



RPHP Emergency Rental and Flexible Financial Assistance RFP

Question and Answer

1. Can you describe more what scope of services you are looking for to assist eligible residents to access the emergency assistance?

Awardees will provide marketing and outreach to engage potentially eligible households as well as evaluate the eligibility of the household for assistance to prevent homelessness. These services should be accessible and low-barrier for households seeking assistance and should connect households to the most effective services for their needs in a timely manner.

Awardees will also provide emergency rental and/ or flexible financial assistance to stabilize the household at risk of experiencing homelessness, which can include assessment, prioritization, referral, financial assistance administration, and case management.

2. In RFP, admin is capped at 12.5%. Can you provide more clarity on what this can cover?

Program administrative costs include costs for staff time and overhead costs for planning, general management, oversight, coordination, and implementation of the program. Program administrative costs are described on page 57 of the Transitional Program Guidelines.

3. Are we able to determine eligibility criteria for participants ourselves (especially regarding income/AMI limits) or are they set?

At a minimum, eligibility criteria must align with the eligibility requirements set forth in the program guidelines (page 43 of the Transitional Program Guidelines). Additional targeting or eligibility criteria can be established in consultation with LACAHSa.

4. What documentation is needed and for how long will it be needed to be stored for audit and inquiries?

Awardees must maintain complete documentation to show that households served were eligible, and that funds were spent in accordance with the enabling legislation and

Transitional Program Guidelines. See page 50 of the Transitional Program Guidelines for complete guidance.

All required documentation must be retained in accordance with LACAHSAs Record Retention policy described on page 67 of the Transitional Program Guidelines. All records must be retained for a minimum of five years after all terms of an MOU, Subrecipient Agreement, or Contractor Agreement are fulfilled, unless a longer period of record retention is stipulated.

5. Can you remind us what the range of contract size will be?

The minimum contract award under this solicitation will be \$1,00,000 for the contract period. A maximum award amount has not been established.

6. What are the requirements for proving residents' eligibility for this assistance?

Awardees shall establish a process for determining and documenting eligibility based on the requirements set forth in the Transitional Program Guidelines.

7. Will the references be completing a form or writing a letter?

Under the references section, respondents shall provide the requested information and contact information, and LACAHSAs may elect to reach out to listed references for additional detail.

8. In the RFP it mentions references, can you elaborate on what kind of references since it makes it seem like it might be past grants, but it also reads as vendors?

LACAHSAs is seeking references for work that is of similar size and scope. These references should be able to speak to your organization or team's ability to carry out a similar activity. References are encouraged to be representative of recent examples of your team's work.

9. How does this funding interact with or overlap with funding provided by COGs or by cities with direct RPHP allocations?

The geographic reach for this RFP is for the entire County of Los Angeles, so there would be potential overlap with activities being carried out by Eligible Jurisdictions. All entities carrying out RPHP activities will need to ensure duplication of services does not occur.

Eligible Jurisdictions have been invited to pool their RPHP funding into this RFP. This determination will be finalized in early December.

10. Please speak to the prohibition on serving re-housed/formerly homeless participants who are enrolled in similar programs like TLS. Is there a point after which a participant that has exited from a TLS program WOULD be eligible for emergency rental assistance? For example, participant exits TLS, is no longer receiving services, but 2 months later runs into problems and cannot pay their rent. Would such a participant be eligible?

Households currently enrolled or exiting a permanent or time-limited subsidy program would not be eligible for Emergency Rental and Flexible Financial Assistance. Without knowing the specifics of the tenant's circumstances, we cannot opine on the eligibility of hypothetical scenarios.

11. Is there an expected number of individuals to be served through this RFP?

An expected number of individuals served has not been established as part of the RFP process.

12. What will be the mechanism for emergency fund disbursement - awardees are provided funds to administer to eligible clients? Or submit applications to LACAHSa who hold the funds, to disburse to clients?

Awardees (either directly or through their fiscal agent) will be awarded funds to administer funds directly and will be responsible for disbursing all funds to eligible clients.

