



REQUEST FOR PROPOSALS (RFP)

RFP No. HSD-2020-002

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT CONTINUUM OF CARE GRANT PROGRAM NEW SERVICE PROVIDER FOR 2019 PERMANENT SUPPORTIVE HOUSING PROJECTS

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| Release Date: | November 5, 2020, 10:00 AM |
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| Posting of the Q & A: | November 18, 2020, 4:00 PM |
| Due Date: | November 19, 2020, 4:00 PM |

DEPARTMENT OF HEALTH AND HUMAN SERVICES LONG BEACH, CALIFORNIA 90813

No late, incomplete, faxed, or hand delivered applications will be accepted.
All questions must be submitted in writing via email to
HomelessServices@longbeach.gov.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If special accommodation is desired, please call the Department of Health and Human Services at (562) 570-3304 or (562) 570-4041 (TDD). This information is available in alternate format at the above listed telephone numbers.

GENERAL INFORMATION

TABLE OF CONTENTS

| Section | | Page # |
|----------------|--|---------------|
| I. | Overview | 3 |
| II. | Background | 3 |
| III. | Funding Availability | 4 |
| IV. | Eligible Applicants | 5 |
| V. | Program Components | 5 |
| VI. | Eligible Populations to be Served | 6 |
| VII. | HUD and Long Beach CoC Requirements | 7 |
| VIII. | HUD Eligible Costs | 10 |
| IX. | Proposal Submission and Formatting | 16 |
| X. | Criteria for Evaluation and Selection of Proposals | 17 |
| XI. | Funding Obligations | 18 |
| XII. | Match Requirements | 19 |
| XIII. | General Requirements | 20 |
| XIV. | Conditions and Reservations | 21 |
| XV. | Contract Conditions | 22 |

GENERAL INFORMATION

I. OVERVIEW

The City of Long Beach Department of Health and Human Services (DHHS) is soliciting proposals from service providers to operate existing 2019 CoC program permanent supportive housing (PSH) project as part of the regional efforts to ending homelessness.

Since 1987, the City has endeavored to address the needs of homeless individuals and families through a process that engages a broad base of community stakeholders. This process encompasses the work of leaders from non-profit, faith-based, business, and educational organizations, employees, and volunteers to plan and provide a dynamic, comprehensive and coordinated system of services and programs that meet the specialized needs of people experiencing homelessness. This effort demands that each funded agency operate not only in terms of the agency's individual mission, but also within the broader City-wide effort to end homelessness.

The City of Long Beach was designated as a Unified Funding Agency (UFA) for the FY 2019 competition. HUD awarded a master grant agreement to the City of Long Beach Department of Health and Human Services; projects administered by an applicant will be formalized in a contract between the City of Long Beach and the eligible applicant agency.

II. BACKGROUND

The Continuum of Care (CoC) Program (24 CFR part 578, the CoC Program interim rule) is a community-wide system of care with the goal of ending homelessness. Efforts toward reaching this goal includes providing funding for community based organizations and local governments to quickly re-house those experiencing homelessness while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs; and to optimize self-sufficiency among those experiencing homelessness within the jurisdiction of Long Beach.

The CoC Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381–11389) (the Act), and the CoC Program interim rule are found in 24 CFR part 578. The Fiscal Year (FY) 2019 funds were authorized by the Consolidated Appropriations Act, 2019 (Public Law 116-6, approved February 15, 2019), (FY 2019 HUD Appropriations Act).

The FY 2019 Continuum of Care (CoC) Application Process is administered under the *Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2019 Continuum of Care Program Competition (FY 2019 Continuum of Care Program NOFA)*, *Notice of Fiscal Year (FY) 2019 Opportunity to Register and Other Important Information for Electronic Application Submission for the Continuum of Care Program Competition (FY 2019 CoC Program Registration Notice)*; and CoC Program interim rule. Documents referenced in this section can be found on the HUD Exchange at <https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/>.

Organizations shall be responsible for adherence to all policies, procedures, rules, and regulations contained in the above listed documents, in addition to the *General Administrative Requirements and Terms for HUD financial Assistance Awards*, available on HUD's website.

HUD'S HOMELESSNESS POLICY AND PROGRAM PRIORITIES

Policy Priorities. This section articulates HUD's Policy and Program Priorities for the FY 2019 CoC Program Competition.

- A. **End homelessness for all persons.** To end homelessness for all persons, CoC's should:
 1. Identify, engage, and effectively serve all persons experiencing homelessness,
 2. Measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness),
 3. Have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families,
 4. Use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs, and

5. Use the reallocation process to create new projects that improve their overall performance and better respond to their needs.
- B. Create a systemic response to homelessness.** CoCs should:
1. Be using system performance measures (e.g., average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations) to determine how effectively the CoC is serving people experiencing homelessness, and
 2. Be using their Coordinated Entry process to:
 3. Promote participant choice
 4. Coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and
 5. Make homelessness assistance open, inclusive, and transparent.
- C. Strategically allocate and use resources.** CoC's should:
1. Improve how resources are utilized to end homelessness by using cost, performance, and outcome data;
 2. Review project quality, performance, and cost effectiveness;
 3. Maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness;
 4. Work to develop partnerships with Public Housing Authorities (PHAs) to work toward helping CoC Program participants exit permanent supportive housing through Housing Choice Vouchers and other available housing options; and
 5. Review all projects eligible for renewal in FY 2019 to determine their effectiveness in serving people experiencing homelessness, including cost effectiveness.
- D. Using an Evidence-Based Approach.**
CoCs should prioritize projects that employ strong use of data and evidence, including the cost-effectiveness and impact of homelessness programs on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness. Examples of measures that CoCs may use to evaluate projects include, but are not limited to: rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvements in mental health, physical health, connections to family, and safety.
- E. Increasing employment.**
Increasing employment. Employment provides people experiencing homelessness with income to afford housing. Employment also improves recovery outcomes for individuals with mental illness or addiction. CoCs and CoC-funded projects should work with local employment agencies and employers to prioritize training and employment opportunities for people experiencing homelessness. CoC's should also promote partnerships with public and private organizations that promote employment.
- F. Use a Housing First approach.** Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoCs should:
1. Help individuals and families move quickly into permanent housing,
 2. Measure and help projects reduce the length of time people experience homelessness,
 3. Engage landlords and property owners
 4. Remove barriers to entry, and
 5. Adopt client-centered service methods

III. FUNDING AVAILABILITY

The DHHS is seeking new provider(s) for two (2) permanent supportive housing projects. This RFP, issued by the (DHHS), is available to all eligible agencies that wish to operate existing permanent supportive housing projects within the Long Beach CoC jurisdiction. The program currently operates under a one-year grant which expires June 30, 2021. The program is eligible for ongoing annual renewals through the HUD CoC Program competition. Funding for the project(s) is contingent upon award of the funds to the City by HUD. The term for all projects is one year. In the event that the Long Beach City Council or the HUD fails to appropriate the necessary funds for any fiscal year, the projects conditionally awarded for that period will either not be funded or funded at a reduced award level.

The awarded agencies shall operate the project as awarded by HUD during the 2019 CoC program competition. The awarded agencies shall begin management of the existing project upon contract execution with the City. The City, the awarded agencies and the current operating agencies shall develop a transition plan that includes but not limited to leasing agreements, transfer of participants, project scope, available funding and budgets. The City shall work with the awarded applicants to amend the budget where deemed necessary.

