



LOS ANGELES COUNTY AFFORDABLE HOUSING
SOLUTIONS AGENCY

REQUEST FOR PROPOSALS

FOR:

RENTER PROTECTION AND HOMELESSNESS PREVENTION:

Central Fiscal Administrator

Contact Person:

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Key Dates:

Release RFP	June 11, 2026
Bidder's Conference	June 17, 2026, 2pm
Deadline for Written Questions	June 24, 2026
Responses to Questions Posted	June 29, 2026
Deadline for Submission of Proposals (RFP)	4:00 pm (Pacific Time), Monday, July 7, 2026
Interviews (If Necessary)	July 16, 2026
Notification of Intent to Award Issued	August 4, 2026
RPHP Committee Meeting for Recommendation of Award(s) to LACAHSAs Board	August 10, 2026
LACAHSAs Board Meeting for Final Approval	August 19, 2026
Anticipated Contract Start Date	September 15, 2026

These dates may be changed at the discretion of LACAHSAs. Changes to the due date for questions or due date for proposal submittal will be made by written addendum.

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1. INTRODUCTION

1.1 General

Los Angeles County Affordable Housing Solutions Agency (“LACAHS” or the “Agency”) is requesting proposals from qualified non-profit organizations, public agencies, and for-profit organizations with demonstrated experience in administrative processing of financial assistance to support the stabilization of households experiencing an immediate housing crisis and at risk of losing their housing to serve as a lead contractor and perform Central Fiscal Administrator (“CFA”) services described in this request for proposals (“RFP”) for Renter Protection and Homelessness Prevention: Integrated Services Model, known as RenterAid,

LACAHSA is a regional governmental entity that is charged with increasing the production of affordable housing, preserving existing affordable housing stock, and protecting low-income renters from eviction and displacement. Agency was created by the California Legislature in 2022 through the Los Angeles County Regional Housing Act (Senate Bill 679, codified at Cal. Government Code section 64700 et seq.) (the “Act”), which establishes legal requirements for the distribution of Agency’s revenues. In November 2024, the voters of Los Angeles County (“County”) passed Measure A, a half-cent sales tax to fund homelessness and homeless prevention programs. Measure A’s transactions and use tax became effective April 1, 2025, and is anticipated to raise about \$1.1 billion in annual revenue, and 35.75% of that revenue must flow to Agency.

The Agency’s portion of Measure A funds must be allocated to programmatic uses as follows: 60% for affordable housing production, preservation, and ownership (“PPO”) (Gov. Code, § 64830(d)(1); Measure A, § 29(B)); 5% for technical assistance, research, and policy development (“Technical Assistance”) (Gov. Code, § 64830(d)(4)); 5% for Agency administration; and 30% for Renter Protection and Homelessness Prevention (“RPHP”) (Gov. Code, § 64830(d)(2)). This RFP reflects funding available from the portion allocated for RPHP.

LACAHSA is governed by a Board of Directors (“Board”) consisting of twenty-one (21) voting members, who have each been appointed to represent various geographic or subject-area constituencies. LACAHSA is led by a Chief Executive Officer and its financial system is managed by the Agency’s Controller.

1.2 Agency Resources and Guidelines

All services funded by Agency are subject to the legal requirements of SB 679 and Measure A. Agency cannot grant exceptions under any circumstances. Applicants should familiarize themselves with SB 679 and Measure A. Even if not set forth in this RFP or in an eventual contract, the requirements will nonetheless apply to the use of Agency revenues. The Board has adopted 2026-2027 Program Guidelines (“Program Guidelines”) that contain additional LACAHSA policies and guidance. <http://www.lacahsa.gov/>

The Board has also adopted an Annual Expenditure Plan, which sets forth the eligible uses of LACAHSA’s revenues.

The Program Guidelines and the Annual Expenditure Plan are available on LACAHSA’s website (www.lacahsa.gov).

1.3 Purpose of RFP

Through this RFP, LACAHSA solicits proposals from organizations seeking to serve as a lead contractor (“Prime Contractor”) to perform the scope of services described in this RFP for the Central Fiscal Administrator (CFA) within LACAHSA’s RPHP RenterAid countywide integrated service model. The organization selected as Prime Contractor will be considered for a contract with LACAHSA to carry out the required services. The CFA is a critical component of the overall RenterAid model, and more details on all RenterAid components are listed in Section 1.7 below and in the recent LACAHSA Renter Protection and

Homelessness Prevention Integrated Service Model Request for Proposals released on March 3, 2023 (“ISM RFP”). The ISM RFP can be found here: <https://lakahsa.gov/wp-content/uploads/2026/03/1-RPHP-ISM-RFP-03-03-26-1.pdf>. For purposes of this RFP, all references to “Integrated Service Model” or “ISM” in the original ISM RFP shall mean “RenterAid.”

1.4 Overview of RPHP and RenterAid

LACAHSA’s RPHP program addresses housing instability, reduces evictions and displacement, and prevents households from falling into homelessness through an integrated, accessible, countywide approach. RPHP assistance is intended to be temporary, short-term, and delivered to individuals and families who are currently housed to prevent the loss of housing or to resolve a housing crisis in a timely manner. RenterAid is LACAHSA’s countywide approach to administering RPHP services in a coordinated, efficient, and outcome-driven manner. RenterAid was designed through a countywide stakeholder planning process facilitated by LACAHSA between October 2025 and February 2026.

