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Council File No.: 18-0968-S2  
Council Districts: All  
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Honorable Eric Garcetti  
Mayor, City of Los Angeles  
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Honorable Members of the City Council  
City of Los Angeles  
c/o City Clerk, City Hall  
200 N. Spring Street  
Los Angeles, CA 90012

Attention: Heleen Ramirez  
Legislative Coordinator

Attention: Keyonna Kidd  
Legislative Assistant

**COUNCIL TRANSMITTAL: REQUEST FOR APPROVAL OF FUNDING  
RECOMMENDATIONS FOR THE HOUSING OPPORTUNITIES FOR PERSONS WITH  
HIV/AIDS (HOPWA) PROGRAM REQUEST FOR PROPOSALS AND AUTHORITY TO  
EXECUTE CONTRACTS**

**SUMMARY**

The General Manager of the Los Angeles Housing and Community Investment Department (HCIDLA) respectfully requests that your offices review and approve this transmittal and forward it to the City Council for further consideration and approval. HCIDLA is requesting approval of funding recommendations and authority to execute contracts with eight nonprofit agencies, four public housing authorities and one fiscal monitor to implement the Housing Opportunities for Persons with HIV/AIDS (HOPWA) program. Proposed contract terms are for an initial 12-month period beginning on or about July 1, 2021 – June 30, 2022, with an option to extend contracts for two (2) additional one-year periods.

The HOPWA program is funded annually by the U.S. Department of Housing and Urban Development (HUD) as a formula grant through the Consolidated Planning process. The HOPWA program provides housing assistance and supportive services countywide for low- income persons living with Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS) and their families.

## **RECOMMENDATIONS**

- I. That the Mayor review this transmittal and forward to the City Council for further action;
- II. That the City Council, subject to the approval of the Mayor:
  - A. AUTHORIZE the General Manager of HCIDLA, or designee, to execute agreements with eight nonprofit agencies, four housing authorities and one fiscal review monitor to administer the HOPWA program, per Attachment A, for a 12-month contract term beginning on or about July 1, 2021 through June 30, 2022, with an option to extend for up to two (2) additional, one-year terms, subject to review and approval by the City Attorney as to form, and compliance with all necessary City and federal requirements.
  - B. AUTHORIZE the General Manager of HCIDLA, or designee, to execute the first amendment with Alliance for Housing and Healing, C-138232, for an additional 12 months for a new contract end date of September 30, 2022, subject to review and approval by the City Attorney as to form, and in compliance with all necessary City and federal requirements.

## **BACKGROUND**

The HOPWA program provides housing assistance and related supportive services for low- income persons with HIV/AIDS and their families. The City of Los Angeles has been the countywide administrator of the federal HOPWA grant through the Consolidated Plan since the 1990s. Federal regulations require the largest jurisdiction in an Eligible Metropolitan Statistical Area to receive the formula allocation (24 CFR 547.110) and provide services countywide. Over the last three years, the Los Angeles HOPWA funding allocation has ranged from \$17.6 million to \$19.8 million annually. The HOPWA grant amount for Program Year (PY) 2021-2022 is \$20.7 million, which will be reviewed through Council File No. 20-1433.

The City of Los Angeles contracts with nonprofit organizations across Los Angeles County to implement several HOPWA program components (Short-Term Rental Mortgage Utility program, supportive services, etc.). The City contracts with the Housing Authority of the City of Los Angeles, the Los Angeles County Development Authority, City of Pasadena and the Housing Authority of the City of Long Beach to implement the HOPWA program Tenant-Based Rental Assistance (TBRA) component based on HUD guidance establishing public housing authorities as the administrative partners.

## **HOPWA REDESIGN**

To prepare for procuring HOPWA contractors to implement the program components, HCIDLA gathered input from service providers during monthly Executive Directors meetings, met with the Los Angeles Homeless Services Authority (LAHSA), listened to HOPWA providers through focus groups, met with the County Commission on HIV, HIV Consumer Caucus, and reviewed client data. Key themes that emerged included: simplification of program applications for financial assistance grants; requests for more funding for permanent housing programs, such as TBRA; and additional resources and access to providers to better support the needs of their clients.