Permanent Supportive Housing Project

| | | |
|--|-------------------------|-----------------------|
| Project Name: | CH Healthy Homes | It's a New Day |
| Housing Type: | Scattered-site | Scattered-site |
| Who holds leases with landlord: | Agency | Agency |
| Budget Type: | Leasing | Leasing |
| *Subcontract Amount: | ~\$388,986 | ~\$364,444 |
| Households with at Least One Adult and One Child: | 0 | 8 |
| Adult Households without Children: | 18 | 8 |
| Households with Only Children: | 0 | 0 |
| Number of Adults: | 18 | 16 |
| Number of Children: | 0 | 8 |
| Total Dedicated CH Beds: | 0 | 0 |
| Total Dedicated Plus Beds: | 18 | 24 |

*Subcontract amount will be less due to project is currently operating. The City shall work with the awarded agency to determine available funds during the transition plan.

IV. ELIGIBLE APPLICANTS

To be eligible, all applicants must meet the following conditions:

- A. Applicant must be a private non-profit organization;
- B. Non-profit applicants must meet a minimum requirement of two years with established non-profit status;
- C. Applicant must have provided same or similar services for at least the last 24 months;
- D. Applicant, its officers, and/or employees must not be debarred or suspended from doing business with the Federal Government.
- E. Applicant must have a Dun and Bradstreet Universal Numbering System Number (DUNS). Failure to provide a DUNS number will prevent you from obtaining an award.
- F. Applicant has an Active Registration in the System for Award Management (SAM)

V. PROGRAM COMPONENTS

Permanent Housing (PH) – Permanent Supportive Housing (PSH): PH is community-based housing without a designated length of stay. PSH can only provide assistance to individuals with disabilities and families in which Supportive services must be designed to meet the needs of the program participants. Grant funds may be used for acquisition, rehabilitation, new construction, leasing, rental assistance, operating costs, and supportive services. PH includes:

- A. **DedicatedPLUS:** PSH where 100% of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at intake meet one of the following categories:
 1. experiencing chronic homelessness as defined in 24 CFR 578.3;
 2. residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
 3. residing in a place not meant for human habitation, emergency shelter, or Safe Haven, and had been admitted and enrolled in a permanent housing project within the last year but

- were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR 578.3 prior to entering the project;
4. residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
 5. residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of "homeless individual with a disability"; or
 6. receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

VI. ELIGIBLE POPULATIONS TO BE SERVED

A. Homeless Definition:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
 - iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
 - i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - ii) No subsequent residence has been identified; and
 - iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition. (This subcategory of the homeless definition is not currently eligible for Continuum of Care jurisdictions without prior approval from HUD)
4. Any individual or family who:
 - i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - ii) Has no other residence; and
 - iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

B. Chronically Homeless Definition:

1. A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:

- i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living in a place not meant for human habitation, a safe haven, or in an emergency shelter. Stays in institutions of 90 days or less will not constitute as a break in homelessness, but rather such stays are included in the cumulative total; and
2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
 3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

C. DedicatedPLUS definition:

Individuals, households with children, and unaccompanied youth that at intake are:

1. experiencing chronic homelessness as defined in 24 CFR 578.3;
2. residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
3. residing in a place not meant for human habitation, emergency shelter, or safe haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR 578.3 prior to entering the project;
4. residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
5. residing and has resided in a place not meant for human habitation, safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability'; or
6. or receiving assistance through a Department of Veterans Affairs(VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

VII. HUD AND LONG BEACH COC REQUIREMENTS

CoC Governance Structure/Board: The Long Beach CoC is comprised of five entities: The City of Long Beach City Council, the City of Long Beach Department of Health and Human Services (Homeless Services Division), the Homeless Services Advisory Committee, the Long Beach CoC Board, and the Long Beach CoC General Membership. The CoC Board is comprised of diverse service providers, stakeholders, and representative of the subpopulations of homeless persons that exist within the geographic area. The CoC Board maintains a conflict of interest policy, bylaws, and elects a chair and co-chair voted via annual elections.

Matching Requirements: Applicants are required to provide a minimum of 25 percent of cash or in-kind matching contributions for eligible funding costs (e.g. Supportive Services, Operating Costs, Rental Assistance, HMIS, and Administrative costs), except for leasing.

As authorized by the FY 2016 HUD Appropriations Act, program income may now be used as a source of match and must be properly documented in the project application.

Project Administrative Costs: Eligible administrative costs of up to 7% of the grant amount are permitted. The Long Beach CoC shares these costs between DHHS as the recipient and the subrecipient project sponsors in the following manner: the recipient (lead agency) receives 4% and subrecipients receive 3%. Administrative costs must also be matched at 25%.

Certification of Homelessness and Disability Status: The Long Beach CoC has standardized certification documents to meet HUD recordkeeping requirements for 3rd Party Verification, self-certification, and due diligence efforts of providers to obtain necessary back up documentation of eligibility.

HUD Project Threshold Reviews: All projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the upcoming FY 2019 CoC Program Competition NOFA or they will be rejected from consideration for funding. This includes, but is not limited to Project Eligibility Threshold and Project Quality Threshold. Applicant agencies are strongly advised to review all CoC Program project applications for FY 2019 CoC funds to ensure compliance with the CoC Program requirements, including the HEARTH Act, the CoC Program interim rule, and any applicable HUD NOFA and/or Funding Notice requirements.

Coordinated Entry System: Provisions in the CoC Program interim rule at 24 CFR 578.7(a)(8) require that each CoCs establish a Centralized or Coordinated Assessment System (CES). HUD’s primary goals for coordinated entry processes are that assistance be allocated as effectively as possible and that it be easily accessible no matter how people present. The agency shall work in collaboration with the broader Continuum of Care (CoC) system in Long Beach, including participating in the Long Beach Coordinated Entry System (CE) to ensure that persons experiencing homelessness will have access to the same resources, referrals, and assessment and prioritization process. The agency will participate in the CoC’s CES intake process, which includes direct service for and referrals to appropriate homeless programs, prevention and diversion, mainstream resources and housing. The agency will participate in CoC meetings, any relevant subcommittees, training opportunities, and technical assistance that support quality service delivery within the system of care.

Priority to Serve Within the CoC Jurisdiction. The Long Beach Continuum of Care jurisdiction encompasses the 52 square-mile jurisdiction of Long Beach. The MSC and Homeless Assistance Program (HAP) are the Coordinated Entry System hubs for the Long Beach CoC. All CoC funded projects must accept direct referrals from the Coordinated Entry System and refer regionally originating referrals to the appropriate LA County CES. CES sites are located within all eight (8) Service Planning Areas (SPA).

LONG BEACH CONTINUUM OF CARE PERFORMANCE MEASURES

The performance measures are designed to measure the Long Beach CoC performance as a coordinated system as opposed to homeless programs operating independently in the CoC. The measures are inter-related and help to provide a holistic view of system performance for the CoC. To facilitate this perspective, the CoC are measuring the performance as a coordinated system, in addition to analyzing performance by specific program and project.

