

Project Summary:

The Viki's House project will acquire a four (4)-unit apartment building to provide nine (9) shared rooms and a total of 36 beds for homeless persons affected by domestic violence or intimate partner violence. Additionally, a portion of funds will be used to conduct minor rehabilitation. Viki's House will serve 108 individuals annually (27 individuals averaging a four (4) month stay). The facility is a 3,809 square foot four-unit apartment building located in Boyle Heights, a neighborhood that houses another shelter and administrative building owned by Los Angeles House of Ruth.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

**Little Tokyo Service Center Community Development Corporation –
Kosumosu Transitional Facility**

Submitting Agency/Organization	Little Tokyo Service Center Community Development Corporation
Project Name	Kosumosu Transitional Facility
Project Type	DV Shelter
Population Served	Survivors of Domestic Violence
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	Enhanced Services
Address	Confidential
Council District	14
Existing Beds	N/A
New Beds	N/A
HHH Funds Requested	\$943,191
Total Project Cost	\$2,914,471
% HHH Funds/Total Cost	32%
Leverage Method	Cash
Matching Fund Amounts and Sources	\$1,971,280 Owner Equity
Estimated Start	9/1/2018
Estimated Completion	6/1/2019

Project Summary:

The rehabilitation of the Kosumosu Transitional Facility project will enhance services for domestic violence survivors experiencing homelessness or at risk of homelessness in order to facilitate the healing process and transition clients to permanent housing. The rehabilitation will upgrade all major systems, plumbing, electrical, HVAC, roofing, install new windows, kitchen countertops and paint to preserve the exterior wood frame. These improvements are critical to preserve the structure to serve victims of domestic violence. LTSC owns the property on which the rehabilitation project will take place.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

The Midnight Mission – The Midnight Mission Center

Submitting Agency/Organization	The Midnight Mission
Project Name	The Midnight Mission Center
Project Type	Hygiene Center, Shelter, Services
Population Served	Homeless individuals, families, & youth
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	Expanded Services
Address	601 S. San Pedro St. Los Angeles, 90014
Council District	14
Existing Beds	N/A
New Beds	N/A
HHH Funds Requested	\$3,100,000
Total Project Cost	\$3,100,000
% HHH Funds/Total Cost	100%
Leverage Method	Building
Matching Fund Amounts and Sources	N/A
Estimated Start	10/1/2018
Estimated Completion	6/30/2019

Project Summary:

This will expand services for persons experiencing homelessness at the Midnight Mission (TMM) by renovating public restrooms to expand hygiene service capacity, improving the public entrance to ensure safe 24/7 accessibility and provide personal storage, and upgrading HVAC and adding other energy efficiency improvements. The project will also upgrade the elevator to increase and improve disability access and add programming space for medical, mental, dental, or other similar services. TMM's current facility, which provides shelter, a services center, basic needs such as meals and clothing, health center, and fully accessible public restrooms designed to meet the high-traffic demands of persons who are chronically homeless and homeless. The project is designed to provide greater ease of access to these services by creating a variety of entry points for persons experiencing homelessness. The project will expand services to increase the number of persons served. TMM owns the property on which the project will take place.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

The People Concern – Village Renovation

Submitting Agency/Organization	The People Concern
Project Name	Village Renovation
Project Type	Transitional Housing
Population Served	Chronically homeless adults, persons with AIDS, mental illness, physical disability
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	Enhanced Services
Address	526 San Pedro St., Los Angeles, CA 90013
Council District	14
Existing Beds	98
New Beds	N/A
HHH Funds Requested	\$1,367,150
Total Project Cost	\$1,367,150
% HHH Funds/Total Cost	100%
Leverage Method	Lease
Matching Fund Amounts and Sources	N/A
Estimated Start	9/1/2018
Estimated Completion	3/1/2019

Project Summary:

The Village Renovation project will renovate the 98-bed Village interim housing facility for persons experiencing homelessness, which is The People Concern's principal service site in Skid Row. The renovations will upgrade flooring, paint, plumbing, bathrooms, and security and HVAC systems. No renovations of this type have been conducted in 15 years. The People Concern leases the property from the City of Los Angeles, which allows for such renovations.

