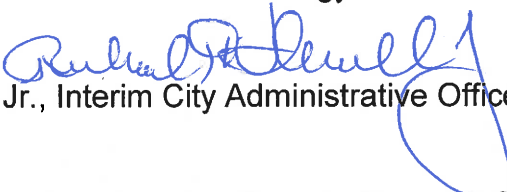


**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

Date: August 28, 2017

To: Honorable Members of the Homeless Strategy Committee

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

Subject: **City Application to the Los Angeles County Request for Proposals  
for City Planning Grants to Prevent and Combat Homelessness**

Attached for your consideration is a report from the Homeless Coordinator outlining recommendations relative to a City application to the Los Angeles County Request for Proposals for City Planning Grants to Prevent and Combat Homelessness. I recommend that the Homeless Strategy Committee approve this report and forward it to the Council and Mayor for consideration.

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: August 28, 2017

To: Richard H. Llewellyn, Jr., Interim City Administrative Officer

From: Meg Barclay, City Homeless Coordinator



Subject: **City Application to the Los Angeles County Request for Proposals for City Planning Grants to Prevent and Combat Homelessness**

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### RECOMMENDATIONS

That the Homeless Strategy Committee review and process the following recommendations for Council and Mayor consideration:

1. AUTHORIZE the City Administrative Officer to:
  - a. Submit an application to the United Way of Greater Los Angeles Home for Good Funders Collaborative in response to the Los Angeles County Request for Proposals for City Planning Grants to Prevent and Combat Homelessness as described in this report; and
2. Subject to notification of award:
  - a. AUTHORIZE the City Administrative Officer to, subject to review by the City Attorney as to form and legality:
    - i. Negotiate and execute a grant award agreement with the County of Los Angeles and any other necessary documents relative to the grant award;
    - ii. Issue a request for bids to an approved pre-qualified list of planning and research firms, to be determined, to identify a consultant to review the City Comprehensive Homeless Strategy and prepare recommendations as described in this report;
    - iii. Negotiate and execute a contract with a consultant identified pursuant to the request for bids; and
    - iv. Prepare Controller's Instructions and/or make any technical adjustments that may be required, and authorize the Controller to implement these instructions.
  - b. AUTHORIZE the Controller, to establish a grant receivable in the amount of \$70,000 and establish an appropriation account entitled "Homelessness Planning Grant" within Fund 100 Account 3040 Department 10 for receipt and disbursement of grant funds.

## **SUMMARY**

This report provides background and recommendations relative to a City application to the Los Angeles County Request for Proposals for City Planning Grants to Prevent and Combat Homelessness.

## **BACKGROUND**

### *County Request for Proposals for City Planning Grants*

On July 28, 2017, the United Way of Greater Los Angeles (UWGLA) Home for Good Funders Collaborative released a Request for Proposals (RFP) for City Planning Grants to Prevent and Combat Homelessness in Los Angeles County (Attached). UWGLA is administering this RFP in partnership with the Los Angeles County Homeless Initiative to allocate funding approved by the County Board of Supervisors for this purpose. Cities in the Los Angeles Continuum of Care are eligible to apply for up to \$70,000 to create a new homelessness plan or enhance/expand an existing homelessness plan. Maximum funding requests are based on the number of persons experiencing homelessness in eligible cities based on the 2017 Greater Los Angeles Homeless Count. The City of Los Angeles is eligible to apply for the maximum request of \$70,000.

As described in the RFP and supporting documents, applications must describe:

- Goals and purpose for undertaking the proposed planning process;
- Process for developing the homelessness plan or expanding/enhancing a current plan;
- Use of funds, if awarded;
- Assets or partnerships that will be leveraged during the planning process; and
- Internal and external stakeholders that will be engaged in the planning process.

In addition, the list of key issues to be addressed in plans resulting from grants awarded includes:

- Actions the City plans to take;
- County Homeless Initiative Strategies with which the City intends to align efforts;
- City resources that will be used to implement the plan;
- City staff who will lead and participate in plan implantation; and
- City participation in collaborative structures within the City and/or with other cities or in Service Planning Areas.

Applications are due on September 18, 2017. According to the RFP, awards are expected to be announced by October 31, 2017, and contracts will be executed in November 2017. The County has set a goal for cities to complete plans funded by these grants by March 2018, with potential three-month extensions.

### *Proposed City Application*

Circumstances have changed drastically since the City's Comprehensive Homeless Strategy (CHS) was adopted in February 2016. The City's homeless count has increased by 20 percent

and voters have approved new funding sources for permanent supportive housing and for homeless services – Proposition HHH and Measure H, respectively.

The City, with Proposition HHH funding, will support the development of permanent supportive housing that represents the long-term solution for most homeless individuals and families. A large portion of the services that address the immediate needs of persons experiencing homelessness, which were supported with one-time City funds in Fiscal Year 2016-17, are now funded with County Measure H revenue. A number of key City CHS strategies are not included in the County homeless strategy and are therefore not eligible for Measure H funding. These include storage, safe parking and outreach coordinated with Los Angeles Police Department Homeless Outreach Partnership Endeavor (HOPE) teams.

