



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

FESIA A. DAVENPORT  
Chief Executive Officer

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HOLLY J. MITCHELL  
Second District

SHEILA KUEHL  
Third District

JANICE HAHN  
Fourth District

KATHRYN BARGER  
Fifth District

October 20, 2021

TO: Interested Parties

FROM: Cheri Todoroff, Interim Director  
Homeless Initiative – Chief Executive Office

Subject: **REQUEST FOR STATEMENT OF INTEREST RFSI #ARP-CEO-2021-04  
IDENTIFICATION OF NONPROFIT OR FOR-PROFIT ENTITIES TO  
APPLY JOINTLY WITH THE COUNTY OF LOS ANGELES FOR  
HOMEKEY ROUND 2 NOTICE OF FUNDING AVAILABILITY**

The Los Angeles County Chief Executive Office (CEO) Homeless Initiative is charged with developing and implementing strategic efforts that fulfill the Board of Supervisor's (Board) vision of providing services and housing to its most vulnerable residents experiencing homelessness. The CEO is pursuing a grant opportunity through the Homekey Round 2 Notice of Funding Availability ([NOFA](#)) offered by the State of California's Housing and Community Development Department (HCD) to develop a broad range of housing types, including but not limited to hotels, motels, hostels, single-family homes and multifamily apartments, adult residential facilities, and manufactured housing, and to convert commercial properties and other existing buildings to permanent or interim housing for the Target Population.

Target Population is defined as individuals and families who are experiencing homelessness or who are at risk of homelessness, as defined at Health and Safety Code (HSC) section 50675.1.3, subdivision (l), and who are inherently impacted by or at increased risk for medical diseases or conditions due to the COVID-19 pandemic or other communicable diseases.

The purpose of this Request for Statement of Interest (RFSI) is to identify qualified nonprofit or for-profit entities to apply jointly with the County of Los Angeles (County) for the Homekey Round 2 Program. Respondents to this RFSI that are selected as co-applicants will acquire, rehabilitate (as needed), provide property management, and, in some cases, provide supportive services for interim or permanent housing for the Target Population. Among the eligible uses in the State's Homekey Round 2 NOFA, the County is supportive of projects that include:

1. Acquisition and/or rehabilitation of motels, hotels, hostels, or other sites and assets, including apartments or homes, adult residential facilities, residential care facilities for the elderly, manufactured housing, commercial properties, and other buildings with existing uses that could be converted to permanent or interim housing.
2. Conversion of units from nonresidential to residential.
3. New construction of dwelling units.
4. Relocation costs for individuals who are temporarily displaced as a result of the Homekey Project.
5. Capitalized operating subsidies for units purchased, converted, constructed, or altered with funds provided pursuant to California's HSC (Health and Safety Code) section 50675.1.3.

Respondents to this RFSI must have experience with the acquisition, rehabilitation, and management of permanent supportive housing and/or interim housing for the Target Population. Respondents must also demonstrate their ability to meet the eligibility requirements laid out by HCD in the Homekey Round 2 NOFA, either as a single entity, joint venture, or consortium of entities. It is anticipated that the Respondent(s) that are selected as co-applicant(s) will be awarded capital and operating funds from HCD and may also be awarded supplementary funding from the County to match HCD's capital funding and operating subsidy.

As a result of this RFSI, CEO may enter into contract negotiations with one or more Respondent(s) who, based upon their Statement of Interest Response (Response) to this RFSI, and any additional information that CEO may choose to gather from Respondents either orally, through interviews/consultations, or in writing, are deemed to be qualified co-applicants for Homekey funding and have identified viable projects for which to apply to HCD for Homekey funding jointly with the County.

### **Project Term**

The co-applicant shall duly encumber all interim housing projects with a 15-year covenant or similar use restriction and all permanent housing projects with a 55-year covenant or similar use restriction. In addition, the County and co-applicant will jointly develop a 15-year budget for project operations and services as required by the HCD Homekey Round 2 NOFA.

### **Project Deadlines**

If Homekey capital funds are awarded to the County and the selected co-applicant, all capital funds must be expended within eight months of NOFA award date. Additionally, all applicable construction and/or rehabilitation must be completed within 12 months of the date of award. All projects shall achieve full occupancy (fully occupied with consideration for an average of 10% vacancy rate at any given time) within 90 days of

construction and/or rehabilitation completion.

### **Project Preferred Property Features and Operating Subsidy Information**

Attachment I (Preferred Property Features and Operating Subsidy Information) provides information about the property features preferred by the County and the sources of operating subsidy funding.

#### **A. RFSI RESPONSE SUBMISSION INSTRUCTIONS**

1. Respondents interested in being considered for selection as co-applicants for the Homekey Round 2 NOFA should complete and submit responses to Attachment II (Statement of Interest Response to Requested Information) and provide any additional information requested.
2. False, misleading, incomplete, or deceptively unresponsive statements in connection with any Response shall be sufficient cause for rejection of the Response. The review and determination in this area shall be at the sole judgment of the CEO and her judgment shall be final.

#### **B. QUESTIONS/CONTACT INFORMATION/TIMELINE**

All contact regarding this RFSI or any matter relating thereto must be in writing and e-mailed with subject line “**Homekey Round 2 RFSI #ARP-CEO-2021-04**” to:

[hiadmin@ceo.lacounty.gov](mailto:hiadmin@ceo.lacounty.gov)

Please refer to “Attachment IV, County Homekey Development Timeline” for further specifications on submission deadlines and the Homekey program timeline.