RenterAid aims to:

- Provide consistent access to renter protection and homelessness prevention services countywide
- Prioritize households at highest risk of eviction and homelessness
- Improve referral coordination and resource alignment across providers and jurisdictions
- Reduce duplicative administrative costs and processes, and serve more people with direct assistance
- Enable transparent data collection, reporting, performance monitoring, and equity analysis

RenterAid’s two core strategies are:

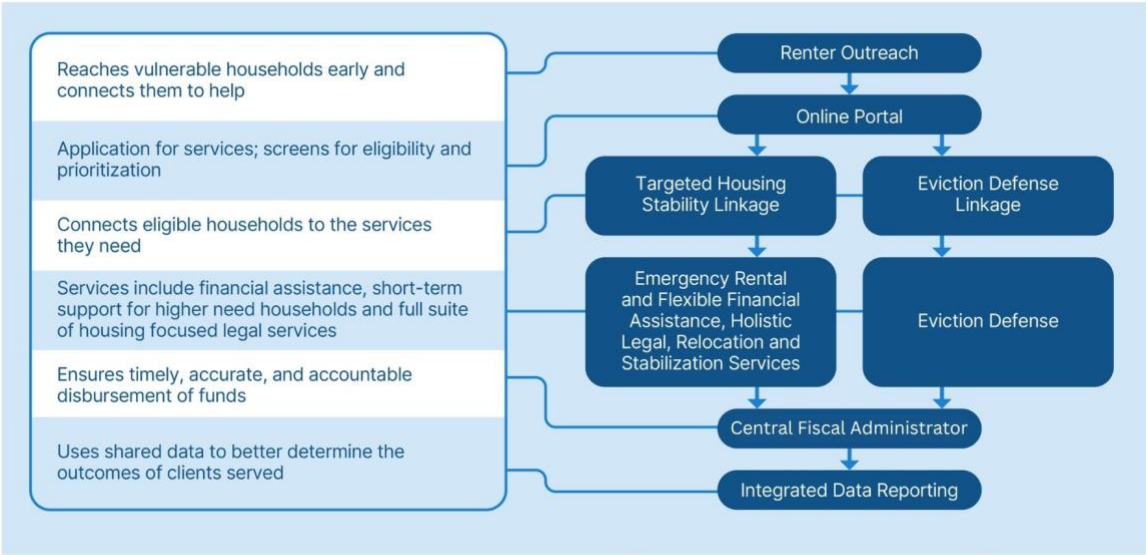
- Targeted Housing Stability
- Eviction Defense

Targeted Housing Stability directs resources to renters at highest probability of experiencing homelessness, using risk-based prioritization to identify those most likely to become homeless without intervention. Rather than serving households on a first-come, first-served basis, households are assessed and prioritized based on factors such as prior homelessness, eviction risk, low income, and other vulnerability indicators. This approach combines emergency rental and flexible financial assistance—such as rental arrears, utility payments, or move-in costs—with services to address the immediate housing crisis. Targeted Housing Stability includes services such as housing stabilization, housing relocation, and reunification services for higher need households. Targeted Housing Stability

within RenterAid also makes immediate, coordinated referrals to Eviction Defense and Holistic Legal Services.

Eviction Defense is a strategy within RenterAid designed to ensure that renters facing housing instability understand their rights and can access timely legal and supportive services. Assistance includes legal advice and representation in eviction proceedings, assistance responding to notices, negotiation with landlords, and enforcement of tenant protections related to rent increases, habitability, and harassment. Eviction Defense provides rental assistance, legal settlement money, and other services to address housing stability needs alongside the legal issues. Eviction Defense also includes renter education, workshops and self-help tools to support households who do not need or receive legal representation.

RenterAid services are delivered in a coordinated manner through shared infrastructure and processes, rather than operating as separate and distinct service systems. This coordination offers a more accessible system for households seeking assistance and provides greater transparency and tracking of outcomes and spending. Renter Aid’s core components consist of Renter Outreach, Housing Stability Linkage, Legal Services, Relocation and Stabilization Services, and Central Fiscal Administration. Below is a diagram of the RenterAid framework and its essential elements:



1.5 Agency Funds

Of the Measure A funds LACAHSAs receives for RPHP annually, 30% is administered by LACAHSAs directly (“Agency Funds”) and 70% is allocated to Eligible Jurisdictions (as defined in Gov. Code, §64830.5). In Fiscal Year 2026-27, LACAHSAs anticipate that its Agency Funds total budget for RPHP will be approximately \$37 million dollars, all of which will be allocated to RPHP services for implementation of RenterAid. LACAHSAs will fund the shared infrastructure

and staffing resources necessary to provide a consistent, baseline level of Targeted Housing Stability and Eviction Defense services countywide.