Program Components: Homelessness Prevention (HP), Street Outreach (SO), Supportive Services Only (SSO), Emergency Shelter (ES), Transitional Housing (TH) and Permanent Housing – Permanent Supportive Housing (PH- PSH), and Permanent Housing – Rapid Re-housing (PH-RRH)

| PERFORMANCE MEASURES | OBJECTIVE | PROGRAM COMPONENTS | | | | | | |
|---|------------------|--------------------|----|-----|----|----|--------|--------|
| | | HP | SO | SSO | ES | TH | PH-PSH | PH-RRH |
| Reduce the length of time persons remain homeless ➤ <i>Reduce length of time persons remain homeless</i> ➤ <i>Reduce length of time between Client's Project Start Date and Move-In Date</i> | 120 days or Less | | | | X | | | |
| | 9 months or Less | | | | | X | | |
| | 6 months or Less | | | | | | X | X |

| | | | | | | | | |
|---|--------------|---|---|----|----|-----|-----|-----|
| Meet the number of persons to be served annually ➤ Program components met the number of persons to be served stated in the project application, SSO: Met the LBCoC number of persons to be served (Accessed CE) | 90% | X | X | X | X | X | X | X |
| Increase the number of persons to be screened or assessed annually ➤ Persons served are screened or assessed | 80% | | | X | | | | |
| Increase the number of persons who were referred to one or more referrals annually ➤ Persons served were referred to one or more referrals | 80% | | | X | | | | |
| Increase the number of successful referral (client accepted) for persons served annually ➤ Persons referred to shelter or housing projects, subsequent follow up with the client or provider indicates the client was accepted into the project opening | 70% | | | X | | | | |
| Reduce the number of persons exiting back to homelessness ➤ Reduction of persons who exits from permanent housing back to homelessness (Exiting to Temporary Destinations) | Less than 5% | | | | | | X | X |
| Increase residential project occupancy ➤ Increase daily utilization of beds | 90% | | | | X | X | X | X |
| Persons age 18 or older increase earned income during operating year ➤ Adults increased earned income during project operational year and exit | % | | | | 5% | 16% | 15% | 20% |
| Persons age 18 or older increase non-employment cash income during operating year ➤ Adults increased non-employment cash income (i.e. GR, SSI, TANF, VA, SSDI Benefits, or retirement income) during project operational year and exit | % | | | 4% | 8% | 31% | 50% | 14% |
| Increase the number of persons retaining permanent housing ➤ Persons served retained housing or exited to permanent housing | 95% | X | | | | | | |
| Increase the number of persons exiting to permanent housing ➤ Persons exiting: Increase the number of persons exiting to permanent housing destinations | 80% | | | | X | X | X | X |
| Increase the number of persons remaining in permanent housing ➤ Persons served retained permanent housing at 6 months | 90% | | | | | | X | |

| | | | | | | | | |
|---|-------------------|---|--|---|---|---|---|---|
| Reduce the number of persons exiting with Unknown Destination ➤ Reduction of persons who exits with "Client doesn't Know/Client Refused" or "Data Not Collected no exit interview completed)" | Less than 5% | X | | X | X | X | X | X |
| Reduce the number of persons exiting with No Financial Resources ➤ Reduction of persons who exits with no earned income or non-employment cash income. | Less than 5% | X | | X | X | X | X | X |
| Cost Effectiveness ➤ Total project budget including match/# of permanent housing placements | Less than \$5,000 | X | | | X | X | X | X |

Revision 09/13/2019 Version 4

VIII. HUD ELIGIBLE COSTS

Overview: CoC Program funding can only be used to support eligible costs. Eligible costs for the CoC program are acquisition, rehabilitation, new construction, leasing, rental assistance, HMIS, coordinated entry, operating costs, supportive services, administrative, planning, and Unified Funding Agency costs. Applicants may apply for more than one type of assistance; however, not all costs are eligible in each program component, and in some cases, certain costs cannot be combined in a structure. Funds are available to pay for the eligible costs (as listed below) when used to:

- A. Establish new housing or new facilities to provide supportive services;
- B. Expand existing housing and facilities in order to increase the number of homeless persons served;
- C. Operate a coordinated entry system that will provide a comprehensive assessment of the needs of individuals and families for housing and services;
- D. Bring existing housing and facilities into compliance with State and local government health and safety standards;
- E. Preserve existing permanent housing and facilities that provide supportive services;
- F. Provide additional supportive services for residents of supportive housing or for homeless persons NOT residing in supportive housing; and
- G. Continue funding permanent housing when the recipient has received funding under this part for leasing, supportive services, operating costs, or rental assistance;
- H. Establish and operate an HMIS or comparable database.

A. Leasing:

1. Use:

Where the recipient or subrecipient is leasing the structure, or portions thereof, grant funds may be used to pay for 100 percent of the costs of leasing a structure or structures, or portions thereof, to provide housing or supportive services to homeless persons for up to 3 years. Leasing funds may not be used to lease units or structures owned by the recipient, subrecipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership, where the partnership owns the structure, unless HUD authorized an exception for good cause. There is no match requirement for the Leasing category.

2. Requirements:

- i) Leasing Structures: When grants are used to pay rent for all or part of a structure or structures, the rent paid must be reasonable in relation to rents being charged in the area for comparable space. In addition, the rent paid may not exceed rents currently being charged by the same owner for comparable unassisted space.
- ii) Leasing Individual Units: When grants are used to pay rent for individual housing units, the rent paid must be reasonable in relation to rents being charged for comparable units, taking into account the location, size, type, quality, amenities, facilities, and management

services. In addition, the rents may not exceed rents currently being charged for comparable units, and the rent paid may not exceed HUD-determined fair market rents.

- iii) Active lease agreement must be provided to the City of Long Beach upon execution, amendment and/or renewal.
- iv) Utilities: If electricity, gas, and water are included in the rent, these utilities may be paid from leasing funds. If utilities are not provided by the landlord, these utility costs are an operating cost, except for supportive service facilities. If the structure is being used as a supportive service facility, then these utility costs are a supportive service cost.
- v) Security Deposits and Rent: Recipients and subrecipients may use grant funds to pay security deposits, in an amount not to exceed 2 months of actual rent. An advance payment of the last month's rent may be provided to the landlord in addition to the security deposit and payment of the first month's rent.
- vi) Occupancy Agreements and Subleases: Occupancy agreements and subleases are required as specified in 24 CFR § 578.77(a).
- vii) Calculation of Occupancy Charges and Rent: Occupancy charges and rent from program participants must be calculated as provided in 24 CFR § 578.77.
- viii) Program Income: Occupancy charges and rent collected from program participants are program income and may be used as provided under 24 CFR § 578.97.

B. Fair Market Rent (FMR)

New projects requesting leasing costs or rental assistance are permitted to request an actual rent cost per unit amount less than the Fair Market Rent (FMR), or the published 2019 FMR. Project applications for leasing costs or rental assistance cannot request more than 100 percent of the published FMR. However, applicants must ensure that the amount requested will be sufficient to cover all eligible costs as HUD cannot provide funds beyond what is awarded through the competition.

HUD is required to adjust awards for leasing, operating, and rental assistance budget line items based on changes to the Fair Market Rents (FMR). All adjustments for each fiscal year appropriation will be made prior to award announcement utilizing the methodology described in the FY 2019 CoC Program Competition NOFA.