#### **C. SUBMISSION OF RESPONSE**

All Responses to this RFSI must be submitted electronically by **Friday, November 12, 2021 by 12:00 p.m. (PT)**. Responses received after this date will be reviewed at the County’s discretion. The CEO endeavors to work with co-applicants who are able to apply to HCD for Homekey by the geographic allocation priority deadline on January 31, 2022. Thereafter, any unused geographic allocations will collapse into a statewide pool; HCD will evaluate those applications on a first-come first-served basis until May 2, 2022, or until the funds are exhausted, whichever occurs first.

This RFSI will close no later than **May 2, 2022**, or when the State’s Homekey Round 2 funds are exhausted, whichever occurs first. It is the responsibility of Respondents to ensure that their Responses are submitted before the May 2, 2022 deadline. Responses received after this deadline shall be eliminated from consideration by the CEO. Responses must be sent via email with subject line “**Homekey Round 2 RFSI #ARP-CEO-2021-04**” to:

[hiadmin@ceo.lacounty.gov](mailto:hiadmin@ceo.lacounty.gov)

Failure to respond to all requested information may result in the Response not being considered.

#### **D. RESPONSE REVIEW AND SELECTION PROCESS**

1. CEO reserves the sole right to review the Responses submitted pursuant to this RFSI and to select which Respondent best serves the interests of the County. As a result of this RFSI, the County may:

- a. Request further information, documents, presentations, and/or conference call(s) or in-person interviews substantiating Respondent's qualifications, experience, and readiness to provide the services described in the RFSI;
- b. Enter into contract negotiations with one or more Respondent(s) based on their Response; and/or
- c. Take no further action.

2. Response Review and Selection Process

The review and selection process will begin upon timely receipt of the Response. Review of the Responses will be conducted in two phases. Phase One will be conducted by designated CEO staff, and Phase Two will be conducted by a Review Committee selected by the CEO. The Review Committee will conduct a comparative review to assess each Response as defined in the criteria listed below and rank the Responses.

##### **a. Phase One – (Pass/Fail)**

The Response will be reviewed for Minimum Requirements (Attachment II, Statement of Interest Response to Requested Information):

A pass/fail review will be conducted of the Responses to determine compliance with the submission deadline, Minimum Requirements, and Business Status as indicated in Attachment II of this RFSI. Failure by the Respondent to comply with and demonstrate the Minimum Requirements and Business Status may result in its Response being disqualified without further review and consideration at the CEO's sole discretion.

##### Minimum Requirements

Minimum Requirements are contained in Attachment II and reflect Homekey Round 2 NOFA experience requirements for an applicant.

### Business Status Review

Verification of the Respondent's Business Status will be conducted by checking with all applicable databases which may include, but not be limited to, databases available with the California Secretary of State – Business Programs, Los Angeles County Debarment List, State's Suspended and Ineligible Provider List for Medi-Cal, Federal Debarment List (Office of Inspector General (OIG), Federal Excluded Parties List System (EPLS), and if applicable, a review of the Auditor Controller's Intranet website and the Contractor Alert Reporting Database reflecting past performance history on County contracts. CEO will contact Respondent in the event additional information is needed. Any Respondent appearing in one or more databases may be rejected at CEO's sole discretion.

Business Status Review for Respondents will also be comprised of review of good standing with State of California, assessment of Respondents single or joint entity status and a review of current financial status of County contracts, if applicable.

#### **b. Phase Two - (Comparative Review)**

The Response will be reviewed on each of these factors for **Background and Experience** (Attachment II):

- i. Appropriateness and suitability of the narrative response to Response Section 3.2.A on Respondent's background and experience developing permanent or interim housing.

The Response will be reviewed on each of these factors for **Approach and Methodology** (Attachment II):

- ii. Appropriateness and suitability of the narrative response to Response Section 3.3.A on the Respondent's approach to the Homekey Permanent and Interim Housing development and program.
- iii. Appropriateness and suitability of the narrative response to Response Section 3.3.B on the Respondent's proposed staffing plan for the Respondent's Project team.
- iv. Appropriateness and suitability of the narrative response to Response Section 3.3.C on the Respondent's proposed implementation plan and Project timeline reflective of the State's deadlines.
- v. Ability of Respondent to secure other funding resources for contribution to the acquisition, operation, development, services, etc.

for the Homekey sites as outlined on Response Section 3.4.A. Please reference the Homekey Round 2 NOFA, Sections 205, 206 and Appendix A for maximum funding awards from Homekey which vary with different per door costs, unit types, and Applicant contribution levels.

- vi. Appropriateness and suitability of the proposed administrative percentage fee on Response Section 3.4.B.
- vii. Appropriateness and suitability of the Respondent's Financial Capability on Response Section 3.5.

The Response will be reviewed on each of these factors for appropriateness of **Identified Sites and Property Criteria**. (Attachment III):

- i. Appropriateness of information on any potential property or site that could be available for acquisition and conversion for target population according to the preferred features, as described in Attachment I.