Eligible Jurisdictions administer the remaining Measure A funds for RPHP allocated among the 13 Eligible Jurisdictions (approximately \$82 million dollars total in FY26-27) (“Eligible Jurisdiction Funds”). Eligible Jurisdictions may choose to co-invest in RenterAid by directing all or a portion of their funds to be administered by LACAHSAs, thereby, enhancing service levels delivered through RenterAid in their areas. By utilizing RenterAid infrastructure, Eligible Jurisdictions have the opportunity to reduce their administrative and delivery costs and re-direct funds to serve more people.

LACAHSAs anticipate that in future years, the infrastructure of RenterAid may also be used to fund and administer other RPHP programs such as income support. Similarly, RenterAid infrastructure is designed to administer and deliver services for multiple funding sources and/or jurisdictions and LACAHSAs anticipate braiding additional funding into RenterAid.

1.6 LACAHSAs Role in RenterAid

LACAHSAs will provide funding, oversight, strategic guidance, and system coordination. LACAHSAs is responsible for contract and grant administration, Eligible Jurisdiction and funder support, equity and performance oversight, policy guidance, training and technical assistance, and ensuring transparency and accountability. LACAHSAs will also monitor system outcomes, support continuous improvement and scaling, and ensure consistent implementation of RenterAid activities across all components.

1.7 Overview of RenterAid Components

LACAHSAs will engage with multiple prime contractors to support implementation of RenterAid. A prime contractor selected for a particular component will serve as the primary entity responsible for ensuring service delivery, implementation, coordination, performance, and reporting for their respective component of RenterAid, and-where applicable-for the management and oversight of subcontracted service providers. Below is a short overview of all the RenterAid components

- **Renter Outreach** – Connects renters at risk of eviction or homelessness to housing stability resources, conducts outreach and problem-solving conversations, and helps households access services and complete applications through the Online Portal.
- **Housing Stability Linkage** – Serves as the central coordination hub for RenterAid by managing eligibility, referrals, documentation, financial assistance approvals, and cross-provider coordination to ensure households receive end-to-end housing stability services.
- **Central Fiscal Administration** – Manages financial administration, including payment processing, fund disbursement, compliance, tracking,

and reporting to ensure housing assistance funds are delivered accurately and efficiently.

- **Legal Services (Holistic Legal & Eviction Defense)** – Provides coordinated legal support, including eviction defense and broader housing-related legal services, to help households maintain housing stability and prevent displacement.
- **Relocation and Stabilization Services** – Delivers short-term support for households needing more intensive interventions, including housing stabilization, relocation assistance, and reunification services to achieve long-term housing stability.

Prime contractors for certain components have been selected through the earlier ISM RFP, subject to a separate procurement process. For more details of all RenterAid components, please see the RPHP ISM RFP.

2. PRIME CONTRACTOR OPPORTUNITY

2.1 RFP Opportunity For RenterAid Central Fiscal Administrator

LACAHSA seeks to contract with a qualified organization, nonprofit, or for-profit entity to serve as the CFA for RenterAid through this RFP. The selected contractor will support the fiscal administration, disbursement, and financial oversight of emergency rental and flexible financial assistance (“ERFFA”) and Legal Services settlement assistance (“Settlement Assistance”) funds administered through RenterAid.

The CFA will administer ERFFA and Settlement Assistance funding from both Agency Funds and Eligible Jurisdiction Funds designated by Eligible Jurisdictions that elect to opt into RenterAid to be LACAHSA administered.

Responsibilities of the Central Fiscal Administrator will include:

- administration of payment processing,
- fund disbursement,
- fiscal tracking,
- reconciliation,
- reporting coordination,
- fiscal compliance support, and
- related financial and administrative activities necessary to support timely and effective implementation of ERFFA and Settlement Assistance under RenterAid.

The selected contractor will coordinate closely with LACAHSAs staff, Eligible Jurisdictions, legal service providers, community-based organizations, and other implementation partners to support compliant, transparent, and efficient management of Measure A RPHP funds.

LACAHSAs expects to select one (1) Prime Contractor to serve as the lead Central Fiscal Administrator. Applicants may elect to include subcontractors as part of their proposal. The cost proposal must include a detailed budget inclusive of any subcontractors. The estimated budget for the CFA from Agency Funds is \$1,467,000. This amount may be adjusted based on commitments of Eligible Jurisdictions to designate some or all of their share of RPHP funds to RenterAid.

2.2 Expectations for Central Fiscal Administrator

The Central Fiscal Administrator is expected to operate in accordance with LACAHSAs Program Guidelines and the requirements of RenterAid. This includes, but is not limited to:

- Coordination with other RenterAid partners
- Participation in referral, communication, and problem-solving protocols
- Use of the shared screening tool and Online Portal
- Compliance with accessibility, equity, and client-centered service standards
- Engagement in continuous improvement and system learning activities, as applicable
- Compliance with all guidance regarding use of funds
- Reporting according to reporting requirements
- Responsiveness to Eligible Jurisdiction concerns

The CFA is required to operate and integrate within LACAHSAs technology environment and selected systems for RenterAid, as detailed in Appendix 1 Technology Environment and Integration overview.

2.3 Qualifications

To be considered for selection under this RFP, all applicants interested in serving as the CFA Prime Contractor must meet the following minimum qualifications:

- Be a nonprofit organization, public agency, or for-profit organization in good standing.
- Demonstrate the ability to provide services consistent with the Scope of Services described in this RFP.

