



# REQUEST FOR PROPOSALS

*RFP No. HSB-2022-001*

for the  
**City of Long Beach**  
**2022 Continuum of Care (CoC) Program**  
**DV Bonus**

**RELEASE DATE:**

Tuesday, August 16, 2022  
12:00 PM

**SUBMISSION DEADLINE:**

Tuesday, August 30, 2022  
5:00 PM

*2022 Continuum of Care (CoC) Program – New DV Bonus Projects*

*Total Funding Available: \$425,994*

*Operational Period: July 1, 2023 – June 30, 2024, with the option to renew for four (4) one-year periods contingent on the availability of CoC Renewal Program allocations.*

**No late, incomplete, faxed, or hand delivered applications will be accepted.**

**All questions must be submitted in writing via email to**

[HomelessServicesAdmin@longbeach.gov](mailto:HomelessServicesAdmin@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.

**Issued By:**

Homeless Services Bureau, Department of Health and Human Services, City of Long Beach, California 90815

# Timeline

<b>Release Date:</b>	<b>August 16, 2022, 12:00 PM</b>
<b>Optional Pre-Proposal Conference</b>	<b>August 19, 2022, 1:00 PM</b>
<b>RFP Questions End:</b>	<b>August 23, 2022, 5:00 PM</b>
<b>Posting of All Q &amp; A:</b>	<b>August 25, 2022, 5:00 PM</b>
<b>Due Date:</b>	<b>August 30, 2022, 5:00 PM</b>
<b>Selection of Provider</b>	<b>On or About September 13, 2022</b>
<b>Operational Period Start Date</b>	<b>On or About July 1, 2023</b>

## TABLE OF CONTENTS

<b>Sections</b>	<b>Page</b>
I. <a href="#">Program Overview</a>	3
II. <a href="#">Definitions</a>	7
III. <a href="#">Scope of Work</a>	10
IV. <a href="#">Eligible Costs</a>	14
V. <a href="#">General Program Requirements</a>	18
VI. <a href="#">Monitoring and Performance</a>	23
VII. <a href="#">Evaluation Criteria</a>	25
VIII. <a href="#">Submittal Instructions</a>	28
IX. <a href="#">Selection and Appeals Process</a>	33
X. <a href="#">Additional Requirements</a>	34
XI. <a href="#">Conditions and Reservations</a>	37
XII. <a href="#">Contract Conditions</a>	39

## Section I: Program Overview

The City of Long Beach (City) is seeking agencies interested in participating in the U.S. Department of Housing and Urban Development (HUD) Fiscal Year (FY) 2022 Continuum of Care (CoC) Program Competition Notice of Funding Opportunity (NOFO) Consolidated Application to operate a project within the Long Beach Continuum of Care (CoC). The City was designated as a Unified Funding Agency (UFA) for the FY 2022 CoC Program Competition, which authorizes the City to lead the Long Beach CoC in preparing the Consolidated Application to the NOFO and facilitating a ranking and prioritization process for all projects considered for CoC funding in the Long Beach region. As an UFA, HUD will award a master grant agreement to the City; whereby, projects administered and operated by a subrecipient will be formalized in a subcontract between the City and the awarded applicant agency.

The Continuum of Care (CoC) Program (regulated by the [CoC Program Interim Rule](#)) is intended to promote communitywide efforts to ending homelessness by providing funding resources to support individuals (including unaccompanied youth) and families experiencing homelessness with the services needed to help them move into transitional and permanent housing, with the goal of long-term stability. More broadly, the CoC Program is designed to promote community-wide planning and strategic use of resources to address homelessness; improve coordination and integration with mainstream resources and other programs targeted to people experiencing homelessness; improve data collection and performance measurement; and allow each community to tailor its programs to the particular strengths and challenges in assisting homeless individuals and families within the Long Beach community. The CoC Program was created by the [Homeless Emergency Assistance and Rapid Transition to Housing \(HEARTH\) Act](#) of 2009.

HUD issued the FY 2022 CoC Program Competition NOFO to fund projects for the July 1, 2023 through June 30, 2024 operational period in supporting the communitywide goal of ending homelessness in each CoC across the nation. From the approximately \$2.79 billion made available by HUD in the FY 2022 NOFO, the Long Beach CoC is eligible to compete for up to \$425,994 in a new Domestic Violence (DV) project. New projects proposed through this RFP process will be evaluated based on a variety of criteria detailed in Section VII and will include as many projects as possible up to \$425,994 based upon ranking of the review panel;

however, HUD will make the final determination on whether a new project will be funded and the level of funding that will be provided.

It is the applicant's responsibility to thoroughly review this RFP as well as all regulations, including the [Code of Federal Regulations Title 24 Part 578](#), and guidance before preparing a proposal for funding to ensure that they have the ability to comply with the RFP and all of the program requirements.

## **HUD's Current Homelessness Policy Priorities**

Every year during the NOFO process, HUD establishes new policy priorities to guide their selection criteria in funding projects that support the goals of helping people exit homelessness safely and efficiently. The areas discussed in this section relate to the criteria that the City will use to evaluate proposed projects, to ensure alignment with HUD's priorities.

1. Ending homelessness for all persons
2. Using a Housing First approach
3. Reducing Unsheltered Homelessness
4. Improving System Performance
5. Partnering with Housing, Health, and Services Agencies
6. Advancing Racial Equity
7. Improving Assistance to LGBTQ+ Individuals
8. Engaging Persons with Lived Experience in Decision-Making
9. Increasing Affordable Housing Supply

Additional context regarding the selection of these priorities can be found beginning on page 9 of the [NOFO](#).

## **Problem Statement**

The 2022 Long Beach Point-in-Time (PIT) Homeless Count identified 3,294 persons experiencing homelessness on the morning of February 24, 2022. This count identified 2,287 unsheltered persons (living on the streets, in cars, and other locations not meant for human habitation) and 1,009 sheltered persons (emergency shelters, transitional housing, and other temporary living arrangements). Of the total persons experiencing homelessness, 1,282 were identified as experiencing chronic homelessness as [defined by HUD](#). This amounts to

a 93% increase from 2020. The increase in homelessness and people experiencing unsheltered homelessness represents the largest increase for the Long Beach CoC in the time that it has been conducting a count. These increases are seen as a result of the strain of the pandemic as well as increasing cost of living. In comparing data from the 2020 to 2022 counts the percentage of people reporting complex health and substance use issues has greatly increased, meaning that people experiencing unsheltered homelessness are at greater need of holistic services than ever before.