This County RFP provides the City with an opportunity to assess, review and update the CHS to align with these changing circumstances. As such, I recommend that the CAO be authorized to submit an application to the United Way of Greater Los Angeles Home for Good Funders Collaborative in response to the Los Angeles County Request for Proposals for City Planning Grants to Prevent and Combat Homelessness. This application will request \$70,000 for consultant services to:

1. Review the 62 active strategies of the City Comprehensive Homeless Strategy;
2. Recommend amendments to the CHS to ensure effectiveness in response to:
  - a. 20 percent increase in persons experiencing homelessness in the City of Los Angeles based on the 2017 Greater Los Angeles Homeless Count;
  - b. City efforts to finance and facilitate the development of permanent supportive housing, including, but not limited to Proposition HHH implementation; and
  - c. Alignment of City efforts with homeless services funded through Los Angeles County Measure H.

As the City's Homeless Coordinator, I will manage this project, with monthly oversight from the Homeless Strategy Committee. Recommendations resulting from this review will be transmitted to the HSC to review and forward to Council and the Mayor for approval.

In order to complete this project within the timeframe established by the County, we are working with City Departments to identify an existing pre-qualified list of planning and/or research firms that could be used to select a consultant. If funds are awarded, and once a list has been identified, I request that the CAO be authorized to solicit bids to identify a consultant to conduct the work described above.

Attachment:

United Way of Greater Los Angeles Home for Good Funders Collaborative Request for Proposals Relating to City Planning Grants to Prevent and Combat Homelessness in Los Angeles County

# **HOMER↑FOR↑GOOD**

**2017-2018 FUNDERS COLLABORATIVE**

**REQUEST FOR PROPOSALS RELATING TO**

***CITY PLANNING GRANTS  
TO PREVENT AND COMBAT HOMELESSNESS  
IN LOS ANGELES COUNTY***

**Released on Friday, July 28, 2017**

**The deadline for proposal submission is Monday, September 18, 2017.**



## 2017-2018 FUNDERS COLLABORATIVE RFP

### CITY PLANNING GRANTS TO PREVENT AND COMBAT HOMELESSNESS

#### INTRODUCTION

The Home for Good Funders Collaborative is administering this request for proposal process in partnership with the Los Angeles County Homeless Initiative to solicit and make funding recommendations on proposals that will result in a Homelessness Plan for each city which receives a grant.

Cities have played a vital role since the inception of the Los Angeles County Homeless Initiative in 2015, including participation in the development of the strategies that aim to prevent and combat homelessness. On June 13, 2017, the Los Angeles County Board of Supervisors approved Measure H funding recommendations. The Board also allocated \$2,000,000 in one-time funding from the County general fund to support coordination efforts of the Councils of Governments and planning efforts for cities in the Los Angeles Continuum of Care; this Board motion can be viewed here.

For this RFP, the Funders Collaborative is seeking proposals from the eligible cities within the Los Angeles Continuum of Care (all cities except Glendale, Long Beach, and Pasadena) that are built on collaboration with internal and external stakeholders to assess challenges and opportunities (existing and future) and develop a Homelessness Plan that will serve as a road map for the city's participation in preventing and combating homelessness locally and regionally. To assist cities in the development of their proposals, an outline of the Homelessness Plan, which each city that receives a grant will develop, will be available at the Applicants' Technical Assistance Session on August 10, 2017, and a standardized planning template will be made available in early November.

Please submit a completed application package to the Funders Collaborative by noon on September 18, 2017, by visiting www.homeforgoodla.org/grantseekers. Applications may be submitted prior to the deadline.

For questions related to the grantmaking process, please email Home for Good at rfp@unitedwayla.org. For questions related to the County Homeless Initiative, please email homelessinitiative@lacounty.gov or visit homeless.lacounty.gov.

#### GRANTMAKING TIMELINE

Date/Time	Key Activities
7/24/17	Cities Web Meeting at 9:30am – 11:30am
7/28/17	Home for Good Funders Collaborative releases the request for proposals
7/31/17	2017 Homeless Count details will be available at <u>LAHSA website</u> .
8/1 – 9/14/17	Individual technical assistance is available to the applicants via phone or in person.
8/10/17 1:30pm (90 min)	Voluntary Technical Assistance session for the prospective City Planning Grant applicants will take place at United Way, 4 <sup>th</sup> Floor Conference Room, 1150 South Olive Street, Los Angeles, CA 90015. Please RSVP <u>HERE</u> by August 4. Space is limited. In order to ensure at least one seat per city, we may need to contact you to prioritize your RSVPs.  You may also participate in the TA Session via web by registering <u>HERE</u> . Call-in number is (866) 901-6455. Access Code is 964-657-641.
9/18/17 Noon	Last day to submit planning grant proposals – email your application package to <u>rfp@unitedwayla.org</u> .
By 10/31/17	Grantees are selected and notified. The grant term will run from November 2017 through March 31, 2018 unless more time is needed (maximum 3 additional months), in which case a request for an extension and rationale need to be included in the proposal.
Nov. 2017	Begin contract execution
Early Nov.	Grantee Orientation (mandatory)



**2017-2018 FUNDERS COLLABORATIVE RFP**  
**CITY PLANNING GRANTS TO PREVENT AND COMBAT HOMELESSNESS**

**APPLICATION: INDIVIDUAL CITY**

<b>Name of the City</b>	
<b>Request Amount</b>	\$70,000 (over 400 people in 2017 Homeless Count); \$50,000 (400-100 people in 2017 Homeless Count); \$30,000 (less than 100 people in 2017 Homeless Count). \$
<b>Project Duration</b>	State the start and end month. Final Plan is generally due no later than March 30, 2018. If more time is needed (maximum 3 additional months), please identify the needed extension and rationale here.