The Response will be reviewed on responsiveness to the **County Homekey Development Timeline** (Attachment IV):

It is the intent of this RFSI process to give CEO maximum flexibility in developing a contract. CEO reserves the right to consider all interested Respondents in a comprehensive manner to best serve the needs of the County of Los Angeles.

## **E. DEBRIEFINGS AND APPEALS**

1. Upon completion of the Response review, the CEO will notify disqualified and non-selected entities via email who will be offered an opportunity for a debriefing. Respondents who wish to appeal, pursuant to the process set forth below, must first request and receive a debriefing. The debriefing will compare the requesting Respondent's Response with the review documents. The requesting Respondent shall be debriefed only on its Response. Because contract negotiations will not have yet been completed, Responses from other Respondents shall not be discussed or disclosed, although the CEO may inform the requesting Respondent of its relative ranking in comparison to the other Responses. Such Debriefing request shall be submitted by email within **three (3) business days** of the date shown on CEO's notification, to the contacts below:

Samuel Han  
[shan@ceo.lacounty.gov](mailto:shan@ceo.lacounty.gov)  
[hiadmin@ceo.lacounty.gov](mailto:hiadmin@ceo.lacounty.gov)

2. An appeal may be submitted within three (3) business days after the debriefing if the requesting Respondent is not satisfied with the results of the debriefing. Only appeals submitted from debriefed Respondents shall be considered. The CEO will consider any appeal, if such appeal would change the outcome of the contract award selection and is received in writing by the CEO by the deadline indicated in this Section E.1. An appeal will be denied if it is not received in a timely manner. Timely appeals must satisfy all the following criteria:
  - a. The person or Respondent appealing asserts, in appropriate detail with factual reasons, one or more of the following grounds for review:
    - i. The CEO committed a significant material error.
    - ii. A member of the Review Committee demonstrated bias in the conduct of the review.
  - b. Respondent's appeal letter shall not exceed 4 pages. If Respondent's appeal meets the criteria set forth in this Section E.2 and is considered by CEO, the appeal review will examine Respondent's appeal assertion as it pertains to the Homekey Round 2 NOFA RFSI and the Respondent's response submission documents. No new documents may be submitted nor will they be reviewed during the appeal process.
3. Respondents will be notified by the CEO of the decision on any appeal which is received in a timely manner. Such notification will explain the basis for the decision. The CEO's decision on any appeal will be final.
4. Throughout the appeal review process, the CEO has no obligation to delay or otherwise postpone contract award based on a Respondent's appeal. In all cases, the CEO reserves the right to make a contract award(s) when it is determined to be in the interest of the County of Los Angeles.

#### **F. NOTICE TO RESPONDENTS REGARDING THE PUBLIC RECORDS ACT**

Responses to this solicitation shall become the exclusive property of the County. Exceptions to disclosure are those parts or portions of all Responses that are justifiably defined as business or trade secrets, and plainly marked by the Respondent as "Trade Secret", "Confidential", or "Proprietary". The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the Response as confidential shall not be deemed sufficient notice of exception. The Respondent must specifically label only those provisions of their respective Response which are "Trade Secrets", "Confidential", or "Proprietary" in nature. In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents,

information, books, records, and/or contents of a Response marked "Trade Secrets", "Confidential", or "Proprietary", Respondent agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

**G. COUNTY RIGHTS AND RESPONSIBILITIES**

The County has the right to amend, re-issue, or cancel this RFSI by written addendum. The County is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto. Such addendum shall be made available on the Homeless Initiative website. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Response not being considered, as determined at the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

**H. COST OF RESPONSE PREPARATION**

The cost of Response preparation shall be borne by the Respondent. In no event shall the County or CEO be liable for any expenses incurred in the preparation and submission of the Response.

CT:EB:TTD:SH

c: Ana Lai, County Counsel

Attachments (4)



PREFERRED PROPERTY FEATURES AND OPERATING SUBSIDY INFORMATION

**LOS ANGELES COUNTY HOMEKEY ROUND 2**  
**REQUEST FOR STATEMENT OF INTEREST**  
**PREFERRED PROPERTY FEATURES AND OPERATING SUBSIDY INFORMATION**

*Los Angeles County has a preference for properties that exhibit some or all of the features described below, depending on the intended use and target population of the property. Three intended uses, serving three different populations, are referenced below: permanent supportive housing, interim housing for families, and interim housing for transition aged youth (TAY). However, properties that do not meet all the criteria below will still be considered. Proposers should carefully review the Department of Housing and Community Development’s (HCD) Homekey Program Round 2 Notice of Funding Availability (NOFA) to determine whether proposed properties meet minimum program requirements and/or meet the threshold, scoring, and bonus point criteria as described in the NOFA. Please highlight instances where the property being proposed meets Section 304.4. Community Impact and Site Selection for site-related scoring criteria and has the potential to meet the rapid development timeline rewarded with bonus awards, both of which are outlined in the HCD NOFA.*

*In addition to defining preferred property features, this document also provides information on planned and potential operating subsidies for the three types of housing under consideration.*