**Attachment 5
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
Non-City-Sponsored Projects**

**Watts Labor Community Action Committee –
Homeless and Housing Access Center**

Submitting Agency/Organization	Watts Labor Community Action Committee
Project Name	Homeless and Housing Access Center
Project Type	Service Center
Population Served	Homeless, Chronically Homeless, Homeless At-Risk (Youth, Individuals, Families)
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	New Services
Address	958 E. 108 th St. Los Angeles, CA 90059
Council District	15
Existing Beds	N/A
New Beds	N/A
HHH Funds Requested	\$1,839,666
Total Project Cost	\$2,057,781
% HHH Funds/Total Cost	89.4%
Leverage Method	Cash
Matching Fund Amounts and Sources	\$218,115 City of Los Angeles Neighborhood Improvement Fund
Estimated Start	2/1/2019
Estimated Completion	12/31/2019

Project Summary:

This project will renovate Watts Labor Community Action Committee's (WLCAC's) Homeless and Housing Access Center. WLCAC predicts that the number of individuals and families served will increase from 600 to 750 within the next year. To better address the emergent needs of walk-in and chronically homeless clients, the project includes the installation of showers, laundry facilities, and a kitchenette. The project scope also includes upgrades to the lighting, flooring, drywall, electrical, HVAC, and ADA accessibility within the restrooms and entryways, landscaping and façade upgrades, new paint, and plumbing improvements. The Access Center offers homeless outreach, access and intake for the LA County Homeless Coordinated Entry System, transportation assistance, housing match and move-in assistance, Section 8 Vouchers, rapid re-housing, intensive case management, and other housing retention services. WLCAC owns the Homeless and Housing Access Center.

**Attachment 6
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
City-Sponsored Projects**

Sherman Way Navigation Center

Project Name	Sherman Way Navigation Center
Project Type	Navigation Center
Population Served	Homeless
New or Rehabilitation	New
New, Expanded Or Enhanced Services	New Services
Address	11839 W. Sherman Way, Van Nuys, CA 91405
Council District	2
Existing Beds	N/A
New Beds	N/A
HHH Funds Requested	\$2,641,100
Total Project Cost	\$2,641,100
% HHH Funds/Total Cost	100%
Estimated Start	1/19/2018
Estimated Completion	5/27/2019

Project Summary:

The Sherman Way Navigation Center project will serve individuals, families, and youth experiencing homelessness by providing 120 storage bins, new restrooms and showers, a laundry facility, garden area, and case management space. The project will new facility at a Department of Water and Power (DWP) site on Sherman Way in in Council District 2.

**Attachment 6
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
City-Sponsored Projects**

Women’s Bridge Housing

Project Name	Women’s Bridge Housing
Project Type	Bridge Housing
Population Served	Homeless women
New or Rehabilitation	Rehabilitation
New, Expanded Or Enhanced Services	New Services
Address	1403 N. Gardner St., Los Angeles, CA 90046
Council District	4
Existing Beds	0
New Beds	30
HHH Funds Requested	\$1,875,000
Total Project Cost	\$1,875,000
% HHH Funds/Total Cost	100%
Estimated Start	10/2/2018
Estimated Completion	4/12/2019

Project Summary:

The Women’s Bridge Housing project will rehabilitate a vacant former City library to provide 30 new beds of temporary/interim housing for homeless women. This project will provide reserved beds for women who have been matched to a permanent housing resource, incorporating trauma-informed care principles into all aspects of program design. The facility will be staffed 24-hours per day. The City owns the site at 1403 N. Gardener Street in Council District 4.

**Attachment 6
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
City-Sponsored Projects**

Additional Funding for the CD 8 Navigation Center

Project Name	CD 8 Navigation Center
Project Type	Navigation Center
Population Served	Homeless
New or Rehabilitation	New
New, Expanded Or Enhanced Services	New Services
Address	729 W. Manchester Ave., Los Angeles, CA 90044
Council District	8
Existing Beds	N/A
New Beds	N/A
HHH Funds Requested	\$1,800,000 (FY 2018-19)
Total Project Cost	\$4,900,000 (\$3,100,000 allocated in FY 2017-18)
% HHH Funds/Total Cost	100%
Estimated Start	6/30/2018
Estimated Completion	6/30/2019

Project Summary:

The CD 8 Navigation Center, on the site of Old Fire Station 57 will provide 200 storage bins, showers, bathrooms laundry, case management and job training classrooms for at least 500 homeless and chronically homeless families and individuals annually. \$1,800,000 recommended in the FY 2018-19 PEP will add job training classrooms to the original scope of the project. The City owns the site at 729 W. Manchester Avenue in Council District 8).