- Maintain established offices located in Southern California. Location within, or proximity to, Los Angeles County will be considered as part of the Agency's review.

In addition to the qualifications listed above, organizations applying to serve as the CFA Prime Contractor must also demonstrate that they:

- Have experience delivering CFA services described in this RFP.
- Demonstrate that the organization has experienced and qualified staff with sufficient capacity to be assigned to and consistently perform services under a public agency contract.
- Have prior experience working within a collaborative or multi-partner program.
- Possess the fiscal, administrative, and oversight capacity necessary to manage a countywide contract.

3. AVAILABLE FUNDING AND RENTERAID IMPLEMENTATION

3.1 Available Funds

As described in Section 1.5, LACAHSAs will administer its full allocation of approximately \$37,000,000 in Agency Funds to implement RenterAid for FY2026-27. The total funds available through this RFP for CFA services is \$1,467,000. LACAHSAs anticipate that the CFA will administer approximately \$14,738,000 of Agency Funds for Targeted Housing Stability in the form of ERFFA through RenterAid. A portion of the Agency Funds available for Legal Services will also go toward Settlement Assistance administered by the CFA.

LACAHSAs reserves the right to allocate additional funding through this RFP if it becomes available. Agency Funds will be allocated annually, during the contract term, subject to sufficient RPHP funding available to be disbursed by LACAHSAs. During each renewal term, Prime Contractor will be required to provide updated budgets annually based on LACAHSAs's annual expenditure plan, which will be subject to approval prior to the next fiscal year.

In addition to Agency Funds, additional funding may become available from Eligible Jurisdictions to the extent they elect to designate a portion of their Eligible Jurisdiction Funds to be administered by LACAHSAs, thereby enhancing the scale and availability of services delivered through RenterAid. Contract amounts will be dependent on available resources and Eligible Jurisdiction commitments, and contingent upon funding availability for each fiscal year.

The funding available through this RFP is separate and apart from Eligible Jurisdiction Funds administered by Eligible Jurisdictions and not redirected to LACAHSAs for RenterAid. Applicants that receive Measure A funding from an Eligible Jurisdiction are eligible to apply for additional funding through this RFP.

3.2 Administrative Costs

Applicants may include up to 12.5 percent of total costs for program administration and overhead costs (as defined in the Program Guidelines). Note that if contracts are renewed for subsequent years, the percentage of the award available for administrative costs is subject to change. A minimum of 50% of program administration overhead cost allowance must be passed through to subcontractors for their share of award. For example, if a Prime Contractor enters into a subcontract for \$100,000 inclusive of administrative costs – at least 6.25% of the \$100,000 must be made available to the subcontractor for their administrative costs. The remaining 6.25% can be passed to the subcontractor or remain with the Prime Contractor.

3.3 RenterAid Implementation - CFA:

(a) **Phase 1: Implementation Preparation (September 1 – September 30, 2026)**

LACAHSA intends to have a CFA Prime Contractor under contract by September 1, 2026, or as soon as practicable thereafter. During the initial preparation period, LACAHSA and selected Prime Contractor will finalize RenterAid design, operationalize systems and processes, and test systems and workflows prior to implementation to ensure readiness.

(b) **Phase 2: Implementation (Beginning October 1, 2026)**

On October 1, 2026, or as soon as practicable thereafter, LACAHSA intends to begin implementation of RenterAid. All core components—Renter Outreach, Housing Stability Linkage, Central Fiscal Administration, Legal Services, and Relocation and Stabilization—will operate using coordinated systems and protocols. During Phase 2, LACAHSA intends to implement the countywide baseline services using the Agency Funds (households will be prioritized based on risk of homelessness or eviction, regardless of the jurisdiction in which they live). In addition, LACAHSA intends to begin providing enhanced levels of services within the geographic regions of Eligible Jurisdictions that have co-invested in RenterAid. The expansion of services to Eligible Jurisdictions for FY2026-27 will be determined and planned for during the implementation preparation phase.

4. **SCOPE OF REQUIRED SERVICES FOR CENTRAL FISCAL ADMINISTRATOR, PERFORMANCE MEASURES AND REPORTING REQUIREMENTS**

4.1 Scope of Services and Core Responsibilities for CFA

The CFA serves as the financial backbone of RenterAid, responsible for the compliant, timely, and transparent administration of ERFFA, and legal Settlement Assistance funds. This role manages fund disbursement, payment processing, fiscal tracking, and reporting across all participating service partners, ensuring alignment with Program Guidelines and funder requirements. Working in close coordination with the lead contractor for Housing Stability Linkage Team, legal service providers, and landlords, the CFA ensures that approved assistance is deployed quickly and accurately to resolve housing crises, prevent eviction, and stabilize households. The CFA plays a critical role

in safeguarding public resources while ensuring seamless processing and disbursement of financial assistance under RenterAid.