Thus, the CoC Program Competition NOFO provides an opportunity for the Local Beach CoC to engage the community, strategize on funding priorities, and compete for additional resources to improve the local homelessness system and work towards making homelessness rare, brief, and one-time event. All funding efforts and decisions through this RFP will be made in alignment with national, statewide, and local strategic plans and goals including HUD's current policy priorities, the [Everyone Home Long Beach](#) report, the U.S. Interagency Council on Homelessness's [Opening Doors – Federal Strategic Plan to Prevent and End Homelessness](#), and other strategic plans pertaining to ending homelessness.

### **Applicant Eligibility Requirements**

To be eligible, applicants must meet the following conditions:

- a. Applicant must be a non-profit organization;
- b. Applicant must have at least two years of experience providing homeless services or limit to the same or similar services for the last 24 months;
- c. Applicant must have a Dun and Bradstreet Universal Numbering System (DUNS) number;
- d. Applicant, its officers, and employees are not currently debarred or suspended from doing business with the Federal Government, State of California, or a local government;
- e. Applicant does not have unresolved current or past contract non-compliance, non-performance, suspension, termination, or other adverse audit finding with one or more funders in the past five (5) years; and
- f. Applicants proposing for a new supportive housing project must be registered in the LA County Vendor Registration system (webVEN).

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## Funding Opportunities

The total amount of funding estimated to be available through this RFP is \$425,994. Additional funds may become available if the City and Long Beach CoC implements reallocation from renewal projects, which would release additional resources for expansion or a new project. The breakdown is as follows:

### **Domestic Violence (DV) Project for up to \$425,994 for a:**

- Supportive Services Only (SSO) Coordinated Entry (CE) project (limit 1 per CoC)
- New or Expansion PH-Rapid Rehousing (RRH) project
- New or Expansion of a Joint Transitional Housing (TH) and PH-RRH project

The contract term will be for 12-months, beginning on July 1, 2023, or upon contract implementation, through June 30, 2024, with the option to renew for four (4) one-year periods contingent on availability of CoC Renewal Program allocations. This program is upon City's receipt of funds from HUD. The City reserves the discretion to amend subcontracts awarded through this RFP through reallocation at an equal, lesser, or greater amount contingent upon satisfactory performance, availability of funds, demonstrated need, and project outcomes. Additional details regarding reallocation are available in the Long Beach CoC's [Reallocation Policies and Procedures](#).

## Section II: Definitions

Below are the relevant definitions for purposes of this RFP:

<i>Term</i>	<i>Definition</i>
<b>Applicant/ Agency/ Provider</b>	The organization that is seeking an awarded contract with the City of Long Beach, CA for the services identified in this RFP.
<b>Annual Renewal Demand (ARD)</b>	The total amount of all the CoC's projects that will be eligible for renewal in the FY 2021 CoC Program Competition, before any required adjustments to funding for leasing, rental assistance, and operating Budget Line Items (BLIs) based on FMR changes.
<b>City</b>	The City of Long Beach and any department or agency identified herein. For the purposes of this RFP, City may also denote the Homeless Services Bureau in the Department of Health and Human Services.
<b>Continuum of Care (CoC)</b>	A regional or local planning body that coordinates housing and services funding for homeless families and individuals. Defined by the U.S. Department of Housing and Urban Development at Section 578.3 of Title 24 of the Code of Federal Regulations.
<b>Coordinated Entry System (CES)</b>	A centralized or coordinated process developed pursuant to Section 578.7 of Title 24 of the Code of Federal Regulations designed to coordinate homelessness program participant intake, assessment, and provision of referrals. There are two Coordinated Entry hubs in Long Beach: (1) the Multi-Service Center and (2) Mental Health America's Homeless Assistance Program
<b>Evaluation Committee</b>	An independent committee comprised solely of representations of the City established to review proposals submitted in response to the RFP, evaluate the proposals, and select an agency.
<b>Expansion</b>	The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within the CoC's geographic area.

<b>Homeless</b>	An individual or family who lacks a fixed, regular, and adequate nighttime residence, which includes: (1) a place not designed for or ordinarily used as a regular sleeping accommodation (including car, park, abandoned building, bus/train station, airport, or camping ground) or (2) publicly or privately operated shelter or transitional housing, including a hotel or motel paid for by government or charitable organizations. Same meaning as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019.
<b>Homeless Management Information System (HMIS)</b>	The information system designated by a CoC to comply with federal reporting requirements as defined in Section 578.3 of Title 24 of the Code of Federal Regulations. The term 'HMIS' also includes the use of a comparable database by a victim service provider or legal services provider that is permitted by the federal government under Part 576 of Title 24 of the Code of Federal Regulations. The City currently uses Clarity platform by Bitfocus.
<b>Homeless Youth</b>	Unaccompanied youth between 12 and 24 years of age, inclusive, who is experiencing homelessness, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)). 'Homeless youth' includes unaccompanied youth who are pregnant or parenting.
<b>Housing First</b>	A model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold).
<b>Multi-Service Center (MSC)</b>	A centralized hub that serves as a primary point of entry for persons seeking homeless services in Long Beach. Services range from basic amenities of shower, laundry, mail, case management, transportation, medical care, mental health, substance abuse treatment, and housing navigation.
<b>Persons with Lived Experience</b>	Persons with first-hand knowledge of homelessness who can share their perspective on how social, economic, and political situations affect homelessness. Provides insight, training, and voice from persons who have or are experiencing homelessness regarding the current homeless system through discussion, recommendation, and participation.

<b>Reallocation</b>	Reallocation is a process used by CoCs to shift funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoC's ARD.
<b>Victim Service Provider</b>	A private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

## Section III: Scope of Work

### Program Objective

The City has endeavored to address the needs of homeless individuals and families through a strategic process that engages a broad base of community stakeholders. This process requires the concerted efforts of everyone in the Long Beach community to plan and provide a dynamic, comprehensive, and coordinated system of services and programs that address the specialized needs of people currently and at-risk of experiencing homelessness. This effort demands that each funded partner not only operate in terms of their respective mission but also within the citywide context of ending homelessness. Therefore, each project must consider how it functions in the broader CoC system of care to deliver outcomes that contribute to exiting as many people as possible into permanent housing.