Additionally, HCIDLA's administrative capacity was reviewed. External input, along with internal analysis, led HCIDLA to recommend to the City Council and Mayor that the City release the Request for Proposals (RFP) soliciting proposals in a structure that will reduce the number of contracts to ease administrative burdens on providers. The primary impact of this change will be greater attention to meeting the needs of program participants. This redesign will also improve the City's capacity to support providers. This change also reduces the total number of HOPWA contracts from 27 to 17 by consolidating services under the regional office contracts and combining other programs components. The redesign is further explained in Attachment B. If the contract recommendations in this report are approved, HCIDLA staff will focus on providing more in-depth, technical assistance to HOPWA service providers to assist in achieving program goals.

HCIDLA solicited proposals from qualified community-based and non-profit organizations to provide the core services listed below.

<b>Housing and Supportive Service Categories</b>	<b>Core Services</b>
HOPWA Regional Offices	Housing Specialist Services, Crisis beds, legal services, Short-Term, Rent, Mortgage, Utility & Permanent Housing Placement, Additional HOPWA-eligible supportive services.
Housing Information and Referral	Housing website, Housing Locator, Training Module, Client Animal Support and Advocacy
Scattered-Site Master Leasing	Master Leasing and Supportive Services in Permanent Housing
Resident Service Coordination	Supportive Services in Permanent Housing
Fiscal Monitoring Services	Risk Analyses, Fiscal Reviews and Monitoring, Audits, and other Audit related services of the HOPWA contractors

HOPWA Regional Offices will continue to be responsible for covering the following six geographic Service Planning Areas (SPA).

San Fernando Valley and Antelope Valley	SPA 1 & 2
San Gabriel/Foothills & East Los Angeles	SPA 3 & 7
Metro West and West Los Angeles	SPA 4 (Subgroup) & SPA 5
South Los Angeles	SPA 6
Metro Downtown & Metro East	SPA 4 (Subgroup)
South Bay	SPA 8

### **REQUEST FOR PROPOSALS PROCESS**

On April 29, 2020, the City Council approved the release of a Request for Proposals (RFP) for HOPWA housing and supporting services (CF No. 18-0968). HCIDLA released this RFP on September 28, 2020, through the Los Angeles Business Assistance Virtual Network (LABAVN). Announcement of the release of the RFP was advertised in a local newspaper and sent via email to nonprofits, City departments, and other interested parties. A mandatory proposers' conference was held on October 8, 2020. HCIDLA received 13 proposals by the submission deadline of December 7, 2020.

Proposals were evaluated based on the following criteria:

***Evaluation Criteria for Housing and Supportive Services:***

<b>Area</b>	<b>Description</b>	<b>Points</b>
1	Organizational Capacity and Demonstrated Effectiveness	30
2	Program Plan and Implementation	40
3	Budget	20
4	Past Performance and References	10
	<b>Total Points</b>	<b>100</b>

***Evaluation Criteria for Fiscal Monitoring Services:***

<b>Area</b>	<b>Description</b>	<b>Points</b>
1	Demonstrated Ability — Relevant background, experience, and qualifications to conduct risk assessments and fiscal monitoring activities	20
2	Demonstrated understanding of work being requested	15
3	Quality of detailed work plan	10
4	Qualifications and experience of assigned staff	15
5	Cost breakdown for each service and total cost	20
6	Recent relevant experience	10
7	References	10
	<b>Total Points</b>	<b>100</b>

The evaluation team, consisting of HCIDLA staff with specific expertise in key subject matters related to program and monitoring, evaluated the proposals.

**RFP RESULTS AND APPEALS**

Each proposal received was reviewed to determine if the minimum proposer eligibility requirements and City contracting requirements had been met. The eligible proposals were reviewed and scored by the evaluation team. On March 15, 2021, all proposers were notified whether or not they would be recommended for HOPWA funding based on the review of their proposals. All proposers were informed of their right to file an appeal based only on procedural issues by March 22, 2021. No appeals were submitted.