The 2019 FMR for the Los Angeles-Long Beach, CA HUD Metro FMR Area, available at https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2019_code/2019summary.odn, is as follows:

| 2019 Fair Market Rent for Long Beach | | | | | |
|--------------------------------------|-----------|-----------|------------|------------|------------|
| Number of Bedrooms: | 0 Bedroom | 1 Bedroom | 2 Bedrooms | 3 Bedrooms | 4 Bedrooms |
| FMR: | \$1,158 | \$1,384 | \$1,791 | \$2,401 | \$2,641 |

C. Homeless Management Information System

1. Eligible Costs:

- i) The recipient or subrecipient may use Continuum of Care program funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care, including the costs of:
 - a) Purchasing or leasing computer hardware;
 - b) Purchasing software or software licenses;
 - c) Purchasing or leasing equipment, including telephones, fax machines, and furniture;
 - d) Obtaining technical support;
 - e) Leasing office space;
 - f) Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS;
 - g) Paying salaries for operating HMIS, including:

- 1) Completing data entry;
 - 2) Monitoring and reviewing data quality;
 - 3) Completing data analysis;
 - 4) Reporting to the HMIS Lead;
 - 5) Training staff on using the HMIS; and
 - 6) Implementing and complying with HMIS requirements;
- h) Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;
- i) Paying staff travel costs to conduct intake; and
- j) Paying participation fees charged by the HMIS Lead, as authorized by HUD, if the applicant is not the HMIS Lead.
- ii) If the recipient or subrecipient is the HMIS Lead, it may also use Continuum of Care funds to pay the costs of:
- i) Hosting and maintaining HMIS software or data;
 - ii) Backing up, recovering, or repairing HMIS software or data;
 - iii) Upgrading, customizing, and enhancing the HMIS;
 - iv) Integrating and warehousing data, including development of a data warehouse for use in aggregating data from subrecipients using multiple software systems;
 - v) Administering the system;
 - vi) Reporting to providers, the Continuum of Care, and HUD; and
 - vii) Conducting training on using the system, including traveling to the training.
- iii) If the recipient or subrecipient is a victim services provider, or a legal services provider, it may use Continuum of Care funds to establish and operate a comparable

2. **General Restrictions:** Activities funded under this section must comply with the HMIS requirements.

D. **Supportive Services**

1. **General:** Grant funds may be used to pay the eligible costs of supportive services that address the special needs of the program participants.
 - i) Supportive services must be necessary to assist program participants obtain and maintain housing.
 - ii) Subrecipients shall conduct an annual assessment of the service needs of the program participants and should adjust services accordingly.
2. **Duration:**
 - i) For a transitional housing project, supportive services must be made available to residents throughout the duration of their residence in the project.
 - ii) Permanent supportive housing projects must provide supportive services for the residents to enable them to live as independently as is practicable throughout the duration of their residence in the project.
 - iii) Services may also be provided to former residents of transitional housing and current residents of permanent housing who were homeless in the prior 6 months, for no more than 6 months after leaving transitional housing or homelessness, respectively, to assist their adjustment to independent living.
 - iv) Rapid rehousing projects must require the program participant to meet with a case manager not less than once per month as set forth in 24 CFR § 578.37(a)(1)(ii)(F), to assist the program participant in maintaining long-term housing stability.
3. **Special Populations:** All eligible costs are eligible to the same extent for program participants who are unaccompanied homeless youth; persons living with HIV/AIDS; and victims of domestic violence, dating violence, sexual assault, or stalking.

4. **Ineligible Costs:** Any cost that is not described as an eligible cost under this section is not an eligible cost of providing supportive services using Continuum of Care program funds. Staff training and the costs of obtaining professional licenses or certifications needed to provide supportive services are not eligible costs.
5. **Eligible Costs:**
- i) Annual Assessment of Service Needs: The costs of the assessment required by 24 CFR § 578.53(a)(2) are eligible costs.
 - ii) Coordinated Entry System: The costs of providing a coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. Such a system covers the geographic area, is easily accessed by individuals seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.
 - iii) Assistance with Moving Costs: Reasonable one-time moving costs are eligible and include truck rental and hiring a moving company.
 - iv) Case Management: The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs. Component services and activities consist of:
 - a) Counseling;
 - b) Developing, securing, and coordinating services;
 - c) Using the centralized or coordinated assessment system as required under 24 CFR § 578.23(c)(9).
 - d) Obtaining federal, State, and local benefits;
 - e) Monitoring and evaluating program participant progress;
 - f) Providing information and referrals to other providers;
 - g) Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
 - h) Developing an individualized housing and service plan, including planning a path to permanent housing stability.
 - v) Child Care: The costs of establishing and operating child care, and providing child-care vouchers, for children from families experiencing homelessness, including providing meals and snacks, and comprehensive and coordinated developmental activities, are eligible.
 - a) The children must be under the age of 13, unless they are disabled children.
 - b) Disabled children must be under the age of 18.
 - c) The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.
 - vi) Education Services: The costs of improving knowledge and basic educational skills are eligible.
 - a) Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED).
 - b) Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources.
 - vii) Employment Assistance and Job Training: The costs of establishing and operating employment assistance and job training programs are eligible, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost.
 - 1) Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.
 - 2) Services that assist individuals in securing employment consist of:
 - a) Employment screening, assessment, or testing;

- b) Structured job skills and job-seeking skills;
 - c) Special training and tutoring, including literacy training and prevocational training;
 - d) Books and instructional material;
 - e) Counseling or job coaching; and
 - f) Referral to community resources.
- viii) Food: The cost of providing meals or groceries to program participants is eligible.
- ix) Housing Search and Counseling Services: Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible.
- 1) Component services or activities are tenant counseling; assisting individuals and families to understand leases; securing utilities; and making moving arrangements.
 - 2) ii) Other eligible costs are:
 - a) Mediation with property owners and landlords on behalf of eligible program participants;
 - b) Credit counseling, accessing a free personal credit report, and resolving personal credit issues; and
 - c) The payment of rental application fees.
- x) Legal Services: Eligible costs are the fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with the homeless individual or family's ability to obtain and retain housing.
- 1) Eligible subject matters are child support; guardianship; paternity; emancipation; legal separation; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; appeal of veterans and public benefit claim denials; landlord tenant disputes; and the resolution of outstanding criminal warrants.
 - 2) Component services or activities may include receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.
 - 3) Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.
 - 4) Legal services for immigration and citizenship matters and issues related to mortgages and homeownership are ineligible. Retainer fee arrangements and contingency fee arrangements are ineligible.
- xi) Life Skills Training: The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance abuse, and homelessness are eligible. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are the budgeting of resources and money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.
- xii) Mental Health Services: Eligible costs are the direct outpatient treatment of mental health conditions that are provided by licensed professionals. Component services are crisis interventions; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.
- xiii) Outpatient Health Services: Eligible costs are the direct outpatient treatment of medical conditions when provided by licensed medical professionals including:
- 1) Providing an analysis or assessment of an individual's health problems and the development of a treatment plan;
 - 2) Assisting individuals to understand their health needs;
 - 3) Providing directly or assisting individuals to obtain and utilize appropriate medical treatment;