As part of the FY 2022 CoC Program Competition, HUD is allowing Collaborative Applicants to apply for a new CoC Bonus and/or a new DV project. This RFP process will help the City identify new or expansion DV projects to include as part of the FY 2022 Consolidated Application for the Long Beach CoC. This total funding available in this RFP amounts to approximately \$425,994 in new HUD CoC Program funds to be used to towards ending homelessness in Long Beach.

### Participant Eligibility

Program services must be used to primarily benefit individuals or families from the following qualifying populations:

- Homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11302\(a\)](#));
- At-risk of homelessness, as defined in section 401(1) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11360\(1\)](#));
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, as defined by HUD;
- In other populations where providing supportive services or assistance under section 212(a) of the Act ([42 U.S.C. 12742\(a\)](#)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability;

- Veterans and families that include a veteran family member that meet one of the preceding criteria.

Additional guidance on participant eligibility can be found beginning of page 17 in the [NOFO](#).

## **Opportunities for Funding**

While HUD defines five program components that are eligible for funding under the CoC Program, this RFP process will only consider proposals for new or expansions of DV Permanent Housing – Rapid Rehousing, Joint Transitional Housing and Permanent Housing – Rapid Rehousing, and/or DV Supportive Services Only Coordinated Entry projects. The following provides general descriptions of these program components.

### **Permanent Housing**

Permanent housing (PH) is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. Under PH, a program participant must be the tenant on a lease (or sublease) for an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month. The CoC Program funds two types of permanent housing: permanent supportive housing (PSH) for persons with disabilities and rapid rehousing (RRH). Additional details on permanent housing can be found in [24 CFR § 578.37](#).

***Rapid Rehousing (RRH):*** RRH consists of supportive services which emphasize housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing. Program participants may only receive up to 24-months of total assistance. Program participants are required to meet with case managers at least once per month and eligibility is re-evaluated annually. Supportive services include but are not limited to housing search and counseling, case management, life skills training, and financial assistance.

### **Joint Transitional Housing and PH-RRH**

A Joint Transitional Housing and Permanent Housing – Rapid Rehousing (Joint TH and PH-RRH) Combines two existing program components—transitional housing and PH-RRH—in a single project to serve individuals and families experiencing homelessness. HUD will require the subrecipient to adopt a Housing First approach and program participants may only

receive up to 24-months of total assistance. HUD limits the eligible costs for these projects, in addition to other limitations specified in [24 CFR Part 578](#):

- a) leasing of structure or units, and operating costs to provide transition housing;
- b) short- or medium-term tenant based rental assistance on behalf of program participants to pay for rapid rehousing portion of the project;
- c) supportive services;
- d) HMIS; and
- e) project administrative costs.

The project must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit, or the assistance provided through the PH-RRH component, but the project must make both types of assistance available. Additional details on Joint TH and PH-RRH can be found in the [HUD Exchange](#).

### **Domestic Violence (DV) Supportive Services Only (SSO) Coordinated Entry (CE)**

The supportive services only (SSO) program component allows subrecipients to provide services to homeless individuals and families not residing in housing operated by the subrecipient. SSO subrecipients may use the funds to conduct outreach to sheltered and unsheltered homeless persons and families, link clients with housing or other necessary services, and provide ongoing support. SSO projects may be offered in a structure or structures at one central site, or in multiple buildings at scattered sites where services are delivered. Projects may be operated independent of a building (e.g., street outreach) and in a variety of community-based settings, including in homeless programs operated by other agencies.

For this RFP, the City is intending to fund a SSO project dedicated to coordinated entry for survivors of domestic violence, dating violence, sexual assault, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3. The primary goal of DV CE is to make sure that wherever a survivor enters the homeless system, they are given fair and equal access to resources and services offered by the homeless system and in ways that are culturally competent (responsive to individual cultural identities and reflecting an understanding of cultural differences) and person-centered (based on the needs and desires of the person in need of housing support).

The CE process must also include confidentiality and safety protocols for those who identify as survivors. Survivors must be provided referrals for survivor-centered services if desired by the survivor seeking assistance. Screening and assessment tools used should be able to assess for DV/SA and referrals to services should be provided as requested or needed by the household. Survivors should be able to access the full range of housing and services, including homelessness prevention, rapid rehousing, permanent supportive housing, emergency shelter, and other housing and mainstream services (such as healthcare, public benefits, etc.) for which they are eligible where they exist.

Long Beach DHHS staff are committed to working with any victim service provider to create a DV Coordinated Entry program and process. Initial performance measures would be based on collaboration and process goals, with other performance measures to be identified in future years.

## Section IV: Eligible Costs

CoC Program funding can only be used to support eligible costs as defined in the CoC Program interim rule in § 578.37(a). Not all costs are eligible in each program component, and in some cases, certain costs cannot be combined in a single unit or structure. The eligible costs for contributing data to the HMIS designated by the Continuum of Care are also eligible under all components. The eligible costs pertaining to this RFP are summarized below.

### **Leasing Costs**

Leasing is an eligible cost category under the PH, TH, SSO, and HMIS program components. Funds may be used to lease individual units or all or part of structures. Rents must be reasonable, and in the case of individual units, the rent paid may not exceed HUD-determined Fair Market Rents. Leasing funds may not be used for 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 without a HUD-authorized exception. When leasing funds are used to pay rent on units, the lease must be between the recipient or the subrecipient and the landowner, with a sublease or occupancy agreement with the program participant. The recipient may, but is not required to, charge the program participant an occupancy charge, consistent with the parameters specified in the interim rule.

Additional details regarding eligible costs for leasing can be found in [§ 578.49](#).

### **Rental Assistance Costs**

Rental assistance is an eligible cost category under the PH and TH program components and may be tenant-based (TBRA), sponsor-based (SBRA), or project-based (PBRA), depending upon the component type.

Rental assistance may be short-term for up to 3 months; medium-term for 3 to 24 months; or long-term for more than 24 months. The length of assistance depends upon the component type under which the cost is funded. Recipients must serve as many program participants as identified in their funding application to HUD, but, if the amount reserved for the term of the grant exceeds the amount needed to pay actual costs, the excess funds may be used to cover property damage, rent increases, or the rental needs of a greater number of program participants.