The selected contractor will be responsible for administering and reconciling multiple funding sources across participating jurisdictions. Funding allocations and disbursements will be based on the renter household's geographic location and applicable funding source eligibility requirements. Depending on the number of Eligible Jurisdictions that elect to co-invest a share of their RPHP funds in RenterAid, the CFA may be required to administer, track, invoice, reconcile, and report on up to thirteen (13) separate funding sources and/or jurisdictional allocations simultaneously. While this maximum would apply only if all Eligible Jurisdictions elect to direct additional funding to RenterAid, the CFA will be responsible for tracking and reporting on each participating jurisdiction's allocation. See Sections 4.2 and 4.3 for more detailed information on data and reporting requirements.

The selected contractor will also be required to integrate and operate within the technology environment utilized by LACAHSAs for RenterAid. See Appendix 1 Technology Environment and Integration Overview for more detailed information.

(a) **Key Roles and Responsibilities for Central Fiscal Administrator**

(i) Financial Assistance Processing and Disbursement

- Receive completed and approved applications from the Housing Stability Linkage and Legal Services lead contractors
- Process and disburse financial assistance payments within five (5) business days in accordance with Agency policies and Program Guidelines.
- Process and disburse financial assistance payments within 24 hours and on the same day for emergent situations as identified by the Housing Stability Linkage or Legal Services lead contractors.
- Issue payments for ERFFA and legal Settlement Assistance payments.
- Coordinate payments to landlords, vendors, or other payees as required.
- Maintain a centralized payee repository, cultivate relationships and contacts, leveraging technology to manage payee information, verify accounts, and support efficient payment workflows.
- Verify accuracy of all vendor information prior to issuing payment and ensure vendors are eligible (e.g., not currently debarred).

- Establish systems to ensure all payments are made for the correct amount and delivered to the correct entity. Process all necessary federal, state and local tax and other reporting documentation for vendor payments in a timely and accurate manner.
 - In coordination with Housing Stability Linkage Team, establish and implement fraud and duplication of benefit controls to ensure payments are made to appropriate payees on behalf of eligible applicants.
- (ii) Fiscal Oversight and Controls
- Maintain internal controls to ensure accuracy, compliance, and fraud prevention.
 - Track expenditures by component, multiple funding source, and program requirements.
 - Support audits, monitoring, and fiscal reviews as required by the Agency.
- (iii) Coordination with RenterAid Providers
- Serve as the primary point of contact for coordination between the CFA and RenterAid partners.
 - Participate in cross-component case coordination, learning collaboratives, and system problem-solving to improve household outcomes and service integration.
- (iv) Data, Reporting, and External Relations
- Ensure timely and accurate data collection and monthly reporting in accordance with Agency and RenterAid requirements.
 - Integrate accounting software with Agency required client-level data tracking system, and Agency grant management software, Neighborly, for grant-level accounting. If integration is not possible, CFA is responsible for data entry of financial transactions.
 - Ensure transparent fiscal reporting that demonstrates accountability in the use of funds by the CFA and across RenterAid.
 - Demonstrate the capacity to bill, reconcile, and document expenditures in accordance with LACAHSAs guidance regarding drawdown sequencing and utilization

requirements, and ensure timely and accurate reporting at both the Eligible Jurisdiction and countywide levels.

- In partnership with LACAHSAs, serve as liaison to funders, jurisdictions, and key stakeholders regarding RenterAid services and performance.

(b) **Contracting Structure and Expected Staffing for Central Fiscal Administrator**

LACAHSAs anticipates awarding one (1) Prime Contractor for the Central Fiscal Administration component. The Prime Contractor is expected to maintain sufficient staffing capacity to support timely payment processing, fiscal oversight, and reporting at the scale required to support RenterAid. Payments will be made on behalf of ERFFA and legal Settlement Assistance.

4.2 Performance Measures

Performance for RenterAid will be assessed using a set of shared and component-specific measures focused on reach, timeliness, client experience, and housing stability. Final performance targets may be refined during implementation preparation process and contract negotiation.

4.3 Reporting Requirements

The Prime Contractor must comply with all data collection and reporting requirements outlined in the Program Guidelines. This will include submission of data through Neighborly, LACAHSAs's grant management program, which may include, but is not limited to data on households served such as:

- Household composition and demographics
- Expenditure categories, payees, and amounts
- Time in program
- Destination at end of program

Monthly reports will be required in a format and through a submission process specified by LACAHSAs. The reporting format and submission requirements will be finalized and communicated to selected Prime Contractor prior to the execution of any agreement. The Prime Contractor will be responsible for submitting all required reports.

LACAHSAs may require alternate or additional data systems.

5. SCHEDULE OF EVENTS

5.1 Timetable for Reviewing and Evaluating Proposals

July 8, 2026 – August 4, 2026

These dates may be changed at the discretion of LACAHSAs. Changes to the due date for questions or due date for proposal submittal will be made by written addendum.

5.2 Bidder's Conference

LACAHSAs will host a Bidder's Conference to provide an overview of this RFP, review key requirements, and answer questions from interested proposal applicants. Participation in the Bidder's Conference is strongly encouraged but not required.

The bidder's conference will be held remotely on June 17, 2026 at 2pm.

To register to attend, go to Bidder's [Conference](#).

Any clarifications or updates resulting from the Bidder's Conference will be issued in writing and made available to all prospective applicants.