- 4) Preventive medical care and health maintenance services, including in-home health services and emergency medical services;
 - 5) Provision of appropriate medication;
 - 6) Providing follow-up services; and
 - 7) Preventive and non-cosmetic dental care.
- xiv) Outreach Services: The costs of activities to engage persons for the purpose of providing immediate support and intervention, as well as identifying potential program participants, are eligible.
- 1) Eligible costs include the outreach worker's transportation costs and a cell phone to be used by the individual performing the outreach.
 - 2) Component activities and services consist of: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless and mainstream programs; and publicizing the availability of the housing and/or services provided within the geographic area covered by the Continuum of Care.
- xv) Substance Abuse Treatment Services: The costs of program participant intake and assessment, outpatient treatment, group and individual counseling, and drug testing are eligible. Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.
- xvi) Transportation:
- i) The costs of program participant's travel on public transportation or in a vehicle provided by the recipient or subrecipient to and from medical care, employment, child care, or other services eligible under this section.
 - ii) Mileage allowance for service workers to visit program participants and to carry out housing quality inspections;
 - iii) The cost of purchasing or leasing a vehicle in which staff transports program participants and/or staff serving program participants;
 - iv) The cost of gas, insurance, taxes, and maintenance for the vehicle;
 - v) The costs of recipient or subrecipient staff to accompany or assist program participants to utilize public transportation; and
 - vi) If public transportation options are not sufficient within the area, the recipient may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following:
 - 1) Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types);
 - 2) Payments for car repairs or maintenance must be paid by the recipient or subrecipient directly to the third party that repairs or maintains the car; and
 - 3) The recipients or subrecipients may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.
- xvii) Utility Deposits: This form of assistance consists of paying for utility deposits. Utility deposits must be a one-time fee, paid to utility companies.
- xviii) Direct Provision of Services: If the service described in paragraphs (e)(1) through (e)(16) of this section is being directly delivered by the recipient or subrecipient, eligible costs for those services also include:
- i) The costs of labor or supplies, and materials incurred by the recipient or subrecipient in directly providing supportive services to program participants; and
 - ii) The salary and benefit packages of the recipient and subrecipient staff who directly deliver the services.

E. Project Administrative Costs:

- 1. **Eligible Costs**: The recipient or subrecipient may use up to 10 percent of any grant awarded under this part, excluding the amount for Continuum of Care Planning Activities and UFA costs,

for the payment of project administrative costs related to the planning and execution of Continuum of Care activities. This does not include staff and overhead costs directly related to carrying out activities eligible under 24 CFR § 578.43 through 24 CFR § 578.57, because those costs are eligible as part of those activities. Eligible administrative costs include:

- i) General Management, Oversight, and Coordination: Costs of overall program management, coordination, monitoring, and evaluation. These costs include, but are not limited to, necessary expenditures for the following:
 - a) Salaries, wages, and related costs of the recipient’s staff, the staff of subrecipients, or other staff engaged in program administration. In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant. Program administration assignments include the following:
 - 1) Preparing program budgets and schedules, and amendments to those budgets and schedules;
 - 2) Developing systems for assuring compliance with program requirements;
 - 3) Developing agreements with subrecipients and contractors to carry out program activities;
 - 4) Monitoring program activities for progress and compliance with program requirements;
 - 5) Preparing reports and other documents directly related to the program for submission to HUD;
 - 6) Coordinating the resolution of audit and monitoring findings;
 - 7) Evaluating program results against stated objectives; and
 - 8) Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraph (a)(1)(i)(A) through (G) of this section.
 - b) Travel costs incurred for monitoring of subrecipients;
 - c) Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and
 - d) Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.

IX. PROPOSAL SUBMISSION AND FORMATTING

For funding consideration, all projects must meet the City of Long Beach project eligibility requirements defined in this Request for Proposals (RFP). Agencies responding to this RFP must complete the attached funding application. Agencies applying for more than one project must submit separate applications for each project proposed.

APPLICATION SECTIONS

| | |
|------------|---|
| Section 1: | Project Information |
| Section 2: | Detailed Project Information & Attachments |
| Section 3: | Budget and Fiscal Information & Attachments |
| Section 4: | Agency Information & Attachments |

FORMATTING

The following formatting components are required. The application must be single-spaced, 11-point font, Arial, justified, with 1” x 1” x 1” x 1” margins. The format should follow the outline and be easy to read with clearly distinguishable paragraphs. Do not utilize **any additional CAPITALIZATION, bolding, italicizing, highlighting or underlining** in the narrative text. All attachments must be clearly labeled. Include the agency name, project name, and the page number in the footer at the bottom right hand corner of each page.

Submission of an application shall constitute acknowledgment and acceptance of all terms and conditions contained herein. The application must be submitted in the legal name of the applicant organization. Applications must be signed by an authorized representative of the organization that has legal authority to enter into a contract with the City of Long Beach. The City will not accept joint applications.

APPLICATION SUBMISSION DEADLINE: Thursday, November 19, 2020 by 4:00 PM

EMAIL SUBMITTAL IS REQUIRED; NO FAXED, MAILED OR HAND DELIVERED COPIES WILL BE ACCEPTED.

Submit: Application and all supplemental documents as stated in this RFP via email to:

HomelessServices@longbeach.gov

Attention: Homeless Services Administrative Coordinator
City of Long Beach Department of Health and Human Services

Please use the same naming convention in the subject line of the email. If applying for more than one project type, submit a separate email for each application proposal for consideration. Do not combine multiple projects in one email. Application and accompanying attachments shall be saved in individual sections and submitted in a **zip file format** with the following title naming convention:

CoC_RFP No. HSD-2020-002_[Abbreviated Agency Name]_[Project Name]_Sect.[Section Number]

Example: CoC_RFP No. HSD-2020-002_HSD_CH Healthy Homes_Sect.1

A. REQUIRED ATTACHMENTS

The application must be submitted with all attachments as requested. Failure to submit any of these documents in the application may result in ineligibility of the application. Do not include any other attachments, brochures or information not requested in this application.

B. TECHNICAL ASSISTANCE

The City of Long Beach Department of Health and Human Services will allow for a question period through 4:00 PM on Wednesday, November 17, 2020. Questions must be submitted in writing and submitted via email to HomelessServices@longbeach.gov; phone calls pertaining to RFP questions will not be returned. Answers to questions received during the question period will be posted no later than Thursday, November 18, 2020 at 4:00 PM on the City's Department of Health and Human Services, Homeless Services page located at: <http://www.longbeach.gov/health/services/directory/homeless-services/rfp-coc/>. Questions received after the allotted period will not be answered.

Applicants should check the City webpage for additional notifications and addendums to the RFP through the RFP process. Applicants that have technical problems with the RFP can submit inquiries in writing via email to HomelessServices@longbeach.gov; all responses will be sent via email.

X. CRITERIA FOR EVALUATION AND SELECTION OF PROPOSALS

A. Application Threshold Requirements

An Application must meet threshold requirements as described below to be eligible for rating and ranking:

1. The application is received by the RFP deadline
2. The applicant is an eligible applicant as described in Section IV.

An application may be deemed ineligible if the application does not meet threshold requirements or if the application is incomplete and the Department cannot determine compliance with threshold requirements. The Department may also request clarification of unclear or ambiguous statements made in the application and other supporting documents when doing so will not impact the competitive scoring of the application. The Department may also request documentation necessary for compliance with federal requirements, provided such documentation is not used for scoring purposes.

B. Evaluation Criteria

All applications meeting threshold requirements will be rated based on the following criteria:

| NEW PROJECTS (Excluding DV Project) Application Components – Rating Factors | Score Allocation |
|---|---------------------|
| SECTION 2B. Experience of Project Applicant and Partner | 24 |
| SECTION 2E: Support Services | 16 |
| SECTION 2I: Outreach for Participants | 8 |
| TOTAL ELIGIBLE SCORE | 48 |

C. Proposal Selection

1. Proposals received will be reviewed by HSD for eligibility and meeting threshold requirements. Proposals that meet threshold requirements will be evaluated and scored by an Ad Hoc Review Committee comprised of Homeless Services Advisory Committee members.
2. Selection – The Ad-Hoc Review Committee will review, evaluate, and score all applications that meet threshold requirements. The Committee will score the applications based on the above rating factors. All reviewers must certify they have no conflict of interest with proposers that submit an application.
3. Appeals – Applicants that do not meet the threshold requirements or that are not recommended for funding may appeal and address the members of the CoC Ad Hoc Review Committee Appeal Panel. Appeals must be based on Ad Hoc Committee violations of program regulations, or on errors on the part of the Ad Hoc Committee or staff. For example, reviewing members did not consistently follow the scoring criteria and process, as detailed above or there was a conflict of interest that prevented a fair review of the proposal. A written appeal must be submitted within the timeline indicated in the notification letter. Each applicant will have the opportunity to present the appeal to the Ad Hoc Committee. A written notification on the outcome of the appeal will be provided to the respective applicant. No appeals will be heard on the basis of partial funding.