Long Beach DHHS is currently in conversation with an entity that has tentatively committed to fully funding the supportive services attached to any new CoC Supportive Housing program. If that is confirmed DHHS will release an addendum to inform interested

agencies in the process for receiving a commitment letter from that entity for supportive services funding. DHHS will also update the allowable rental/leasing assistance to reflect 100% of the new programming going to rent/leasing.

- **Tenant-Based Rental Assistance (TBRA):** Program participants select any appropriately sized unit within the CoC's geographic area, although recipients or subrecipients may restrict the location under certain circumstances to ensure the availability of the appropriate supportive services. Except for victims of domestic violence, program participants may not retain their rental assistance if they relocate to a unit outside the CoC's geographic area.

Follow these funding restrictions for Rental Assistance:

- Request no less than 70 percent of total program funding (not including funds for administration) for leasing, or rental assistance.
- Request no more than 30 percent of the total program funding to be used for supportive services costs

When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner. Each program participant, on whose behalf rental assistance payments are made, must pay a contribution toward rent consistent with the requirements of the interim rule.

Additional details regarding eligible costs for rental assistance can be found in [§ 578.51](#).

### **Supportive Services Costs**

Supportive services are eligible costs under the PH, TH, and SSO program components. The CoC Program interim rule specifies all eligible services and clarifies that any cost not listed in the rule is ineligible. As in the past, services must be offered to residents of PSH and TH for the full period of their residence. RRH programs must require program participants to meet with a case manager at least monthly.

Services may be provided to formerly homeless individuals for up to six months after their exit from homelessness, including the six months following exit from a transitional housing project. Recipients and subrecipients are required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Additional details regarding eligible costs for supportive services can be found in [§ 578.53](#).

### **Operating Costs**

Operating costs are eligible under the PH, TH, and HMIS program components. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing

units, including maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same unit or structure, and operating costs are not eligible under the SSO program component.

Additional details regarding eligible costs for operating can be found in [§ 578.55](#).

### **HMIS Costs**

Costs related to contributing client data to or maintaining data in the CoC's HMIS or a comparable database for victim services providers or legal services providers are eligible costs under the PH, TH, SSO, and HMIS program components. Eligible HMIS costs include hardware, equipment, and software costs; training and overhead; and staffing costs associated with contributing data to the HMIS designated by the CoC for its geographic area.

Additional details regarding eligible costs for HMIS can be found in [§ 578.57](#).

### **Project Administration**

Recipients and subrecipients may use up to 7 percent of any grant, excluding the amount for CoC planning and Unified Funding Agency (UFA) costs, established through the CoC Program NOFO for project administrative costs. 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%. These costs include expenses related to the overall administration of the grant (24 CFR part 578.59), such as management, coordination, monitoring, and evaluation activities and environmental review.

Additional details regarding eligible costs for HMIS can be found in [§ 578.59](#).

### **Indirect Costs**

The CoC Program Interim Rule allows project applicants to request an amount up to 10% of the 10% de minimis indirect cost rate, which may be used by any non-federal entity that has never received a negotiated indirect cost rate. This rate would be charged against modified total direct costs (MTDC). See [2 CFR 200.414\(f\)](#). MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel. MTDC does not include equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs.

Additional details regarding indirect costs can be found in [§ 578.63](#) and [2 CFR § 200.56](#). More guidance on indirect costs can be found in a toolkit provided at the [HUD Exchange](#).

## Fair Market Rent (FMR)

New projects requesting reimbursements for leasing costs or rental assistance are permitted to request an actual rent cost per unit amount less than or equal to the current Fair Market Rent (FMR) published by HUD. 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 FMRs. All adjustments for each fiscal year appropriation will be made prior to award announcement utilizing the methodology described in the FY 2021 CoC Program Competition NOFO.

The [2022 FMRs for the Los Angeles-Long Beach, CA HUD Metro FMR Area](#), are as follows:

2022 Fair Market Rent for Long Beach					
Number of Bedrooms:	0 Bedroom	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms
FMR:	\$1,384	\$1,604	\$2,044	\$2,693	\$2,933

## Section V: General Program Requirements

The following detail other general program requirements for projects funded under this RFP.

**Budget Proposal:** Applicants are required to submit a competitive 12-month budget as part of the application submission. Agencies can propose for up to the maximum funding specified in Section I depending on which component type they are submitting a new project proposal. Applicants must submit proposals using the provided budget template in the online application.

**Match Requirements:** The applicant must be able to match all awarded 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 specified in [24 CFR § 578.73](#) and the applicable administrative requirements and cost principles ([2 CFR Part 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.

**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%.

**Program Participant Eligibility:** Funds must be used for the sole benefit of persons currently or at-risk of experiencing homelessness in Long Beach. Agencies awarded funds are required to ensure that all program participants meet the applicable eligibility requirements for the project as specified in this RFP. Applicants must not be discriminated from entry into any project on the basis of a protected class including race, national origin or citizenship status, religion, gender identity, sexual orientation, age, disability, veteran status, marital status, medical condition, political affiliation, citizenship or status as a victim of domestic violence.

**Certification of Homelessness or At-Risk of Homelessness:** Applicants approved for funding must be able to document that the persons served are “homeless” or “at-risk of homelessness” as defined in [24 CFR § 576.2](#), using the Long Beach CoC Homeless Certification forms.

**Confidentiality:** Funded projects are required to develop and implement written policies and procedures to ensure the security and confidentiality of program participants and their protected identifying information, in adherence to the Health Insurance Portability and Accountability Act (HIPAA). This includes program participant records, releases of information, and the address or location of any housing of a program participant.

**Housing First:** The agency shall be required to adhere to Housing First principles. HUD defines Housing First as “a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Transitional housing and supportive service only projects are considered using a Housing First model for the purposes of this NOFO if they operate with low barriers, work to quickly move people into permanent housing, do not require participation in supportive services, and, for transitional housing projects, do not require preconditions for moving into the transitional housing (e.g., sobriety or minimum income threshold).”

**Harm Reduction:** The agency must adopt harm reduction policies, procedures, and practices aimed at reducing the negative consequences of behaviors that are detrimental to participants’ health and well-being such as risky or harmful behaviors. The program must

incorporate a harm reduction model that aims to utilize all interventions possible, short of termination from the program, to enable the participant to reduce or minimize their risky behaviors, while at the same time assisting them to stabilized housing pathways. However, harm reduction is not intended to prevent the termination of a participant whose actions or behavior constitute a threat to the safety of other participants and staff.