5.3 Schedule for Reviewing and Evaluating Proposals

In accordance with Section 7 below, LACAHSAs may elect in its sole discretion following the initial evaluation to invite a shortlist of applicants to participate in a second phase interview and demonstration as described below:

- **Phase One – Proposal Review**

During the initial phase, proposals will be evaluated based on the RFP scoring criteria outlined in Section 7.

- **Phase Two – Demonstration**

Following the initial evaluation, LACAHSAs may elect to invite a select few applicants to participate in a second phase of evaluation. This phase may include:

- Demonstration of system capabilities and operational workflows;
- Review of integration functionality and reporting capabilities;
- Review of implementation approach and staffing plan;

Participation in the second phase does not guarantee contract award.

6. **APPLICANT PROPOSAL REQUIREMENTS AND SUBMISSION INSTRUCTIONS**

This section outlines the information required for submission by organizations applying to serve as the CFA Prime Contractor under this RFP.

The Prime Contractor Proposal Form is included as Attachment 1 to this RFP and must be completed and submitted in accordance with the instructions provided.

All applicants must complete Section I of the Prime Contractor Proposal Form and the Central Fiscal Administrator supplemental section.

6.1 Proposal Requirements

Applicant's proposal shall be clear, accurate, and provide concise responses. Excessive or irrelevant materials will not be favorably received. The proposal shall be signed by an individual authorized to execute legal documents on behalf of the applicant. All responses must be limited to the allocated word count identified for each question.

(a) **Proposals shall be organized in the order presented below:**

- (i) Cover letter identifying applicant's legal name, background, and contact information, along with a summary of relevant experience, and confirms the organization meets the minimum qualifications of this RFP.
- (ii) Completed Prime Contractor Proposal Form (See Attachment 1). [Note: Confirm references are included in the application form. If not, then add to list of requirements.]
- (iii) Completed Cost Proposal (See Attachment 2)
- (iv) Conflict of Interest Statements - Applicants must submit completed and signed conflict of interest forms with their application, including a Levine Act Compliance Form and a Statement of Conflict of Interest/Confidentiality provided in Attachment 3. An applicant's failure to submit these forms with their application may disqualify the application from further consideration.
- (v) If applicable, include an attachment describing fully the last three contracts performed by your organization that have been terminated with or without cause. Please include the following information:
 - Contact Name & Title
 - Name and Address of Government
 - Telephone Number
 - E-mail address
 - Description of services provided
 - Time period of contract
 - Explanation for contract termination

To be considered, an applicant must submit its proposal to LACAHSAs via email to the address set forth below, **NO LATER THAN 4 P.M. LOCAL TIME ON MONDAY, JULY 7, 2026.**

RPHP-RFP@LACAHSAS.GOV

7. **EVALUATION**

7.1 Evaluation Criteria and Selection of Prime Contractor

Proposals for the Prime Contractor will be reviewed by a selection committee, evaluated for responsiveness, and ranked. Proposals will be evaluated according to the following criteria:

Evaluation Criteria	%
Relevant Experience, Qualifications, and Fiscal Accountability	30
Capacity, Readiness to Implement, and Capacity to Scale	30
Ability to Operate Within a Coordinated, System-Level Effort	10
Data Gathering, Reporting & Performance Accountability	20
Budget and Cost Effectiveness,	10

The most effective proposals will:

- Demonstrate past experience in carrying out similar responsibilities identified in Section 4 of this RFP.
- Provide a clear and complete approach to achieving the scope of services for the RenterAid Central Fiscal Administration component described in Section 4 of this RFP for LACAHSAs.
- Demonstrate fraud prevention capabilities with advanced infrastructure, internal controls, and technical systems to safeguard public funds.

Applicants should note that the lowest cost proposal is not the sole determining factor in the final selection. LACAHSAs reserves the right to consider other relevant factors. An application's score and ranking will not compel a specific outcome or in any way obligate LACAHSAs to select a specific applicant.

As described in Section 5.3, LACAHSAs may, at its discretion, invite a shortlist of applicants to participate in a panel interview and demonstration. No applicant shall be entitled to or otherwise be guaranteed an interview or a contract with the Agency. If interviews are held, the proposal and the interview shall each be weighed in making a final selection. Interview criteria will be provided to finalists invited to participate in an interview. Agency may, at its discretion, require site inspections, demonstrations, or a pilot of proposed services.

LACAHSA will endeavor to negotiate a mutually agreeable scope and budget with selected applicant(s). LACAHSA reserves the right, in its sole discretion, to enter into agreements with one or more selected applicants.

7.2 Term of Contract

The contract term is expected to commence September 1, 2026, and continue through June 30, 2027. At the discretion of LACAHSA, contracts may be renewed for up to two subsequent program years, contingent upon satisfactory performance, availability of funds, demonstrated need and project outcomes.

7.3 Award of Contract

If awarded, the contract(s) will be awarded based on demonstrated competence and professional qualifications. Final contract amount will be negotiated between LACAHSA and the selected applicant(s) and may differ from the proposed budget amount. LACAHSA reserves the right to reject all proposals and to contract for services in the manner that most benefits LACAHSA including awarding more than one contract if desired. LACAHSA reserves the right to negotiate final scope, pricing, and contract terms with the selected applicant(s).