XI. FUNDING OBLIGATIONS

- A. The term for all projects is one (1) year.
- B. Homeless Management Information Systems (HMIS): All grantees receiving Continuum of Care funds are required to participate in the local HMIS system and to comply with Long Beach CoC HMIS data requirements to ensure compliance with new eSNAPS reporting modules implemented by HUD. All service providers will be required to protect Personally Identifying Information of any individual or family who applies for and/or receives Continuum of Care assistance. Currently, victim services provider and legal service providers are required to operate a comparable database that must be a relational database that meets all HMIS data standards and the minimum standards of HMIS privacy and security requirements. It also must be able to produce the .csv files required by HUD and/or Long Beach CoC. Victim services provider or legal service providers are required to meet HUD and/or Long Beach reporting requirement such as the Annual Performance Report (APR) reporting/performance requirements, and be able to provide aggregate data for HUD and/or Long Beach CoC data analysis. Under HMIS costs, new projects are allocated a maximum of three (3) user licenses and one (1) Advanced Reporting Tool (ART) viewer license to meet required protocols established by HUD and prescribed by the software vendor. Additional user licenses may be purchased dependent upon agency need. Additional user license costs include a start-up fee of approximately \$510 per user for the first year and an ongoing annual maintenance fee of approximately \$285 per user for each year thereafter. Additional ART view licenses are approximately \$96 per user per year. The cost of user licenses is subject to change without notice.

All residential beds funded by the Long Beach CoC must be represented and updated in the HMIS bed module as occupied or vacant within HMIS daily to best coordinate full occupancy and systemic movement.

- C. Agencies must comply with all requirements stated contained in the FY 2019 Continuum of Care Program NOFA, FY 2019 CoC Program Registration Notice, FY 2019 Policy Requirements and General Section, and CoC Program interim rule.
- D. All projects receiving CoC funding for transitional and permanent housing are required to coordinate and accept referrals to fill vacancies from the Long Beach Coordinated Entry System.
- E. All projects with a leasing line item must maintain and submit a current lease agreement and provide a copy to DHHS which confirms the site control address, identifies units leased by the subrecipient for the project, and contains any changes in leasing terms.
- F. For projects with either a Leasing budget line item or Rental Assistance budget line item (e.g., Permanent Supportive Housing, Rapid Rehousing, or Transitional Housing), subrecipients must have signed occupancy agreements or leases (or subleases) with program participants residing in housing. For Transitional Housing projects, program participants must have signed a lease or occupancy agreement that is for a term of at least one month and that ends in 24 months and cannot be extended.
- G. Agencies are required to submit final closeout invoices with the final APR, no later than 30 days after the end of any grant period. Failure to submit final invoices and APRs within 30 days may result in the agency not receiving reimbursement of funds. Failure to comply with this important requirement may result in a lower capacity rating for renewal consideration resulting in future funding reduction or recapture of funds.
- H. A Single Audit or Audited Financial Statement must be on file with the DHHS for the most recent fiscal year, and are due within 9 months of the agency's fiscal year closing. Failure to submit the appropriate independent audit documents will disqualify an applicant's application.
- I. HUD will withdraw an award if the applicant does not satisfy all conditions imposed on it. Correcting all issues and conditions attached to an award must be completed within the time frame established in the NOFA. Proof of site control, match, environmental review, and the documentation of financial feasibility must be completed within 12 months of the announcement of the award, or 24 months in the case of funds for acquisition, rehabilitation, or new construction. The 12-month deadline may be extended by HUD for up to 12 additional months upon a showing of compelling reasons for delay due to factors beyond the control of the recipient or subrecipient.

XII. MATCH REQUIREMENTS

The applicant must match all grant funds, except for leasing funds, with no less than 25 percent of cash or in-kind contributions from other eligible sources. In addition, match must meet the regulatory requirements set forth in subpart D of 24 CFR 578 and the applicable administrative requirements and cost principles (i.e., 2 CFR 200). These requirements include, but are not limited to:

- A. Match contributions must be reasonable and necessary, allowable, and allocable.
- B. Match must originate from eligible sources; this includes any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match for HUD funds.
- C. Contributions must be used for activities and/or costs eligible under subpart D of the CoC Program Rule (24 CFR 578), or, in the case of HPCs, eligible under 24 CFR § 578.71.
- D. Contributions must conform to any limits or exclusions set forth in the applicable cost principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items, including restrictions and exclusions set forth in the CoC Program Rule. (e.g., "Program funds may not be used for rental assistance and operating costs in the same project." [24 CFR 578.55 (c)])

For the Long Beach CoC, the following additional requirements apply:

- E. Match must be provided on a grant-by-grant basis.
- F. Contributions (cash or in-kind) must be used for eligible activities and/or costs that are included in the project narrative and project budget. In addition, contributions should clearly align with the supportive services chart in Section 2 and the description in the budget justification in Section 3.
- G. Contributions for acquisition of real property; rehabilitation of structures to provide housing or supportive services for homeless persons; and new construction costs are not permitted without prior written approval from the City of Long Beach.

Projects are to budget only the match which is required by the CoC regulation. All committed match, as specified in the budget, is part of the grant award, and as such, is subject to all programmatic restrictions and audit requirements.

Cash Sources

An applicant may use funds from any source, including any other federal sources (excluding CoC program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. Cash match must be used for the costs of activities that are eligible under subpart D of 24 CFR 578. The applicant must ensure that any funds used to satisfy the matching requirements of this section are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under this program.

In-kind Contributions

(1) The applicant may use the value of any services contributed to the project as match, provided that if the applicant had to pay for them with grant funds, the costs would have been eligible under Subpart D, or, in the case of HPCs, eligible under 24 CFR § 578.71.

For the Long Beach CoC, goods, buildings, real property, or equipment contributed to the project are deemed ineligible for use as in-kind match due to the inability to effectively quantify value and verify allocability to project participants.

(2) The requirements of 2 CFR § 200.306 and 2 CFR Subpart E (Cost Principles) apply.

(3) If applications include third-party In-kind match, applicants should attach Memorandum of Understanding (MOU) documentation that confirms the in-kind match commitment. If the MOU documentation is not available at application submission, it will be a condition for grant execution if HUD conditionally awards the project. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the subrecipient's organization. If the subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

(i) The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided.

(ii) During the term of the grant, subrecipient must keep and make available, for inspection, records documenting the service hours provided.

Documentation

Detailed match documentation must be submitted during the invoicing process.