**A. Statement of Need and Opportunity**

1. Describe the state of homelessness in your city and/or region. Include its impacts and key challenges. (word limit – 150)
2. Given the landscape of homelessness in your city, describe how this planning grant will enable your city to prevent and combat homelessness locally and regionally. (word limit – 200)

**B. Local and Regional Alignments to Combat Homelessness**

1. If your City has been involved in the County Homeless Initiative (HI) efforts, please describe that involvement. For reference, original 47 HI Strategies that the Board of Supervisors approved in February 2016 may be viewed HERE. On June 13, 2017, the Board approved Measure H funding for 17 of the original HI strategies, plus four new strategies. Click HERE for details. (word limit – 150)
2. Highlight a current success in addressing homelessness since February 2016, when the HI strategies were adopted. No success is too small. (word limit – 120)
3. Does your city or affiliated Councils of Government currently have a homelessness plan? If so, please attach.

**C. Project Description**

1. What are your goals and purpose for undertaking the proposed process and developing the plan? (word limit – 100)
2. How will you develop your city’s homelessness plan or enhance/expand your current homelessness plan? Be as specific as possible. (word limit – 250)
3. Who will be the Project Lead for the planning process? Please state his/her relevant experience, current role, and decision-making authority. (word limit – 100)
4. How will the funds be used? If your city is retaining a consulting partner, please state the name of the consultant/agency. Consultants may be selected from the attached list of suggested consultants focused on ending homelessness, but there is no requirement to use a consultant, nor to use a consultant from the attached list. (word limit – 120)
5. What city assets and or partnerships will be leveraged during the planning process, e.g. funding, facilities, staff time, etc.? (word limit – 200)





## Reference Materials

1. Frequently Asked Questions for the Cities Planning Grant RFP
2. Potential City Connections to Select Homeless Initiative Strategies
3. Coordinated Entry System Regional Contact List
4. Service Planning Area Map
5. Suggested List of Consultants
6. 2017 Homeless Count details will be made available on July 31, 2017 at [lahsa.org](http://lahsa.org).



**2017-2018 FUNDERS COLLABORATIVE RFP**  
**CITY PLANNING GRANT TO PREVENT AND COMBAT HOMELESSNESS**

**APPLICANT COVER SHEET: INDIVIDUAL CITY**

**REQUEST INFORMATION**

<b>Request Amount</b>	\$70,000 (over 400 people in 2017 Homeless Count); \$50,000 (400-100 people in 2017 Homeless Count); \$30,000 (less than 100 people in 2017 Homeless Count). \$
<b>Project Duration</b>	Start month to end month. The City Plan is due no later than March 30, 2018. If more time is needed (maximum 3 additional months), please identify the needed extension and rationale here.

**ORGANIZATION INFORMATION**

<b>Organization Name</b>	
<b>Physical Address</b>	
<b>Mailing Address</b> (if different than above)	
<b>City Manager</b> Name Telephone Number Email Address	
<b>Primary Grant Contact</b> Name Title Email Phone No.	
<b>Primary Project Lead</b> Name Title Email Phone No.	
<b>Council of Government Affiliation(s)</b>	<input type="checkbox"/> North County Transportation Coalition <input type="checkbox"/> Gateway Council of Governments <input type="checkbox"/> Las Virgenes-Malibu Council of Governments <input type="checkbox"/> San Fernando Valley Council of Governments <input type="checkbox"/> San Gabriel Valley Council of Governments <input type="checkbox"/> South Bay Cities Council of Governments <input type="checkbox"/> Westside Cities Council of Governments

**Authorization of the City Manager submitting the proposal:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



2017-2018 FUNDERS COLLABORATIVE RFP  
CITIES PLANNING GRANT TO PREVENT AND COMBAT HOMELESSNESS

**PROPOSED BUDGET: INDIVIDUAL CITY**

- **Personnel Cost:** Include titles of the staff or consultant cost
- **Non-Personnel Cost:** Examples include event-related cost, mileage, collateral, etc.

<b>Personnel Cost</b>	
	\$
	\$
	\$
Fringe Benefits	\$
<b>Total Personnel Cost</b>	\$
<b>Non-Personnel Cost</b>	
	\$
	\$
	\$
<b>Total Non-Personnel Cost</b>	\$
<b>Total Budget</b> (will equal total request amount)	\$