13. Are there any data collection/tracking requirements?

Data collection and documentation must be carried out in accordance with the documentation standards set forth on page 50 of the Transitional Program Guidelines.

Awardees must complete the required monthly reporting as described in section 2.6 of the RFP.

14. Is US citizenship required for participants?

No RPHP program or activity may request or maintain documentation related to assisted household immigration status.

15. What areas does this [RFP] cover?

The geographic area for this RFP is the entire County of Los Angeles.

16. For households with income-based subsidies can we fund utility arrears or fees tied to rent, or is the exception strictly rental arrears only?

Arrears assistance is only eligible for rental assistance as described on page 44 of the Transitional Program Guidelines.

17. Can we use the funds to set up infrastructure for subcontractors? If so, what budget funding area would this fall under?

In general, administrative funding can be used to establish necessary infrastructure and systems. Depending on the nature of the proposed infrastructure, activity delivery costs may also be eligible.

18. Will there be an advance?

Funding allocations and processes will be coordinated between LACAHSAs and the awardees during the contracting process. Depending on the availability of tax revenue funds, advances may be made to the awardees.

19. Are there any immigration status eligibility requirements?

No RPHP program or activity may request or maintain documentation related to assisted household immigration status.

20. We may be interested in applying to be the central agency for eligibility and financial administration. Would you be open to this being centralized and the case management being decentralized (like TLS)?

LACAHSAs encourage applicants to provide their proposed approach as part of the RFP response. LACAHSAs are open to different approaches to implementing the Emergency Rental Assistance and Flexible Financial Assistance program.

21. Is the minimum requirement of a Nonprofit or Public Agency hard and fast? Can a mission-oriented for-profit, in partnership with non-profit partners apply?

The lead organization must be a non-profit or public agency.

22. Is there a cost that bidders should include in the budget for user licenses in the Neighborly grants management system?

User licenses for Neighborly will be provided by LACAHSAs. Costs for other systems or platforms should be included as part of the applicant's cost proposal.

23. Is this requirement for selected applicants to use Neighborly as the platform to submit regular data for purpose of reporting?

Yes, reporting for LACAHSAs will be completed in Neighborly.

24. Can applicants maintain data in an alternate platform and export or arrange for a potential API call to Neighborly come reporting submission time?

So long as LACAHSAs's reporting requirements are met, awardees may maintain data in additional or separate platforms.

25. Is HMIS an additional requirement for selected applicants?

At this time, HMIS is not an additional requirement for selected applicants.

26. Do we need to provide a list of key staff and their experience and qualifications for just the lead agency, or the lead + each subcontractor?

Applicants should list key staff and their experiences and qualifications for the full team. This may include key staff from the lead agency and subcontractors.

27. Would we need to submit pending litigation for just the lead agency or all subs as well?

Pending litigation should be provided for the lead agency and all proposed subcontractors.

28. Must references and terminations without cause be submitted for the lead agency only?

Applicants may elect three references that are reflective of the lead and/ or proposed subcontractors.

A description of the three most recent terminations should be inclusive of terminations of the lead organization and subcontractors.

29. Is it correct to assume that of the 12.5% allocated to admin costs, 50% would remain with the lead agency, and the remaining 50% would be split amongst the subcontractors (if there are multiple subs)?

Correct. For example, if a subcontractor is awarded \$100,000 in programmatic funding, this must be accompanied by 6.25% in administrative awards (or \$6,250).

30. How will payments be made to the lead agency? Will it be via cost reimbursement or by some other method? The Transitional Program Guidelines seem to indicate cost reimbursement.

Funding allocations and processes will be coordinated between LACAHSAs and the awardees during the contracting process. Depending on the availability of tax revenue funds, advances may be made to the awardees.

31. Will there be an opportunity to receive advance funds? If so, how much can be allocated to this. The Transitional Program Guidelines do reference advances as a possibility.

Yes, depending on the availability of tax revenue funds, advances are possible.