**Trauma-Informed Care:** The agency must incorporate trauma-informed care into their service model, which requires that every part of the program's design and operation be approached with an understanding of trauma and the impact it has on those receiving services. The agency must treat every program participant and household according to their unique traits, needs, strengths, risk factors, and engagement style, and will ensure staff and volunteers are trained to respond to clients in a way that accounts for each participant's history, needs, and characteristics.

**Cultural Humility and Affirming Service:** Funded programs must consider cultural and linguistic factors in addressing the needs of populations to be served. Subpopulation identities may include but are not limited to race, ethnicity, gender identity, sexual orientation, economic class, age, family status, language spoken and understood, disabilities, living situation, etc. Proposers must demonstrate the capacity and experience to work with diverse populations (i.e. youth, LGBTQ+, individuals living with disability, veterans, victims of domestic violence, etc.). Communication and services must be responsive to the participant's cultural context and socioeconomic identities.

**Universal Assessment:** The agency shall utilize the universal assessment tool adopted by the Long Beach CoC to assess program participants' housing and service needs. Currently, the Long Beach CoC is utilizing the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT).

**Coordinated Entry System:** 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 (CES). The agency must coordinate with the local CES to ensure that any point of entry in the CoC provides participants access to housing. The agency will participate in the Long Beach CES's intake process, which includes direct service for and referrals to appropriate homeless programs, mainstream resources, and housing. Funded projects must fill project vacancies from the CES hubs/prioritization list. 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).

**Coordination With Other Resources:** Projects supported by this RFP's funds must coordinate and integrate, to the maximum extent practicable, funded activities with other programs focused to people experiencing homelessness in Long Beach, mainstream benefits, housing, health, social services, employment, education, and other programs for which individuals and families experiencing homelessness may be eligible. Specifically, recipients must work in coordination with and prioritize referrals through the Long Beach CES.

**Homeless Management Information System (HMIS) Participation:** All funded projects are required to participate in the Long Beach HMIS unless the subrecipient is a Victim Services Provider (VSP), which allows them to use a comparable database. Program participant data entry is required daily for service coordination purposes. User licenses and training will be provided by City staff. Additional guidance on comparable databases is available on the [HUD Exchange](#). Policies and procedures detailing Long Beach's HMIS can be found on the [Homeless Services website](#).

**Participant Grievances:** Projects are required to have policies and procedures that cover how a participant can file a grievance and how grievances are reviewed. Grievance process must have an option to appeal the initial grievance determination with program management. The process for filing a grievance must be communicated to participants and easily accessible for participants to file a grievance.

**Reallocation:** HUD allows for CoCs to shift funds in whole or part from any existing eligible renewal project(s) CoC grant to create one or more new projects. Depending on the performance of the project and local community needs, the City may leverage reallocation as a tool to optimize system performance. The process by which reallocation shall be implemented is detailed in the Long Beach CoC's [Reallocation Policies and Procedures](#).

**Reporting:** The agency will be required to submit expenditure and performance reports on outputs and outcomes, including information on the number and demographics of participants served to date and/or reports required by the funder. All funded projects are required to collect Common Data Elements and Universal Data Elements for participants using the HMIS. Additional guidance on reporting will be distributed to funded agencies under this RFP.

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# Section VI: Monitoring and Performance

Funded agencies will be required to maintain and submit to the City adequate information necessary to monitor program performance and progress in accordance with the funding priorities and Long Beach CoC’s systemwide goals. These conditions include programmatic reports, invoices with supporting documentation of eligible expenditures, and insurance/contract requirements as stated within the RFP.

### Performance Measures

Projects funded through this RFP will be expected to achieve system performance measures prescribed by HUD. These performance measures are meant to provide projects with an understanding of how the City will be assessing success. HUD focuses on programs as a coordinated system of care as opposed to individual projects operating independently in the CoC. To facilitate this vision, CoCs are required to measure the performance as a coordinated system, in addition to analyzing performance by specific component type and project. Performance measures may be updated during the contractual process and additional guidance will be distributed to each funded agency.

In addition to maintaining documentation pertaining to performance objectives, projects are expected to maintain accurate and timely data in alignment with the Long Beach [HMIS data standards](#). The following are the performance objectives that the City will be monitoring during each reporting period include the following:

PERFORMANCE MEASURES	Program Components / Project Types						
	Homeless Prevention (HP)	Street Outreach (SO)	Supportive Services Only (SSO)	Emergency Shelter (ES)	Transitional Housing	Permanent Supportive Housing (PSH)	Rapid Rehousing (RRH)
Number of Persons Served	X	X	X	X	X	X	X
Percent of Participants Exiting to Permanent Housing	X			X	X	X	X
Percent of Participants Remaining in Permanent Housing and Did Not Enter Crisis Housing Within 6 Months	X						

Percent of Participants Exiting with Some Increase in Total Income (Earned Plus Benefits)	X		X		X		X
Number of Persons Contacted		X					
Number of Persons Engaged		X					
Exits from Unsheltered Location to Interim or Permanent Housing (Positive Outcome)		X					
Persons who Increase Non-Earned Income			X				
Number of Persons Screened or Assessed Annually			X				
Number of Persons Exiting with Unknown Destination	X	X	X	X	X	X	X
Number of Persons who were Referred Annually			X				
Number of Successful Referrals Annually			X				
Length of Time Person Remains in Project				X	X		
Occupancy Rate				X	X	X	X
Number of Persons Exiting with No Financial Resources					X	X	X
Length of Time Between Client's Project Start Date and Move-In Date						X	X
Percent of Persons Exiting Back into Homelessness						X	
Percent of Participants who Maintain or Increase Total Income (Earned Plus Benefits)						X	
Cost Effectiveness	X	X	X	X	X	X	X
Retention Rate (6 Months or More)						X	

## Section VII: Evaluation Criteria

### *Application Threshold Requirements*

An application must meet threshold requirements as described below to be eligible for consideration:

1. The application is received by the stated RFP submission deadline.
2. The applicant is an eligible applicant as described in Section I.
3. The applicant completes all required sections and attachments.