**1. Preferred Features of Potential Permanent Supportive Housing Properties**

<p><b>Price per door</b></p>	<p>Preferred maximum price per door is listed in the table below. The total cost includes <b>all acquisition and rehabilitation/renovation costs</b>. These amounts fully leverage state contributions. The County will consider sites at higher price points on a case-by-case basis.</p> <table border="1" data-bbox="548 1381 1416 1724"> <tr> <td data-bbox="548 1381 748 1482"><b>Unit Size</b></td> <td data-bbox="748 1381 915 1482"><b>Total Cost Per Unit</b></td> <td data-bbox="954 1520 997 1549" rowspan="4"><b>OR</b></td> <td data-bbox="1036 1381 1252 1482"><b>Target Population</b></td> <td data-bbox="1252 1381 1416 1482"><b>Total Cost Per Unit</b></td> </tr> <tr> <td data-bbox="548 1482 748 1549">Studio or one bedroom</td> <td data-bbox="748 1482 915 1549">\$350,000</td> <td data-bbox="1036 1482 1252 1549">Chronic Homelessness</td> <td data-bbox="1252 1482 1416 1549">\$400,000</td> </tr> <tr> <td data-bbox="548 1549 748 1619">Two bedroom</td> <td data-bbox="748 1549 915 1619">\$375,000</td> <td></td> <td></td> </tr> <tr> <td data-bbox="548 1619 748 1724">Three or more bedroom</td> <td data-bbox="748 1619 915 1724">\$400,000</td> <td></td> <td></td> </tr> </table>	<b>Unit Size</b>	<b>Total Cost Per Unit</b>	<b>OR</b>	<b>Target Population</b>	<b>Total Cost Per Unit</b>	Studio or one bedroom	\$350,000	Chronic Homelessness	\$400,000	Two bedroom	\$375,000			Three or more bedroom	\$400,000		
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Studio or one bedroom	\$350,000		Chronic Homelessness		\$400,000													
Two bedroom	\$375,000																	
Three or more bedroom	\$400,000																	
<p><b>Preferred locations</b></p>	<p>The County wishes to identify properties in all Service Planning Areas (SPAs). Respondents may use the following link to determine the SPA where a site is located:  <a href="https://appcenter.gis.lacounty.gov/districtlocator/">https://appcenter.gis.lacounty.gov/districtlocator/</a></p>																	

PREFERRED PROPERTY FEATURES AND OPERATING SUBSIDY INFORMATION

	Respondents may wish to consult the Los Angeles Homeless Services Authority (LAHSA) homeless count to determine which areas have the highest concentrations of people experiencing homelessness. This data can be found at <a href="https://www.lahsa.org/2020-greater-los-angeles-homeless-count-total-point-in-time-homeless-population-by-geographic-areas">2020 Greater Los Angeles Homeless Count—Total Point-In-Time Homeless Population By Geographic Areas (lahsa.org)</a>
<b>Number of units</b>	40-100 units per project.
<b>Size of units (sq ft.)</b>	At least 300 sq. feet/unit. Studio and one-bedroom units preferred.
<b>Proximity to amenities</b>	Sites within ½ mile (or in rural areas within 1 mile) from a public transit station, grocery store, healthcare facility, library, and pharmacy.
<b>Configuration of building/availability of common spaces/other features</b>	Sufficient parking for staff and residents. Parking requirements are subject to local jurisdictional codes; projects should plan to adhere to those requirements. Common areas for residents, staff office spaces, and outdoor green spaces or the ability to create these spaces through renovation or construction.
<b>Accessibility</b>	Properties that exceed state and federal accessibility requirements set forth in the Homekey Round 2 NOFA Section 505 are preferred. Properties with a minimum of 15% of units with features accessible to persons with mobility disabilities and 10% of units with features accessible to persons with hearing or vision disabilities are eligible for more points. Properties may meet these requirements through the renovation process.
<b>Other</b>	Vacant properties and/or properties with no long-term tenants are preferred. Properties in excellent to very good building condition that meet or have been retrofitted to meet current seismic requirements are preferred.

**Operating Subsidies for Permanent Supportive Housing**

- The County expects to draw down the Homekey operating subsidy, offered at \$1,000-\$1,400/unit per month, depending on service population. The County is seeking to commit non-Homekey operating funding to Family Interim Housing projects for four or more years, which will enable the County to draw down HCD’s Homekey operating subsidy for three years.
- Project applications submitted by January 31, 2022 will receive a bonus award of \$10,000 per unit, which may be used for either operating or capital expenses. Projects able to reach full occupancy within eight months of award (fully occupied with consideration for an average of 10% vacancy rate at any given time) are eligible to receive an additional \$10,000 per unit, which can be used as an operating subsidy.

PREFERRED PROPERTY FEATURES AND OPERATING SUBSIDY INFORMATION

- Potential additional non-Homekey operating sources that may be layered to support Homekey operations include local, state, federal, private or philanthropic funding sources.
- There is no commitment of project-based federal rental subsidies at this time, but it is possible that such subsidies may become available at a later date. The County will seek to refer tenant-based federal voucher holders to Homekey properties.