32. Is there funding available to set up infrastructure for subcontracts/subcontractor activities? This might include developing subcontracts, putting in place payment and compliance protocols, monitoring, etc. Which funding area would this fall under (admin vs. activity delivery).

Yes, depending on the specific nature of the infrastructure or activity, this may fall under administrative or activity delivery costs.

33. Can a lead non-profit applicant subcontract to a for-profit contractor (as defined in p. 3 of the LACAHSAs Transitional Program Guidelines)?

Yes.

34. How do you intend legal providers to be integrated into this RFP? What should their connection be to the prevention work? Will they be required to be a subcontractor?

The provision of legal services and renter education is not part of this RFP, but legal service providers who also provide emergency rental and flexible financial assistance are encouraged to respond to this RFP.

35. Can you please provide clarity on 4.1.4. References? You ask for 3 references that are of similar size and scope of service utilization but also ask for the name and address of the government. Do you want peer references for similar-sized organizations? Or do you want references from government entities?

References should be from other contracting agencies (either government entities or other funding entities).

36. Do subcontractors also need to submit three references?

A total of three references should be submitted to reflect the performance and qualifications of the entire team. You may elect to include references specific to a subcontractor or not.

37. Do we also have to provide details on financial management practices for subcontractors (4.1.5)?

Financial management responsibilities for the award will be the responsibility of the lead agency. Financial management practices should be provided in detail for the lead agency. If your team includes subcontractors, you should include how those subcontractors will be managed.

38. For the pending litigation question (4.1.2. D), does this include all litigation, including where a client is the Plaintiff and the organization is the Defendant? How about claims from employees that are on file with a government agency?

Pending litigation should only be provided for any litigation that the organization has with a California government agency.

39. If the total amount available is \$11 million and each household receives \$18,000, we can only serve approximately 637 households. Can we propose a structure where the maximum assistance is \$8,000 per household in order to serve more households? Would LACAHS favor proposals that aim to serve a larger number of households?

Yes, \$18,000 is the maximum amount. Assistance should be limited to what is necessary to stabilize the household.

40. Can we set a cap on the total assistance per applicant? We propose providing up to \$9,000 per applicant initially, with the possibility of additional assistance up to a total of \$18,000 after 2-3 months if additional support is needed for housing stability.

Yes, \$18,000 is the maximum amount. Assistance should be limited to what is necessary to stabilize the household.

41. What is the intent behind the requirement on page 8 of the RFP to transfer 50% of administrative costs to subcontractors? In our program, subcontractor partners receive a relatively small portion of the total budget for a small portion of the work.

This creates an imbalance if they are required to take 50% of the administrative budget. It makes sense for subcontractors performing over 50% of the work to receive at least 50% of the administrative cost allocation, but if they are doing a smaller share of the work, allocating 50% of the admin budget seems disproportionate. For example, if the total administrative overhead is \$100,000, can the primary applicant retain \$50,000 while three subcontractors share the remaining \$50,000 between them?

The awardee must pass through at least 50% of the administrative costs (6.25%) for the proportional budget awarded to the subawardee to ensure that the subawardee has adequate funds to administer their subcontract.

42. Under “Housing Stability Expenses,” are we permitted to purchase gift cards for essential needs such as food, gas, etc.?

Yes, so long as the awardee can adequately maintain documentation that the expenses were used for such essential needs.

43. Can assistance be used to pay past-due debt that negatively impacts a tenant’s credit report and eligibility to move into new housing?

Past due debt is not an eligible expense under Emergency Rental and Flexible Financial Assistance.

44. We discussed the possibility of paying third parties directly (e.g., DMV for vehicle registration, utility companies, etc.). Would this be admissible as assistance?

Yes.

45. How many organizations will be selected for this program?

LACAHSA has not determined the total number of awardees for this RFP.

46. Are RFP applicants expected to include a requested funding amount in the proposal, or will allocations be determined by the number of applicants and available funds?

Applicants are expected to include a funding amount. The final awarded funding amount may differ from the requested funding amount.