An application may be deemed ineligible if the application does not meet all the threshold requirements above or is incomplete. The City may 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.

### *Ranking and Prioritization*

All project applications submitted to this RFP considered for inclusion on the FY 2021 Long Beach CoC Priority Listing as part of the Consolidated Application shall be reviewed, ranked, and prioritized using the local ranking and prioritization methodology. All project applications recommended for funding will be listed on the CoC Priority Listing in rank order, except CoC planning and UFA costs projects which are not ranked. Higher ranked projects will be assigned to Tier 1 and lower ranked projects will be assigned to Tier 2 as described in Sections II.B.11.a and b of the [NOFO](#). The purpose of this two-tiered approach is for CoCs to notify HUD which projects are prioritized for funding based on local needs and gaps.

### *Evaluation Criteria*

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

- **Organizational Capacity and Experience:** Successful experience performing activities related to those listed in this RFP and the capacity to meet the performance outcomes.

- **Project Design:** Demonstration of the utilization of best practices in their proposed project and the extent to which concepts of Housing First, Harm Reduction, and Trauma-Informed Care are embedded.
- **Coordination and Collaboration:** The extent to which the proposal is integrated with the Continuum of Care system and evidence of past collaboration with partnering agencies. This section will also evaluate engagement with persons with lived experience in decision-making across the organization.
- **Performance:** The agency's previous experience utilizing an HMIS or comparable database and adhering to best practices around data management for vulnerable populations.
- **Commitment to Racial Equity:** Experience working with vulnerable populations and diverse communities and demonstrated understanding of systemic racism. This RFP process intends to promote equity throughout the CoC's homeless response system for Black, Indigenous, Hispanic (non-white), and LGBTQ who are disproportionately more likely to experience homelessness than their white, straight, and gender conforming counterparts. Efforts to prevent and end homelessness must appropriately address any racial inequities to achieve positive outcomes for all persons experiencing homelessness (e.g., receiving necessary services and housing to exit homelessness).
- **Budget and Cost Effectiveness:** Feasibility, reasonableness, and optimization of the proposed budget.

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Each criterion will be rated separately. A composite score will be computed for each proposal based on a weighted sum of the individual ratings.

<b>SCORING CATEGORY</b>	<b>MAXIMUM POINTS</b>
Organizational Capacity and Experience	30
Project Design	30
Coordination and Collaboration	10
Performance	15
Commitment to Racial Equity	10
Budget and Cost Effectiveness	5
<b>TOTAL POINTS POSSIBLE</b>	<b>100</b>

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# Section VIII: Submittal Instructions

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 certified 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 for this RFP.

**APPLICATION SUBMISSION DEADLINE:**

Tuesday, August 30, 2022 5:00 PM

**ONLINE APPLICATION LINK:**

[https://www.cognitoforms.com/CityOfLongBeachHomelessServicesBureau/ 2022LongBeachCoAnnualNOFODVBonusRFP](https://www.cognitoforms.com/CityOfLongBeachHomelessServicesBureau/2022LongBeachCoAnnualNOFODVBonusRFP)

**OPTIONAL PRE-PROPOSAL CONFERENCE:**

Friday, August 19, 2022 1:00 PM

<https://longbeach.gov.zoom.us/j/99701755287?pwd=dnJXMmQ1NkxEUWNqaDN2S1paYXRRQT09>

**Online Submittal is required.** No emailed, faxed, mailed, or hand delivered copies will be accepted. **All questions must be submitted in writing via email to** [HomelessServicesAdmin@longbeach.gov](mailto:HomelessServicesAdmin@longbeach.gov).

*Application Sections*

#	<i>Section</i>
1	Program Overview
2	Scope of Work
3	Eligible Costs
4	Agency Information
5	Eligibility Questions
6	Project Details
7	Participant Details

<b>8</b>	General Program Requirements
<b>9</b>	Monitoring and Performance
<b>10</b>	Evaluation Criteria
<b>11</b>	Organizational Capacity and Experience
<b>12</b>	Project Design
<b>13</b>	Coordination and Collaboration
<b>14</b>	Performance
<b>15</b>	Commitment to Racial Equity
<b>16</b>	Budget and Cost Effectiveness
<b>18</b>	Required Uploads
<b>19</b>	Agency Certification

### **Narrative Questions**

Sections 5 to 10 in the online application will include narrative questions to provide responses that align with each evaluation criteria. Each question will have a 2,000-character limit, which should allow sufficient space to provide detailed and concise responses. It is recommended to draft responses in a Word Doc and copy to the online application portal once your agency is ready to submit.

#### **Section 5 – Organizational Capacity and Experience**

- a. Provide concrete examples that illustrate your agency's experience and expertise in (1) working with and addressing supportive service needs of homeless populations and (2) developing and implementing relevant program systems and services.
- b. Describe your agency's basic organization and management structure. Be sure to include the number of personnel involved in your organization, including employees, interns, members, and volunteers. Attachment A: Provide resumes for agency leadership/management that will be involved with this project.
- c. Describe your agency's experience in utilizing federal funds and performing the activities proposed in the application.
- d. Describe changes that your organization made during the COVID-19 pandemic to maintain safe and effective services to participants.
- e. Funding for the subcontract will be disbursed on a cost-reimbursement basis. Describe your agency's experience and capacity to maintain operational cash-

flow while reimbursements are in process.

- f. Identify how many vacancies your agency currently has as well as a percentage of that in comparison to the overall positions. Describe your agencies plan for quickly recruiting and hiring staff for this program.

### **Section 6 – Project Design**

- a. Provide a description of your proposed project that addresses the Scope of Work detailed in this RFP.
- b. Describe how will your agency incorporate Housing First, Harm Reduction, and Trauma-Informed Care into the project design.
- c. Describe your agency's staffing plan and how it will cover the service responsibilities required of this program.
- d. Describe how your agency will provide all operational needs of the program.
- e. Identify potential challenges to implementing your proposed project and explain how these challenges will be addressed.
- f. Describe how will your program regularly receive and incorporate participant feedback.

### **Section 7 – Coordination and Collaboration**

- a. Describe your agency's participation in coordinating pandemic response services for people experiencing homelessness in Long Beach or other areas of Southern California.
- a. Describe your agency's approach to collaboration with the Long Beach Coordinated Entry System (CES).
- b. Describe how will your project use healthcare resources to help individuals and families experiencing homelessness.