**2. Preferred Features of Potential Family Interim Housing Properties**

<b>Price per door</b>	<p>Preferred maximum price per door is listed in the table below. The total cost includes <b>all acquisition and rehabilitation/renovation costs</b>. This amount fully leverages state contributions. The County will consider sites at higher price points on a case-by-case basis.</p> <table border="1" data-bbox="521 873 1422 1283"> <tr> <td data-bbox="521 873 737 989"><b>Unit Size</b></td> <td data-bbox="737 873 911 989"><b>Total Cost Per Unit</b></td> <td data-bbox="911 873 987 1098" rowspan="4"><b>OR</b></td> <td data-bbox="987 873 1235 989"><b>Target Population</b></td> <td data-bbox="1235 873 1422 989"><b>Total Cost Per Unit</b></td> </tr> <tr> <td data-bbox="521 989 737 1098">Studio or one bedroom</td> <td data-bbox="737 989 911 1098">\$350,000</td> <td data-bbox="987 989 1235 1098">Chronic Homelessness</td> <td data-bbox="1235 989 1422 1098">\$400,000</td> </tr> <tr> <td data-bbox="521 1098 737 1171">Two bedroom</td> <td data-bbox="737 1098 911 1171">\$375,000</td> <td></td> <td></td> </tr> <tr> <td data-bbox="521 1171 737 1283">Three or more bedroom</td> <td data-bbox="737 1171 911 1283">\$400,000</td> <td></td> <td></td> </tr> </table>	<b>Unit Size</b>	<b>Total Cost Per Unit</b>	<b>OR</b>	<b>Target Population</b>	<b>Total Cost Per Unit</b>	Studio or one bedroom	\$350,000	Chronic Homelessness	\$400,000	Two bedroom	\$375,000			Three or more bedroom	\$400,000		
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Two bedroom	\$375,000																	
Three or more bedroom	\$400,000																	
<b>Preferred location</b>	<p>SPA 1: up to 50 units SPA 2: up to 150 units SPA 3: up to 35 units SPA 4: up to 58 units SPA 5: up to 35 units SPA 6: up 45 units</p>																	
<b>Size of units</b>	<p>Units should be suitable for interim housing for families with two or more members.</p>																	
<b>Proximity to amenities</b>	<p>Sites within ½ mile (or in rural areas within 1 mile) from a public transit station, grocery store, healthcare facility, library and pharmacy.</p>																	
<b>Configuration of building/availability of common spaces/other features</b>	<p>Common areas for client use and office space for staff use or the ability to create these spaces through renovation or construction.</p>																	

**PREFERRED PROPERTY FEATURES AND OPERATING SUBSIDY INFORMATION**

<b>Outdoor spaces</b>	Ideally an open outdoor space for children and adults, appropriately sized for the expected number of residents.
<b>Accessibility</b>	Properties that exceed state and federal accessibility requirements set forth in the Homekey Round 2 NOFA Section 505 are preferred. Properties with 15% of units with features accessible to persons with mobility disabilities and 10% of units with features accessible to persons with hearing or vision disabilities are eligible for more points. Properties may meet these requirements through the renovation process.
<b>Other</b>	Vacant properties and/or properties with no long-term tenants are preferred. Properties in excellent to very good building condition that meet or have been retrofitted to meet current seismic requirements are preferred.

**Operating Subsidies for Interim Housing for Families**

- The County intends to repurpose funding currently allocated to Los Angeles Homeless Services Authority (LAHSA) for the family Coordinated Entry System (CES) interim housing to support operations at any acquired Homekey Family Interim Housing Sites. This funding is currently allocated to lead family service providers in each SPA for use on motel vouchers. This funding would be repurposed to fund operations at Family Interim Housing sites acquired through the Homekey Round 2 NOFA.
- If funding is awarded, it is expected that applicants will partner with the Family CES lead for the SPA where the proposed property is located. Alternative arrangements that are mutually agreeable to the owner, provider, LAHSA, and County may be considered.
- The County expects to draw down the HCD’s Homekey operating subsidy for this population, offered at \$1,000/unit per month. The County is seeking to commit non-Homekey operating funding to Family Interim Housing projects for four or more years, which will enable the County to draw down HCD’s Homekey operating subsidy for three years.
- Project applications submitted by January 31, 2022 will receive a bonus award of \$10,000 per unit which may be used for either operating or capital expenses. Projects able to reach full occupancy within 8 months of award (fully occupied with consideration for an average of 10% vacancy rate at any given time) are eligible to receive an additional \$10,000 per unit, which can be used as an operating subsidy.

PREFERRED PROPERTY FEATURES AND OPERATING SUBSIDY INFORMATION

- Potential additional non-Homekey operating sources that may be layered to support Homekey operations include local, state, federal, private or philanthropic funding sources.

**3. Preferred Features of Potential TAY Interim Housing Properties**

<b>Price per door</b>	Preferred maximum price per door is \$375,000, which includes <b>all acquisition and rehabilitation/renovation costs</b> . This amount fully leverages state contributions. The County will consider sites at higher price points on a case-by-case basis.
<b>Preferred location</b>	SPA 4
<b>Number of units</b>	<50
<b>Proximity to amenities</b>	In urban areas, within ½ mile (or in rural areas within 1 mile) from a public transit station, grocery store, healthcare facility, library and pharmacy. TAY sites should also be within one mile of at least two of the following amenities: community colleges, universities, trade schools, apprenticeship programs, employment programs, childcare centers for parenting youth, and/or community centers for youth (e.g., LGBTQ+ centers, drop-in youth centers).
<b>Configuration of building/availability of common spaces/other features</b>	Common areas for client use, staff office spaces, and outdoor green spaces or the ability to create these spaces through renovation or construction.
<b>Outdoor spaces</b>	Ideally an open outdoor space, appropriately sized for the expected number of residents.
<b>Accessibility</b>	Properties that exceed state and federal accessibility requirements set forth in the Homekey Round 2 NOFA Section 505 are preferred. Properties with 15% of units with features accessible to persons with mobility disabilities and 10% of units with features accessible to persons with hearing or vision disabilities are eligible for more points. Properties may meet these requirements through the renovation process.
<b>Other</b>	Vacant properties are preferred. Properties in excellent to very good building condition that meet or have been retrofitted to meet current seismic requirements are preferred.