47. The proposal states that households enrolled in or exiting a permanent or time-limited subsidy program are not eligible for Emergency Rental and Flexible

Financial Assistance, except for households in income-based subsidy programs (who may receive assistance for rental arrears only). Will we be provided access to information to verify applicants' enrollment in these other programs?

LACAHSA will provide support to accessing this data for other activities directly funded by LACAHSA. LACAHSA will help coordinate this information sharing with other Eligible Jurisdictions.

48. Under "Duration and Amount of Assistance," it notes that households are ineligible if they are already receiving Temporary Rental Assistance through a program administered or funded by a LACAHSA Eligible Jurisdiction. How can we determine whether a program is funded by LACAHSA?

LACAHSA will provide support to accessing this data for other activities directly funded by LACAHSA. LACAHSA will help coordinate this information sharing with other Eligible Jurisdictions.

49. Given that this program provides limited grant funds, can you clarify what is meant by a "grievance and appeal process"?

All households have the right to appeal a decision if they feel they were not properly served or assisted in accordance with the structure of the Emergency Rental and Flexible Financial Assistance program.

50. Since applicants may be denied due to limited funds or prioritization of more at-risk households, what would an appeals process look like in this context?

All households have the right to appeal a decision if they feel they were not properly served or assisted in accordance with the structure of the Emergency Rental and Flexible Financial Assistance program.

Awardees must clearly establish the selection process in which a household will be served.

51. Housing Quality and Rent Reasonableness: What is meant by taking "reasonable steps" to ensure that housing units are safe and of decent quality?

Reasonable steps are to be defined by the awardee.

52. Tax Implications: The proposal states that individual assessments must be offered regarding the potential tax impacts of receiving financial assistance. Can you

confirm that this requirement applies only to individuals who actually receive financial assistance, and not to all applicants?

Correct.

53. Per the guidelines, is it accurate to say that if awarded funding, we could only provide rental assistance for up to six months per household, and that the total amount within that six-month period could not exceed \$18,000 per household?

Correct.

54. Section 1.5 – to qualify, would we need to demonstrate a history of timely flexible financial assistance payments and emergency rental payments?

At a minimum, applicants must be able to demonstrate a history of making emergency payments, either emergency rental or flexible financial assistance.

55. To receive this funding, would we need to open our program to all LA County residents? Currently, our program is only open to Claremont renters and property managers/owners of residential rental property in Claremont.

No, Section 4.1.2 of the RFP asks applicants to identify the anticipated geographic reach.

56. Is it accurate that households currently receiving temporary rental assistance through our program would not qualify for funding under RPHP because they would be, “exiting a permanent or time limited subsidy program”?

Households currently enrolled in or exiting a time limited subsidy program are not eligible for Emergency Rental and Flexible Financial Assistance.

57. Would marketing, assessment, eligibility and referral to a SPA patient base be considered appropriate for this RFP, or is the expectation that these services are provided to the general SPA population?

To support the equitable and effective provision of assistance, awardees are required to assess household needs and target assistance to those most at risk of eviction or homelessness. Awardees may elect to describe a specifically targeted population that meets this prioritization requirement beyond the minimum eligibility requirements.

58. Does “terminated with or without cause” refer to contracts that were terminated before they reached their end/expiration date? And is there a timeframe about which we should report (e.g. the last 5 years)?

Correct. Any contract that was terminated before reaching the end date.

59. From page 8: "A minimum of 50% of program administration overhead cost allowance must be passed through to any subcontractor." Can you clarify what this means? If we have a subcontractor in the budget, do we have to allocate at least 50% of our indirect cost to pay that subcontractor?

The awardee must pass through at least 50% of the administrative costs (6.25%) for the proportional budget awarded to the subawardee to ensure that the subawardee has adequate funds to administer their subcontract.

60. Application format and submission: for the narrative, are there requirements in terms of font and line spacing? And where/how should we submit the application packet?

All applications must be submitted as a PDF to RPHP-RFP@LACAHS.A.GOV by 4:30pm Wednesday, November 19, 2025.

Proposals must be written on 8.5 x 11 page size and be readable to all reviewers.