### **Section 8 – Performance**

- a. Describe how your agency will track and evaluate the effectiveness of your project.
- b. Describe what performance metrics your agency will monitor and the approach to achieving these targets. Be sure to identify tools that your agency will utilize to capture data or document that project goals are being met.
- c. Describe your agency's experience using a Homeless Management Information

System (HMIS) or comparable database system.

- d. Detail how your agency will actively work to identify and address performance concerns.

### **Section 9 – Commitment to Racial Equity**

- a. Describe your agency's experience working with and serving culturally and racially diverse populations.
- b. Describe any plan and work that your agency has undergone to improve racial equity.
- c. Describe how are people with lived experiences and individuals from vulnerable populations engaged in your organization's planning and decision-making processes. Describe the policies or practices in place that ensure the experiences of marginalized communities are represented in your organizational infrastructure.

### **Section 10 – Budget and Cost Effectiveness**

- a. Describe your agency's financial management structure and its capacity to administer the accounting requirements of this project.
- b. Describe your agency's experience in leveraging Federal, State, local, and private sector funds.
- c. Please describe the source of match and leverage and how it will be utilized to enrich services within the program.

## **Required Attachments**

The application must be submitted with all attachments as requested. The budget form must be uploaded in Microsoft Excel format. All other attachments must be in PDF format. Failure to submit any of these documents in the application portal may result in ineligibility of the application. Do not include any other attachments, brochures, or information not requested in this application.

All required attachments will be available in the online application portal, and they must be uploaded as individual files.

## **Technical Assistance**

The City of Long Beach Department of Health and Human Services may provide general technical assistance between the release date of this RFP through the submission deadline. All technical inquiries must be submitted in writing via email to:

[HomelessServicesAdmin@longbeach.gov](mailto:HomelessServicesAdmin@longbeach.gov)

Phone calls pertaining to RFP questions will not be returned.

Questions and answers will be posted periodically on the website and all answers to questions received during the question period will be posted no later than the date specified in this RFP on the City's Department of Health and Human Services, Homeless Services page located at: <https://www.longbeach.gov/health/services/directory/homeless-services/>. Questions received after the allotted period will not be answered.

Applicants should check the City webpage for additional notifications and addendums to the RFP. Applicants that have technical problems with the RFP may contact the Homeless Services Bureau at [HomelessServicesAdmin@longbeach.gov](mailto:HomelessServicesAdmin@longbeach.gov); all responses will be sent via email.

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## Section IX:

### Selection and Appeals Process

- A. Selection – Upon receipt, applications will be reviewed by Department staff in accordance with the threshold requirements. Only applications that meet the threshold requirements will be reviewed, rated, and ranked by the Evaluation Committee, which may comprise of CoC Board members, Homeless Services Advisory Committee (HSAC) members and/or Homeless Services Bureau staff. Rating, ranking, and selection will be based on the evaluation criteria described in Section 7 of this RFP.
- B. Conditional Award – The evaluation committee will make a recommendation of funding based on their review. Notification letters will be emailed to applicants, which will have a five (5) business day period for other agencies to submit appeals to the conditional award(s) stated. Should no appeals be received, the City will formally adopt the award recommendation by City Council approval.
- C. Appeals – Agencies that do not meet the threshold requirements or who are not recommended for funding may appeal and address the members of the CoC Board based only on the following guidelines (agencies recommended for only partial funding are not eligible to request an appeal):
  - 1. If the project does not meet the threshold requirements or is not selected for funding, the agency has the right to appeal, provided that the appeal is based upon Ad Hoc Review Committee violations of program regulations or errors on the part of the Ad Hoc Review 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.
  - 2. No appeals will be heard on the basis of funding level or ranking level.
  - 3. Agency's written appeal must be submitted within the timeline indicated in the notification letter. Each agency will have the opportunity to present the appeal to the CoC Board. Each agency will receive a written notification on the outcome of the appeal.

## Section X: Additional Requirements

- A. Funds from this grant program may not replace funds from other sources.
- B. Agencies contracting with the City may be subject to fiscal review prior to finalization of award. During such review, the agency must demonstrate appropriate administrative and financial controls as approved by City staff.
- C. Projects supported by the City of Long Beach funds must be of primary benefit to persons who are experiencing homelessness or at-risk of homelessness and who are living in the City of Long Beach. Projects should be focused on providing direct services to program participants. Services under these subcontracts must be delivered within the city limits of Long Beach.
- D. Projects approved for funding must consider how it functions in the broader CoC system to deliver results related to:
  - a. Street Outreach to populations in need and community education efforts
  - b. Active participation with the Coordinated Entry System for entry into Long Beach CoC
  - c. Real time HMIS usage, data quality and performance with HUD/local goals
  - d. Increasing participants' household income and enrollment in mainstream benefits
  - e. Educational Assurances (linkages) for all children in families
  - f. Sustaining consistently high program occupancy and utilization rates
  - g. Expedited permanent housing placements for all project types
  - h. Greater fiscal/programmatic capacity to meet and exceed stated scope of work, staffing levels and performance objectives within contract parameters
  - i. Implementation of strategies consistent with Opening Doors: Federal Strategic Plan to Prevent and End Homelessness
- E. Operating Agreement: Applicants approved for funding will be required to sign a subcontract with the City to ensure compliance with fund regulations, Federal

Executive Orders and HUD regulations. Funds are subject to Federal, State, and local regulations including but not limited to non-discrimination, equal opportunity, accessibility, lead-based paint, audits, procurement, and environmental review.

- F. 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.
- G. 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.
- H. 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.
- I. Funds may be awarded to faith or religious-based organizations performing public social service activities, provided certain contractual provisions are included in Operating Agreements between the City and the entity. The grant agreement must include contract conditions stating that the social services provided are exclusively non-religious in nature and scope, there are no religious services, proselytizing, instruction, or any other religious influences in connection with the public services and there is no religious discrimination in terms of employment or benefits under the social service project.
- J. Dun and Bradstreet Data Universal Numbering System (DUNS) Requirement – Any applicant seeking funding directly or indirectly from HUD or other federal agencies

must obtain a DUNS number and include the number in its Application for Federal Assistance submission (68 FR 38402). Failure to provide a DUNS number will prevent you from obtaining an award. The number can be registered or verified by calling 866-705-5711. For additional information, please visit <http://fedgov.dnb.com/webform>.