PREFERRED PROPERTY FEATURES AND OPERATING SUBSIDY INFORMATION

**Operating Subsidies for TAY Interim Housing**

- The County expects to draw down HCD's Homekey operating subsidy for this population, offered at \$1,400/unit per month. The County is seeking to commit non-Homekey operating funding to TAY interim housing projects for four or more years, which will enable the County to draw down HCD's Homekey operating subsidy for three years.
- Project applications submitted by January 31, 2022 will receive a bonus award of \$10,000 per unit which may be used for either operating or capital expenses. Projects able to reach full occupancy within 8 months of award (fully occupied with consideration for an average of 10% vacancy rate at any given time) are eligible to receive an additional \$10,000 per unit, which can be used as an operating subsidy.
- Potential additional non-Homekey operating sources that may be layered to support Homekey operations include local, state, federal, private or philanthropic funding sources.

**STATEMENT OF INTEREST RESPONSE TO REQUESTED INFORMATION**

**1.0 INSTRUCTIONS**

Submit your organization’s responses on a separate file. Include respondent’s organization/name, “Homekey Round 2 RFSI #ARP-CEO-2021-04” labeled, and full responses clearly indicating the section(s) and question(s) being addressed.

**2.0 RESPONDENT CONTACT**

Respondent shall identify a primary point of contact as part of its Response as follows:

Organization Name: \_\_\_\_\_

Headquarters  
Address: \_\_\_\_\_  
\_\_\_\_\_

Organization  
Website: \_\_\_\_\_

Principal Point of Contact:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

My organization is responding in the following categories (select all that apply):

**Permanent Supportive Housing Project**

Acquisition/Rehabilitation and Property Management of sites

Acquisition/Rehabilitation and Property Management of sites;  
Provision of Supportive Services at Sites

As a single entity

As a joint venture or consortium (must be structured as a single Prime Contractor and subcontractors).

**Interim Housing Project**

Acquisition/Rehabilitation of sites

Acquisition/Rehabilitation and Operation of sites

As a single entity

As a joint venture or consortium (must be structured as a single Prime Contractor and subcontractors).

### 3.0 RESPONSE QUESTIONS

#### 3.1 Minimum Requirements

Provide a narrative that demonstrates the following minimum requirements for one or more Permanent or Interim Housing projects as noted in Article III, Threshold and Scoring Criteria of the Homekey Round 2 NOFA.

#### **Permanent Supportive Housing Projects**

The County is accepting Responses for Permanent Supportive Housing Projects that provide the following options:

##### **A. Acquisition/Rehabilitation and Property Management of Sites**

If the Respondent is seeking to acquire, rehabilitate, and provide property management of, a **Permanent Supportive Housing Project**, the Respondent shall demonstrate the following minimum experience requirements A.i and A.ii:



- i. Development, ownership, or operation of a project similar in scope and size to the proposed project; or development, ownership, or operation of at least two affordable rental housing projects in the last ten (10) years, with at least one of those projects containing at least one unit housing a tenant who qualifies as a member of the Target Population.
- ii. The proposed property manager shall have three (3) or more years of experience serving persons of the Target Population. If a property manager is not yet selected for the proposed project, the Respondent shall certify that this requirement will be reflected in any future solicitation or memorandum of understanding.

**B. Acquisition/Rehabilitation and Property Management of Sites; Provision of Supportive Services at Sites**

If the Respondent is seeking to acquire, rehabilitate, and provide both property management *and supportive services* for a **Permanent Supportive Housing Project**, the Respondent shall demonstrate minimum experience requirements with A.i and A.ii, above, and B.i and B.ii below;

- i. The proposed supportive service provider shall have three or more years of experience serving persons of the Target Population. If a supportive service provider is not yet selected for the proposed project, the Eligible Applicant shall certify that this requirement will be reflected in any future solicitation or memorandum of understanding.
- ii. Demonstrated experience administering a Housing First program that includes principles of harm reduction and low barriers to entry.

**Interim Housing Projects**

The County is accepting responses for Interim Housing Projects that provide the following options:

**C. Acquisition/Rehabilitation of Sites Only**

If the Respondent is acquiring and rehabilitating an **Interim Housing Project**, the Respondent shall demonstrate the following minimum experience requirements:

- i. Successful development and ownership of an **Interim Housing Project**, such as an emergency shelter or Transitional Housing

for at least three of the last ten years for individuals who qualify as members of the Target Population;

**D. Acquisition/Rehabilitation and Operation of Sites**

If the Respondent is acquiring, rehabilitating and *operating*, an **Interim Housing Project**, the Respondent shall demonstrate minimum experience requirements in sections C.i above and D.i, D.ii, and D.iii below.

- i. Successful *operation* of an **Interim Housing Project**, such as an emergency shelter or Transitional Housing for at least three of the last ten years for individuals who qualify as members of the Target Population;
- ii. Experience linking Interim Housing program participants to Permanent Housing to ensure long-term housing stability; and
- iii. Experience administering a Housing First program that includes principles of harm reduction and low barriers to entry.