LACAHSA shall not be obligated to accept the lowest priced proposal but will make an award in the best interests of LACAHSA after all factors have been evaluated.

The selection committee will formulate its recommendations for award of contract(s) to the RPHP Committee for its consideration. The RPHP Committee will make recommendations for approval by the Board. The final decision to award contract(s) is within the sole and absolute discretion of the Board.

8. REQUESTS FOR CLARIFICATIONS

All questions, interpretations, or clarifications, either administrative or technical must be requested in writing and directed to: RPHP-RFP@LACAHSA.GOV.

All written questions will be answered in writing and conveyed to all applicants and respondents on the proposer's list. Oral statements regarding this RFP by any persons should be considered unverified information unless confirmed in writing. To ensure a response, questions must be received in writing by **4:00 p.m. local time on June 24, 2026**. Responses to clarification requests are expected to be provided by **Tuesday, June 29, 2026** or the timetable will be adjusted, if necessary.

To ensure fairness and avoid misunderstandings, all communications must be in written format and addressed only to the individual set forth above. Any verbal communications will not be considered or responded to. Written communications should be submitted via e-mail to the address provided above.

All questions received by the due date will be logged and reviewed and if required, a response will be provided via an addendum to the RFP. Agency is not responsible for and shall not be bound by any representations, statements, or explanations otherwise made by any individual acting or purporting to act on its behalf, other than LACAHSA

representative(s) identified in this RFP. Any communications by applicants and their representatives, whether written or verbal, with any Board Member, any LACAHSAs Committee Member or Agency staff other than the individual indicated above, prior to award of a contract by the Agency, is strictly prohibited, and the applicant may be disqualified from consideration.

9. GENERAL PROVISIONS

Applicants are encouraged to review this RFP carefully in its entirety prior to preparation of its proposal. Agency reserves the right to verify all information submitted.

9.1 Amendments to RFP

Agency reserves the right to amend or modify any provisions of the RFP by written addendum or issue to all proposers with a Notice of Amendment to answer questions for clarification.

9.2 No Commitment to Award

Issuance of this RFP and receipt of proposals does not commit Agency to award a contract. Agency expressly reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one applicant concurrently or to decline to enter into negotiations or terminate negotiations with any applicant at any time, to select the proposal(s) most advantageous to the Agency, including awarding more than one contract if desired, or to cancel or withdraw all or part of this RFP at any time.

9.3 Amendments to Proposals

No amendment, addendum, or modification will be accepted after the deadline stated herein for receiving proposals. Applicant may modify or amend its proposal only if Agency receives the amendment prior to the deadline stated herein for receiving proposals. Agency reserves the right to request clarification of information submitted from any one or more of the applicants.

9.4 Non-Responsive Proposals

A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal. Agency reserves the right to waive inconsequential disparities and minor irregularities in a submitted proposal.

9.5 Late Proposals

Agency will not be responsible for proposals that are delinquent, lost, incorrectly marked, sent to an address other than that given in this RFP, or sent by mail or courier service and not signed by the Agency.

9.6 Costs for Preparing

Agency is not liable and will not compensate any applicant for the cost of preparing or submitting any proposal or otherwise incurred in responding to this RFP. All materials submitted shall become the property of the Agency. Agency will retain all proposals submitted and may use any idea in a proposal regardless of whether that proposal is selected.

9.7 Alternative Proposals

Only one final proposal is to be submitted by each applicant. Multiple submissions will result in rejection of all proposals submitted by the applicant.

9.8 Administrative Review

Applicants may submit a written request for an administrative review under Agency's procurement policies, if applicable, as follows: (i) for a solicitation requirements review within five (5) business days of the RFP release date; and (ii) for a disqualification review or proposed applicant selection review within the timeframe specified in the notice of non-responsiveness or notice of recommendation to award respectively. Applicants must state the grounds for review and the basis for any error or inconsistency, and provide sufficient information for the Agency's CEO or designee to make a determination and issue a decision. Agency will respond with a decision in writing within a reasonable time after a request for review is submitted and prior to any applicable due dates. The decision shall be final.

9.9 Public Documents

Once submitted, each proposal becomes the property of Agency and becomes a public record at the conclusion of the selection process. Agency is not liable for the disclosure of any information contained in an application. Any information that applicants do not wish to disclose to the public must be clearly marked "confidential." A blanket statement of confidentiality or the marking of every page of the proposal as confidential shall not be deemed sufficient notice of exception. Applicants must specifically label only those portions of the application that are confidential in nature and notify Agency that confidential information is included.

9.10 No Exceptions

Submission of a proposal constitutes acceptance by applicants of the conditions contained in this RFP should applicant be selected.

9.11 Compliance With Local, State, and Federal Law

Applicants must be in compliance with all LACAHSAs fiscal and programmatic requirements and any and all applicable laws, rules, and regulations.

9.12 Conflict of Interest Certification

Consistent with the requirements of Agency, selected applicant(s) will be required to complete the Agency's conflict of interest forms.

9.13 Contract Terms & Conditions

Any applicant awarded a contract shall execute Agency' standard agreement(s), without exception. Selected applicants will be required to obtain and maintain applicable insurance required by the Agency.