**Attachment 6
Fiscal Year 2018-19 Proposition HHH Facilities Program Project Summaries –
City-Sponsored Projects**

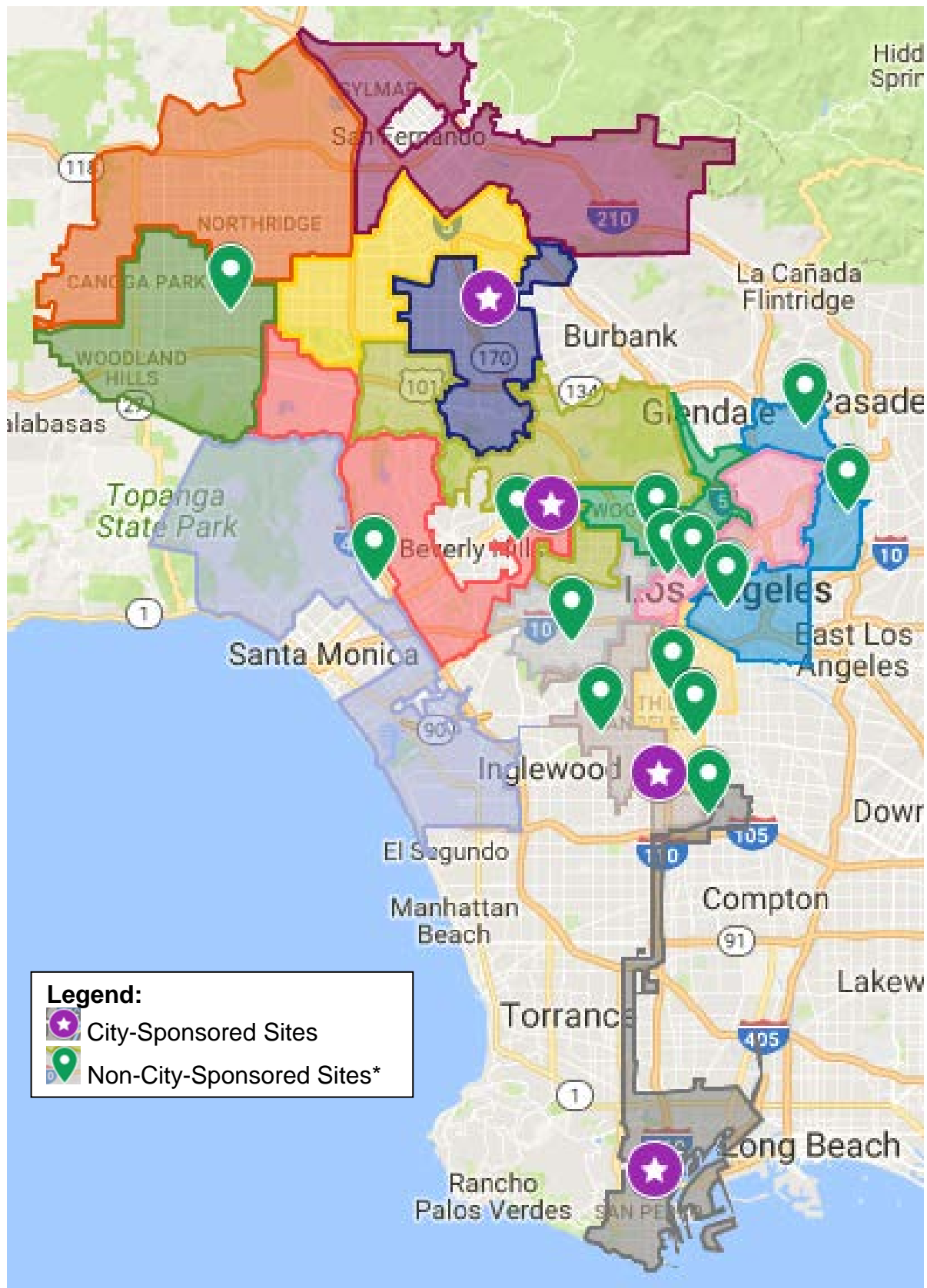
Navigation Center at San Pedro Harbor Police Station

Project Name	Navigation Center at San Pedro Harbor Police Station
Project Type	Navigation Center
Population Served	Homeless
New or Rehabilitation	New
New, Expanded Or Enhanced Services	New Services
Address	2175 John S. Gibson Blvd., San Pedro, CA 90731
Council District	15
Existing Beds	N/A
New Beds	N/A
HHH Funds Requested	\$4,150,000
Total Project Cost	\$4,150,000
% HHH Funds/Total Cost	100%
Estimated Start	2/1/2019
Estimated Completion	3/16/2020

Project Summary:

This project will install a new modular building at the Harbor Police Station to provide voluntary storage to individuals, families, and youth experiencing homelessness. The project will provide 134 storage bins, client bathrooms and case management space. The City owns the site at 2175 John S. Gibson Boulevard in Council District 15.

Attachment 7 - Map of Fiscal Year 2018-19 Proposition HHH Facilities Program Project Locations



**Note: For security reasons, domestic violence shelter proposals were not required to disclose project addresses. The zip code of each project sponsor's main office was provided instead.*