Applicants are reminded that when registering with D&B, they should be sure to use the organization's legal name that is used when filing a return with or making payments to the Internal Revenue Service. Organizations should also provide the Zip Code, using the Zip Code plus the four additional digits. The DUNS number used in the application must be for the applicant organization.

Active Registration in the System for Award Management (SAM) – All applicant organizations must have an active registration in the SAM. To register, please visit <https://www.sam.gov/portal/public/SAM/>; you will need your DUNS number. The SAM is an ongoing project to integrate nine government wide acquisition and award support systems into one system. Currently, the SAM consolidates information from four systems: the Central Subrecipient Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS).

- K. Safeguarding Resident/Participant Files. In maintaining resident and participant 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 participant records are safeguarded. This includes when reviewing, printing, or copying participant records.

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## Section XI: Conditions and Reservations

- A. The City reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a subcontract pursuant hereto, if it is in the best interest of the City to do so.
- B. 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.
- C. The proposal must set forth full, accurate, and complete information as required by this RFP. The applicant may not initiate any changes or additions after the proposal deadline.
- D. The City of Long Beach reserves the right to retain all submitted proposals and the proposals shall become the property of the City of Long Beach. Proposals may be required to 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 proposals submitted in response to this RFP without any change or limitation. Selection or rejection of a proposal does not affect these rights.
- E. 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.
- F. City of Long Beach reserves the right to conduct scheduled and unscheduled site visits of agency applicants by the City, applicable County, State and Federal entities, and their respective representatives.
- G. The City reserves the right to waive informalities and minor irregularities in proposals received.
- H. The City of Long Beach reserves the right to reject any or all proposals received in answer to this RFP if deemed incomplete or not appropriate.
- I. The City of Long Beach makes no representation that any subcontract will be awarded

to any applicant responding to this RFP.

- J. The City of Long Beach reserves the right to change application components and/or subrecipient agency submitted as it sees fit to better meet funder/local requirements.
- K. 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 (HI TECH Act) Business Associate Agreement.

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## Section XII: Contract Conditions

- A. Subrecipients will be required to comply with conditions set forth by the City of Long Beach, the State of California, the U.S. Department of Housing and Urban Development (HUD), and in this RFP.
- B. The City sub-grantee contract will begin on the date specified in the contract term. Agencies may NOT incur program costs prior to the contract start date. The City will not reimburse agency for any incurred project costs beyond the contract period detailed in a conformed 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 Continuum of Care Grant Program and City of Long Beach requirements. These conditions include but are not limited to Annual Performance Reports, Source documentation for invoices, and insurance/contract requirements as specified in the contract.
- 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:
  - a. 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.
  - b. 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.

- c. 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.
- d. 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 subrecipients' 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.
- e. 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.

- f. 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.
- g. 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.").
- h. 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.
- i. NO LIMITATIONS ON LIABILITY - City makes no representation that the limits or forms of coverage of insurance specified herein are adequate to cover subrecipient'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.
- j. SUBSUBRECIPIENTS TO SUBSUBRECIPIENT. Any subsubrecipients which Organization may use in the performance of this Subcontract shall be required to indemnify the City to the same extent as the Subrecipient and to maintain insurance in compliance with the provisions of this section.

k. 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 financial system is adequate. If awarded a grant, the subrecipient 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 subrecipient 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 Long Beach City Council or the Federal government 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 amount.**

Funding will be disbursed on a cost-reimbursement basis.

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:
  - a. Receipt for goods and services provided to Subrecipient.
  - b. Approve the purchase of goods and services for Subrecipient.
  - c. 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, other than petty cash, preferably signed by two officers of the subrecipient, neither of who is the bookkeeper or the accounting clerk.
6. Maintain documented support for every check written, which should include:
  - Original invoice from vendor.
  - Indication by signature and date of an authorized employee that the goods or services were received by the subrecipient. (This may be done on a separate receiving report, a copy of the packing slip or on the invoice itself).
  - 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 subrecipient uses such).
7. Maintain and file all required tax and payroll reports with appropriate Federal and State agencies.
8. Maintain the following records in an orderly fashion by subrecipient's fiscal year until audited by the City:
  - Bank Statements and Bank Reconciliation
  - Deposit slips and supports
  - Checks and supports
  - Payroll records

- Cash receipts and disbursements journals
  - Monthly financial statements
  - Requests for reimbursements from the City and appropriate supporting documents
9. 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 Long Beach residency, income status, intake forms, and documentation of services.
10. Audit by the Long Beach City Auditor or designee, as requested.
- F. Other 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 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) Looker 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. Agencies can contact the HMIS Lead for pricing. The cost of user licenses is subject to change without notice.
  - c. 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.

- d. Agencies must comply with all requirements stated contained in the CoC Program NOFO, CoC Program Registration Notice, Policy Requirements and General Section, and CoC Program interim rule.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. 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 NOFO. 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.

- G. Subrecipient shall allow representatives of the City of Long Beach or HUD to inspect facilities, which are used in conjunction with the contracts that implement programs funded under this proposal.
- H. Each subrecipient must comply fully with all the requirements specified in this RFP. The responsibility for accuracy rests entirely with the applicant.
- I. Subrecipients 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 program participants will be regularly transmitted to the City of Long Beach Department of Health and Human Services in a manner consistent with agreements protecting program participants and/or agency confidentiality rights.
- J. Subrecipients 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 subrecipient's responsibility to ensure compliance with applicable regulations. To the extent feasible, the City of Long Beach will provide the successful bidders with the applicable Federal regulations.
- K. Subrecipients 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 subrecipient's fiscal year.
- L. Subrecipients acknowledge that funds are NOT meant to replace or supplant other sources of funding and subrecipients will ensure that funds awarded are not used to replace or supplant other funds.
- M. Subrecipients 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.
- N. Subrecipients shall maintain any applicable licenses or permits and meet any facilities code regulations required for the program(s) funded under this contract.

- O. Subrecipients shall participate in local planning (homeless related programs only), networking, training, capacity building, advisory boards, and coordination meetings as appropriate.
- P. Subrecipients shall cooperate with related research and evaluation activities.
- Q. Subrecipients will be required to sign certification regarding lobbying and debarment.

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Visit us at [www.longbeach.gov](http://www.longbeach.gov)  
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