**Business Status Review**

Verification of the Respondent's business status will be conducted by checking with all applicable databases which may include, but not be limited to, databases available with the California Secretary of State – Business Programs, Los Angeles County Debarment List, State's Suspended and Ineligible Provider List for Medi-Cal, Federal Debarment List (Office of Inspector General (OIG), Federal Excluded Parties List System (EPLS), and if applicable, a review of the Auditor Controller's Intranet website and the Contractor Alert Reporting Database reflecting past performance history on County contracts. CEO will contact Respondent in the event additional information is needed. Any Respondent appearing in one or more databases may be rejected in CEO's sole discretion.

**Good Standing Certification – State of California**

Please submit evidence that Respondent is in good standing with the State of California as indicated by a copy of State certification. Certification can be submitted with as an additional document for Attachment II. If no certification is available, please explain.

**Responding as a Joint Venture**

If responding as a joint venture or consortium, list organization names and attach letters of intent from each organization who will be a subcontractor to the Prime. Each letter of intent shall include identification of the services that the subcontractor will provide.

### County Contract Review

If Respondent's compliance with a County contract has been reviewed by the Los Angeles County Department of the Auditor-Controller within the last 10 years, Respondent must not have unresolved questioned costs identified by the Auditor-Controller in an amount over \$100,000 that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs in the opinion of the County.

- Yes, I have been audited within the last 10 years by the Los Angeles County Department of the Auditor-Controller and do not have over \$100,000 in disallowed costs.
- Yes, I have been audited within the last 10 years by the Los Angeles County Department of the Auditor-Controller and have over \$100,000 in disallowed cost.
- Not applicable

### 3.2 Background and Experience

- A. Provide a narrative on Respondent's background and experience developing permanent or interim housing.

The narrative response must also contain a Project List that identifies projects similar in scope and size to the proposed Project(s) demonstrating that the Respondent has had experience in developing, owning, or operating. Provide the following information with each projected listed:

- Name/Type of Project (Permanent or Interim)
- Location of Project (City and County)
- Start and Completion Date of Project
- Government Entity and Contract Amount (if applicable)
- Funding Source(s) and Amount(s) for project listed
- Population Served/Supportive Services provided at the Project

An ideal candidate will have three additional projects (development, ownership, or operation of affordable rental housing or interim projects in the last ten years) serving at least one member of the Target Population.

Ensure the response includes information about the population served at these projects. Please include key performance indicators that demonstrate the success of the program in serving the target population. Respondents may submit a Project List as a narrative or submit an additional document supporting Attachment II.

### 3.3 Approach and Methodology

- A. Plan for acquisition, rehabilitation (as needed) and property management of sites for Permanent Supportive Housing or Interim Housing sites:
  - i. Provide a narrative that includes:
    - a. An overview of the plan and timeline for any required entitlements, permits, and environmental clearances.
    - b. Evidence that you will have site control of the property at the time of joint application with the County to HCD, as described in the Homekey Round 2 NOFA, Section 300.vi. Acceptable forms of site control include:
      - Fee title/leasehold interest
      - Option agreement/sales contract
      - Exclusive negotiating agreement
      - Letter of Intent
    - c. A development plan that supports acquisition of a site and funding expenditure before all program deadlines (as delineated in the Homekey Round 2 NOFA). Respondent shall demonstrate evidence of strong organizational and financial capacity to develop the project.
    - d. Evidence that Assisted Units (as defined in the Homekey Round 2 NOFA) and other units of the Project meet all applicable state and local requirements pertaining to housing typology proposed, including but not limited to requirements for minimum square footage, and requirements related to maintaining the project in a safe and sanitary condition.
    - e. A concise, sufficiently detailed narrative to demonstrate your consideration of, and early engagement with, applicable relocation assistance laws and requirements. Please see

the State's NOFA for further requirements. Please indicate whether the project will result in the permanent displacement of residents (not businesses or farm operations).

- f. If the Respondent is submitting a Response that includes operations for sites, the Respondent should indicate whether Respondent will be the supportive services provider or intends to use a preferred supportive serviced provider. If the preferred service provider is known, please provide basic information about the service provider and the nature of its involvement in the proposed project. Please note that the method for contracting with supportive service providers will be discussed with awardees at a later point in the award process.
- B. Describe your organization's proposed organization chart and staffing plan including the duties of key employees that will be assigned to the Project. Attach a copy of the resumes for each of the proposed staff, if available, or provide a title and role description of each employee assigned to the Project.
  - C. Provide a description of your organization's proposed implementation plan with a timeline reflective of the State's deadlines for acquisition of properties and construction as mentioned in the Homekey Round 2 NOFA Section 204, Program Deadlines.

All acquisitions must be completed within eight months of the of the NOFA award to meet the HCD capital funding expenditure deadline. Additionally, Projects shall complete all applicable construction and/or Rehabilitation within 12 months of the date of award.

### **3.4 Funding Sources and Proposed Administrative Fee**

#### **A. Available Funding Sources**

Indicate if your organization can secure other Funding Source(s) that can supplement HCD Homekey funding. If your organization is able to secure other funding sources for the Project proposed, please specify the source, amount being proposed, and timeframe the funding is available.