XIII. GENERAL REQUIREMENTS

- A. Funds from this grant program may not replace funds from other sources.
- B. Projects supported by Long Beach CoC should focus existing resources to reduce homelessness locally and should primarily benefit persons experiencing homelessness living within the Long Beach jurisdiction. Additionally, services under these contracts should primarily be delivered within the city limits of Long Beach.
- C. Operating Agreement: Applicants approved for funding will be required to sign a Contract with the City to ensure compliance with City of Long Beach, Federal Executive Orders and HUD regulations. Funds are subject to Federal and local regulations including, but not limited to: non-discrimination, equal opportunity, accessibility, lead-based paint, audits, procurement and environmental review.
- D. OMB Administrative Requirements and Cost Principles: Unless accepted under 24 CFR chapters I through IX, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, set forth in 2 CFR part 200, shall apply to Federal Awards made by the Department of Housing and Urban Development to non-Federal entities.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards may apply to the award, acceptance, and use of assistance under the individual program NOFAs, and to the remedies for noncompliance, except when inconsistent with the provisions of applicable federal statutes or regulations, or the provisions of this notice. Compliance with additional

OMB circulars or government wide regulations may be specified for a particular program in the applicable Program NOFA.

- E. Non-discrimination in Services and Employment: Applicants approved for funding shall not, in accordance with Federal law, discriminate in the provision of services hereunder because of race, color, religion, national origin, ancestry, sex, age or physical or mental handicap as identified in Section 109 of the Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and 24 CFR 570.602. In addition, Sub-recipient shall not discriminate in the provision of services hereunder because of religious belief, creed, medical condition, blindness, sexual orientation, marital status, pregnancy, parenthood, citizenship, gender identity, domestic partner status or AIDS or HIV status.
- F. Applicants approved for funding shall certify and agree not to discriminate against any employee or person who is employed or compensated in whole or in part using funds provided under this Agreement because of race, color, creed, religion, religious belief, national origin, ancestry, citizenship, age, sex, sexual orientation, marital status, pregnancy, parenthood, medical condition, physical or mental disability, gender identity, domestic partner status or AIDS or HIV status.
- G. Safeguarding Resident/Client Files: In maintaining resident and client records, HUD funding recipients shall observe Federal, State, and local laws concerning the disclosure of records that pertain to individuals. Further, recipients are required to adopt and take reasonable measures to ensure that resident and client records are safeguarded. This includes when reviewing, printing, or copying client records.

XIV. CONDITIONS AND RESERVATIONS

- A. All costs of proposal preparation shall be borne by the applicant organization. The City of Long Beach shall not, in any event, be liable for any pre-contractual expenses incurred by the bidder in the preparation and/or submission of the proposal. The applicant shall not include any such expenses as part of the budget in the proposal.
- B. The proposal must set forth full, accurate, and complete information as required by this application. The applicant may not initiate any changes or additions after the proposal deadline.
- C. The City of Long Beach reserves the right to retain all submitted applications and the applications shall become the property of the City of Long Beach. Applications may be disclosed under the Public Records Act at a later date. Any department or agency of the City shall have the right to use any or all ideas presented in applications submitted in response to this RFP without any change or limitation. Selection or rejection of a proposal does not affect these rights.
- D. The City of Long Beach reserves the right to communicate with funders or providers associated with the applicant to obtain additional clarification of design, program or agency fiscal and programmatic capacities and to utilize this information in the evaluation process. This includes verification of sources of match and leverage as stated within the application submission.
- E. The City of Long Beach reserves the right to conduct scheduled and unscheduled site visits of agency applicants by City staff, County, State and Federal funding entities.
- F. The City of Long Beach reserves the right to reject any or all applications received in answer to this RFP if deemed incomplete or not appropriate.
- G. The City of Long Beach makes no representation that any contract will be awarded to any applicant responding to this RFP.
- H. The City of Long Beach reserves the right to change application components and/or subrecipient agency submitted as it sees fit to better meet HUD/local requirements.
- I. Responding to this RFP will not guarantee inclusion in the City's application to HUD for Continuum of Care Homeless Assistance Programs.
- J. All agencies must agree to sign the *Health Information In Compliance With the Health Insurance Portability And Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH Act) Business Associate Agreement*.

XV. CONTRACT CONDITIONS

- A. Contractors will be required to comply with conditions set forth by the City of Long Beach and the U.S. Department of Housing and Urban Development (HUD), as outlined in the Federal Register, and in this RFP.
- B. The City must have an executed contract with HUD and an executed contract with each sub-grantee prior to reimbursement of funded activities under this RFP. Agencies will NOT be reimbursed for eligible costs incurred prior to the operational period. The City will not reimburse any agency for incurred project costs beyond the contract operational period as detailed in an executed City contract.
- C. Applicants approved for funding will be required to maintain and submit to the City of Long Beach, Department of Health and Human Services adequate information necessary to monitor program accountability and progress in accordance with Federal Regulations under HUD for CoC Programs, and City of Long Beach requirements. These conditions include but are not limited to: Annual Performance Reports, *Health Information In Compliance with Health Insurance Portability and Accountability Act of 1996 (HIPAA)* and the *Health Information Technology for Economic and Clinical Health Act (HITECH Act) Business Associate Agreement*, and insurance/contract requirements.
- D. Insurance Requirements: As a condition precedent to the effectiveness of a contract with the City, Organization shall procure and maintain at Organization's sole expense for the duration of this contract and any extensions thereof from an insurance company that is admitted to write insurance in the State of California or that has a rating of or equivalent to an A:VIII by A.M. Best and Company the following insurance:
1. PROFESSIONAL LIABILITY INSURANCE covering the profession or professions provided by the Subcontract in an amount of not less than one million dollars (\$1,000,000) per claim. If a "claims-made" policy, it must provide for an extended reporting period of not less than three (3) years. Professional liability must be deleted from the additional insured endorsement whenever your agency has a combined general-professional liability policy.
 2. WORKERS COMPENSATION as required by the Labor Code of the State of California and employer's liability insurance in an amount not less than One Million Dollars (\$1,000,000) per accident or occupational illness. The policy shall be endorsed with a waiver of the insurer's right of subrogation against the City of Long Beach, its Boards, and their officials, employees, and agents.
 3. BLANKET HONESTY BOND or CRIME INSURANCE in an amount of at least fifty percent of the amount of this Subcontract or twenty-five thousand dollars (\$25,000), whichever is greater, and that names the City of Long Beach loss payee as its interests may appear. Requirement may be waived if the Subcontract is awarded on a reimbursement-only, drawn-down basis.
 4. COMMERCIAL GENERAL LIABILITY INSURANCE equivalent in coverage scope to ISO form CG 00 01 11 85 or 10 93 in an amount not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in aggregate. Such insurance shall not exclude or limit coverage for broad form contractual liability, cross liability protection, independent contractors' liability, or products and completed operations liability, and, if minors or other vulnerable parties (e.g., disabled persons or seniors) are served as part of the scope, shall not exclude coverage for abuse and molestation. The City of Long Beach, and its Boards, commissions, officials, agents, and employees shall be added as additional insureds by an endorsement equivalent in coverage scope to an ISO CG 20 26 11 85. This additional insured coverage shall contain no limitations on the scope of protection afforded to the City, its Boards, commissions, officials, employees, and agents. Professional liability must be deleted from the additional insured endorsement whenever the Organization has a combined general-professional liability policy.
 5. COMMERCIAL AUTOMOBILE LIABILITY INSURANCE equivalent in coverage scope to ISO form CA 00 01 06 92 in an amount not less than One Million Dollars (US \$1,000,000) combined single limit (CSL) covering, as applicable, Symbol 1 ("Any Auto") for any vehicle with 7 passengers or fewer, in an amount not less than

Five Million Dollars (US \$5,000,000) combined single limit (CSL) covering Symbol 1 ("Any Auto") for any vehicle with 8 through 15 passengers, and in an amount not less than Ten Million Dollars (US \$10,000,000) combined single limit (CSL) covering Symbol 1 ("Any Auto") for any vehicle with 16 passengers or more. If Organization owns no autos, Organization may provide evidence of non-owned and fired auto insurance. This may be provided as an addition to the General Liability policy.