HCIDLA recommends that the City Council and Mayor authorize the department to enter into agreements with the service providers identified in Attachment A for the program components and amounts listed in the attachment.

The contract terms will commence on or about July 1, 2021 through June 30, 2022, with the option to exercise two (2), one-year extensions.

**FISCAL IMPACT**

There is no impact to the General Fund. The recommendations contained in this report will authorize HCIDLA to use federal grant funds from HOPWA Fund No. 569.

Approved By:

A handwritten signature in dark ink, appearing to read "Ann Sewill", written over a horizontal line.

ANN SEWILL  
General Manager  
Housing+Community Investment Department

ATTACHMENTS:

Attachment A HOPWA Contract Authorities CF # 20-1433  
HOPWA RFP Results Attachment B

**Los Angeles Housing + Community Investment Department (HCIDLA)**

Housing Opportunities For Persons With AIDS (HOPWA)

**Funding Sources:**

HOPWA —Housing and Related Programs	\$22,369,077
HOPWA — Administration	\$90,000
Total	\$22,459,077 for contracted services

**Term of Performance:**

July 1, 2021-June 30, 2022

**Procurement:**

The most recent HOPWA Request for Proposals was released on September 28, 2020 for new contracts to be effective on July 1, 2021. This will be the first year of these contracts under this procurement as shown in the table below.

**Program Description:**

The HOPWA program is designed to provide housing and supportive services to low-income persons living with HIV/AIDS and their families. HCIDLA administers the HOPWA grant on behalf of the entire county of Los Angeles, as directed by federal statute, which also requires that each HOPWA service provider be allocated administrative funds in addition to program dollars, which are shown in the table below. Funding is also provided to KNL for fiscal monitoring and risk assessment services and is funded from the HCID admin budget.

CONTRACTOR NAME	SERVICE TYPE (AREA)	PY47 HOPWA PROGRAM AMOUNT
Alliance for Housing and Healing	Scattered-Site Master Leasing	\$800,000
Alliance for Housing and Healing	Resident Service Coordination	\$1,253,250
Alliance for Housing and Healing	Regional Offices Metro West & WLA - SPA 4 (subgrp.) & SPA 5	\$2,567,643
Alliance for Housing and Healing	Regional Offices SPA 8	\$1,632,357
APLA Health	Regional Offices SPA 6	\$2,100,000
City of Pasadena	Tenant-Based Rental Assistance	\$280,670
Foothill AIDS Project	Regional Offices SPA 3,7	\$2,100,000
Housing Authority of the City of Los Angeles	Tenant-Based Rental Assistance	\$3,746,736
Housing Authority of the City of Long Beach	Tenant-Based Rental Assistance	\$1,350,000
Los Angeles County Development Authority	Tenant-Based Rental Assistance	\$630,925
Paws/LA	Housing Information and Referral	\$800,000
Project New Hope	Scattered-Site Master Leasing	\$499,835
Tarzana Treatment Center	Regional Offices SPA 1,2	\$2,100,000
VOALA	Scattered-Site Master Leasing	\$407,661
Wesley Center/JWCH*	Regional Offices Metro DT, Metro East (SPA 4 subgroup)	\$2,100,000
<b>TOTALS:</b>		<b>\$22,369,077</b>
<b>Administration</b>		
KNL Support Services	Fiscal Monitoring Services	\$90,000
<b>TOTALS:</b>		<b>\$22,459,077</b>

### Proposed HOPWA Program Redesign

HCIDLA is proposing to consolidate the number of contracts for service providers to increase coordination, improve client outcomes and reduce administrative burdens on providers. The primary impact of this change will be greater attention to meeting the needs to program participants. This redesign will also improve the City's capacity to support providers. The redesign reduces the total number of HOPWA contracts from 27 to 17.