Please reference the Homekey Round 2 NOFA, Sections 205, 206 and Appendix A for maximum funding awards from Homekey which

vary with different per door costs, unit types, and Applicant contribution levels.

- HCD Homekey Round 2 Funding Only
- Other Funding Sources Available

**B. Administrative Fees**

Propose the Administrative Fee for each funding source your organization provided in Section A (Available Funding Sources). The proposed Administrative Fee shall be for providing all services for proposed projects.

**3.5 Financial Capability**

Attach copies of the organizations' most current and prior (2) years of financial statements (e.g. 2018, 2019 and 2020). Statements should include the company's assets, liabilities, and net worth. At a minimum, include the Balance Sheet (Statement of Financial Positions), Income Statement (Statement of Operations), and the Retained Earnings Statement. If audited statements are available, these should be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page.

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Identified Sites and Property Criteria

Please complete the table below for all the sites you have identified for acquisition. Please attach supporting documentation to demonstrate how properties meet minimum requirements established by the HCD's Homekey Round 2 NOFA and the preferred features identified in Attachment I.

CITY	SITE ADDRESS & NAME	CURRENT TOTAL UNITS	INTENDED USE (Interim Housing/ PSH/ Other)	PROPOSED SERVICE SUB-POPULATION	RELOCATION REQUIRED (if known) (Yes/No) If Yes, number of households to be relocated.	AVAILABLE FOR ACQUISITION NOW? WHEN LISTED ON MARKET?	ESTIMATED ACQUISITION COST	ESTIMATED ACQUISITION COST/DOOR	ESTIMATED RENOVATION/ REHABILITATION COST	ESTIMATED RENOVATION COST/DOOR	ESTIMATED TOTAL COST/DOOR	ESTIMATED TOTAL FUNDING NEEDED	EXPECTED TIME TO COMPLETE RENOVATIONS (In Months)	EXPECTED TIME TO EXPEND HCD HOMEKEY FUNDING (In months from award date)	EXPECTED TIME TO REACH FULL OCCUPANCY
Ex: Hawthorne	Motel Ex, 1234 State Street, Hawthorne, CA 90210	60	PSH	Individuals	Y	Y; October 2021	\$15,000,000	\$250,000	\$10,000,000	\$166,667	\$416,667	\$25,000,000	6 months	7 months	90 days from completion of construction or renovations

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Information: \_\_\_\_\_

## **COUNTY HOMEKEY DEVELOPMENT TIMELINE**

### ***October 20, 2021***

- Release of CEO's Homekey Round 2 RFSI solicitation.

### ***November 2, 2021***

- Deadline for Homekey Round 2 RFSI questions from interested parties to be submitted to County.
- Questions must be sent via email to: [hiadmin@ceo.lacounty.gov](mailto:hiadmin@ceo.lacounty.gov) with the subject line "**Homekey Round 2 RFSI #ARP-CEO-2021-04**".
- Questions received after this deadline will be responded to at the County's discretion and on a rolling basis.

### ***November 5, 2021***

- County posts answers to the questions on the [Homeless Initiative \(HI\) website](#).
- Questions received after the initial deadline will be posted to the HI website in an ongoing basis, at the County's discretion.

### ***November 12, 2021 at 12:00 p.m. (PST).***

- RFSI submissions due to County.
- Responses must be sent via email to: [hiadmin@ceo.lacounty.gov](mailto:hiadmin@ceo.lacounty.gov) with subject line "**Homekey Round 2 RFSI #ARP-CEO-2021-04**".
- Responses received after this date will be reviewed at the County's discretion.

### ***November 24, 2021***

- Respondents will receive responses to their submissions.

### ***November 29 – December 3, 2021***

- One-on-one consultation with Respondents to review details and questions about the application.

### ***December 15, 2021***

- Consultation with Respondents about progress to obtain an acceptable form of site control (as outlined in Section 300 (VI) and other threshold requirements of Homekey Round 2 NOFA.

### ***January 5, 2022***

- Consultation with Respondents on progress.

### ***January 24, 2022***

- Deadline for co-applicant(s) to send Homekey Round 2 applications to the County for review prior to submission to the State.



**January 31, 2022**

- Deadline for County and selected co-applicant(s) to submit Homekey Round 2 application to HCD for most competitive round of funding.

**Mid-March 2022**

- Awards will be announced within 45 days of HCD's receipt of complete application.
- County Contracts with co-applicants will be executed after the NOFA award notification.

**Feb. 1, 2022**

- Application period for statewide pool opens.

**Feb. 2-4, 2022**

- Consultation with Respondents that were not able to meet the January 31<sup>st</sup> deadline.

**May 2, 2022**

- Final application due date, or until funds are exhausted, whichever comes first.

**Post-Award Program Deadlines:**

**Mid-November 2022** (if project is awarded in mid-March 2022)

- Capital funds must be expended within eight months of the date of the award and the project escrow must be closed by this date.

**Mid-November 2022** (if project is awarded in mid-March 2022)

- Bonus operating funds award for projects that reach full occupancy within eight months of award.

**March 2023** (if project is awarded in mid-March 2022)

- All construction or rehabilitation must be completed within 12 months of award.

**Approximately June 2023** (if construction or rehab is completed in March 2023)

- Occupancy deadline is within 90 days of construction or rehab completion.