6. ELECTRONIC DATA PROCESSING LIABILITY AND CYBERSPACE/ONLINE LIABILITY INSURANCE in an amount not less than One Million Dollars (\$1,000,000) per claim covering the services provided pursuant to this Subcontract, if online services apply.
7. NOTICE OF CANCELLATION - Each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, changed or terminated except after twenty (20) days prior written notice has been given to the City. This must be unqualified and may not include the usual qualifying language ("Endeavor to" and "but failure to...representatives.").
8. DEDUCTIBLES AND SELF-INSURED RETENTIONS - All deductibles above \$1000 or self-insured retentions shall be reported to and approved by the City's Risk Manager or designee. Any self-insurance program or self-insurance retention must be approved separately in writing by City and shall protect the City of Long Beach and its officials, employees, and agents in the same manner and to the same extent as they would have been protected had the policy or policies not contained retention provisions and shall be primary and not contributing to any other insurance or self-insurance maintained by City.
9. NO LIMITATIONS ON LIABILITY - City makes no representation that the limits or forms of coverage of insurance specified herein are adequate to cover contractor's liability or obligations under the grant. Any modification or waiver of the insurance requirements herein shall be made only with the written approval of the City's Risk Manager or designee.
10. SUBCONTRACTORS TO SUBCONTRACTOR. Any subcontractors which Organization may use in the performance of this Subcontract shall be required to indemnify the City to the same extent as the Contractor and to maintain insurance in compliance with the provisions of this section.
11. OTHER. Organization shall deliver to City certificates of insurance and original endorsements for approval as to sufficiency and form prior to the start of performance hereunder. The certificates and endorsements for each insurance policy shall contain the original signature of a person authorized by that insurer to bind coverage on its behalf. "Claims-made" policies are not acceptable unless City Risk Manager determines that "Occurrence" policies are not available in the market for the risk being insured. In a "Claims-made" policy is accepted, it must provide for an extended reporting period of not less than three years. Such insurance as required herein shall not be deemed to limit Organization's liability relating to performance under this Subcontract. City reserves the right to require complete certified copies of all said policies at any time. Any modification or waiver of the insurance requirements herein shall be made only with the approval of City Risk Manager. The procuring of insurance shall not be construed as a limitation on liability or as full performance of the indemnification provisions of the contract.

E. Financial Requirements

New agencies contracting with the City may be subject to fiscal review prior to finalization of award. The focus of the review is to verify that the accounting system is adequate. If awarded a grant, the contractor shall establish a tracking system that will clearly and distinctly identify units of services and/or direct costs applicable to the services to be rendered under this contract. The contractor shall be required to submit invoices for the funds in a format to be established by the City.

The City's obligation to pay any sum for any fiscal year shall be contingent upon receipt of federal funds and upon appropriation by the City Council of the necessary funds for such payment by the City in each fiscal year during the term of contracts awarded. **In the event that the City Council of the City of Long Beach or the Federal government fails to appropriate the necessary funds for any fiscal year, the contracts awarded for that period will not be funded and/or renewed.**

The following fiscal and accounting procedures shall be required:

1. Maintain a bank account and perform monthly bank reconciliation.
2. Designate specific employees to perform each of the following functions:
 - i) Receipt for goods and services provided to Contractor.
 - ii) Approve the purchase of goods and services for Contractor.
 - iii) Approve employee time worked.
3. Deposit all receipts in the bank account promptly and intact. (Do not pay any expense directly out of cash receipts.)
4. Maintain bank-validated copies for every deposit slip in chronological order. Each deposit slip should include sufficient detail to explain the source of the funds being deposited. (This may be done by recording the details on the deposit slip or by attaching supporting documentation, which may have been received with the receipts.)
5. Disburse all funds by check, preferably signed by two officers of the contractor, neither of who is the bookkeeper or the accounting clerk.
6. Maintain documented support for every check written, which should include:
 - i) Original invoice from vendor.
 - ii) Indication by signature and date of an authorized employee that the goods or services were received by the contractor. (This may be done on a separate receiving report, a copy of the packing slip or on the invoice itself).
 - iii) Indication that the goods or services were approved for purchase by an authorized individual (This should be by signature and date and should appear on the invoice or on the purchase requisition, if the contractor uses such).
 - iv) Maintain and file all required tax and payroll reports with appropriate Federal and State agencies.
7. Maintain the following records in an orderly fashion by contractor's fiscal year until audited by the City:
 - i) Bank Statements and Bank Reconciliation
 - ii) Deposit slips and supports
 - iii) Checks and supports
 - iv) Payroll records
 - v) Cash receipts and disbursements journals
 - vi) Monthly financial statements
 - vii) Requests for reimbursements from the City and appropriate supporting documents
8. Maintain individual participant files in accordance with all applicable HUD regulations and the City of Long Beach Case Management Standards of Care Document to include, but not limited to, proof of homelessness, proof of disability, as applicable, income status, proof of resident rent calculations, and/or savings programs, intake forms, assessments and documentation of services.
9. Maintain proper tracking, documentation, client savings programs and resident rent calculations.
10. Full Cooperation for an Audit by the City Auditor, as deemed necessary.

F. Contractor shall allow representatives of the City of Long Beach or HUD to inspect facilities, which are used in conjunction with the contracts made to implement programs funded under this proposal.

G. Each contractor must comply fully with all of the requirements specified in this RFP. The responsibility for accuracy rests entirely with the applicant.

H. Contractors shall make available to representatives of the City of Long Beach or HUD upon reasonable notice, all documentation related to the program funded by this contract (i.e., case files, program files, policies and procedures). Demographic information about clients will be regularly transmitted to the City of Long Beach Department of Health and Human Services in a manner consistent with agreements protecting client and/or agency confidentiality rights.

I. Contractors acknowledge that, as recipients of Federal funds, they will be required to comply with Federal regulations pertaining to the use of such funds. All regulations will be enumerated in the contract and will be incorporated by reference. It will be the contractor's responsibility to assure compliance with applicable

regulations. To the extent feasible, the City of Long Beach will provide the successful bidders with the applicable Federal regulations.

J. Contractors will ensure an annual financial audit is performed in compliance with the Federal Single Audit Act and will submit a copy of the audit report to the City of Long Beach, Department of Health and Human Services within nine months after the end of the contractor's fiscal year.

K. Contractors acknowledge that funds are NOT meant to replace or supplant other sources of funding and contractor will assure funds awarded are not used to replace or supplant other funds.

L. Contractors should be aware that, in the event the measurable goals/objectives fall below City of Long Beach and HUD standards of successful performance measurements, the City may reduce or eliminate any future renewal or new funding of projects. Specific benchmarks of accomplishment will be established by contract using Scope of Work/Standardized Goals for all Long Beach funded projects.

M. Contractors shall maintain any applicable licenses or permits, and meet any facilities code regulations required for the program(s) funded under this contract.

N. Contractors shall participate in local CoC planning, networking, training, capacity building, advisory boards and coordination meetings as appropriate.

O. Contractors shall cooperate with related research and evaluation activities.

P. Contractors will be required to sign certification on lobbying and debarment.