9.14 Piggyback/Cooperative Purchasing

The procurement conducted pursuant to this RFP may be utilized by LACAHSAs, including its departments, divisions, programs, and affiliated operating units, as well as other public agencies authorized by law to participate in cooperative purchasing arrangements. Participating agencies may include, without limitation, cities, counties, special districts, joint powers authorities, Eligible Jurisdictions and other political subdivisions of the State of California ("Participating Agencies") to the extent permitted by a Participating Agency's own procurement authority and applicable law. Applicants responding to this RFP acknowledge and agree that any contract awarded, master agreement established, or prequalified vendor pool created through this solicitation may be made available for use by Participating Agencies under substantially the same terms, conditions, pricing, and scope of services, subject to the procurement requirements and approvals of the Participating Agency. Any agreement entered into by a Participating Agency shall constitute a separate agreement between the Participating Agency and the contractor. LACAHSAs shall have no responsibility or liability for purchases, payments, performance, or disputes arising from agreements executed by and between a Participating Agency and the selected contractor.

Appendix 1: Technology Environment and Integration Overview

1. Overview

This document describes the technology environment in which the Fiscal Agent will operate within LACAHSAs RenterAid, and the integration touchpoints between the Fiscal Agent and the RenterAid's selected systems. It is intended to inform the Fiscal Agent scope of services in the reissued RFP and to give prospective respondents a clear picture of the systems they will interoperate with.

This document does not define operational service levels, staffing, or evaluation criteria — those are set in the RFP.

2. RenterAid Technology Stack

LACAHSAs has selected the following systems for the RenterAid. The Fiscal Agent's role is positioned within this stack.

2.1 Clarity Human Services (Bitfocus) — System of Record

Clarity Human Services, provided by Bitfocus, has been selected as the Homeless Management Information System (HMIS) and system of record for RenterAid. Clarity is the authoritative client and enrollment record for the program. All client-level records — including service expenses associated with payments processed by the Fiscal Agent — are recorded in Clarity in alignment with HUD HMIS Data Standards.

Clarity's relevant capabilities for the Fiscal Agent include:

- Client profile and enrollment management for RenterAid participants.
- Workflows used by the Housing Stability Linkage Team and Relocation and Stabilization provider to determine eligibility, review documentation, and approve assistance.
- Service expense records that capture client-level payment activity for HMIS reporting.
- A reporting environment, including standard reports and the Looker-based Data Analysis Tool, used for RenterAid performance and fiscal reporting.
- A GraphQL Operational API and a bulk upload Data Import Tool with an API that allow Clarity to send and receive structured data from external systems.
- A help desk operated for system support, with documented ticket acknowledgement and resolution targets.

2.2 Public Intake Portal

A public-facing intake form serves as the entry point for renters seeking assistance. The portal supports conditional logic, multi-language access, and WCAG 2.1 AA accessibility. Submissions from the portal flow to the intake middleware for screening.

2.3 Intake Middleware

A cloud-hosted middleware layer receives intake submissions, applies preliminary eligibility logic, calculates a prioritization score, and writes eligible records to Clarity via the Clarity GraphQL Operational API. The middleware is operated separately from Clarity and from the Fiscal Agent's systems.

2.4 Linkage Team Workflows

The Housing Stability Linkage and Relocation and Stabilization teams will operate primarily within Clarity to complete eligibility determination, documentation review, and approval of assistance. Approved applications generate the payment requests that flow to the Fiscal Agent.

2.5 Reporting and Analytics

RenterAid reporting is delivered primarily through Clarity's reporting modules and the Looker-based Data Analysis Tool. The Fiscal Agent's payment data feeds into this reporting environment via Clarity's service expense records.

3. Changes to Technology Landscape from the Prior RFP

The recently issued RPHP Integrated Service Model (ISM) RFP referenced an "Online Portal" and an "Agency required data tracking system" as separate, to-be-determined platforms, with the Fiscal Agent expected to "integrate accounting software with [the] Online Portal and Agency required data tracking system."

With the selection of Clarity as the RenterAid system of record, the technology landscape for purposes of this RFP is as follows:

- Clarity Human Services is the system of record. The Fiscal Agent's integration is with Clarity (and its associated payment-request and confirmation pathways), rather than with multiple unspecified platforms.
- The public intake portal and intake middleware are upstream systems that feed Clarity. The Fiscal Agent does not interact with them directly.
- The Fiscal Agent remains responsible for its own accounting and disbursement systems.

4. End-to-End Payment Flow

The steps below describe how a payment moves through the RenterAid technology stack from intake to disbursement and back to the system of record. Fraud detection and prevention is embedded throughout the process, with Housing Stability Linkage Team and CFA having primary responsibility.

1. A renter completes the public intake portal.
2. The intake middleware screens the submission for preliminary eligibility and prioritization.
3. Eligible and prioritized records are written to Clarity via the Clarity GraphQL Operational API, creating or updating client and enrollment records.

4. The Housing Stability Linkage Team completes eligibility determination, documentation review, and approval within Clarity, including the determination of payment type, payee, and amount.
5. Clarity transmits a structured payment request to the Fiscal Agent through the yet to be determined agreed integration interface.
6. The Fiscal Agent disburses the payment to the appropriate payee using its accounting and disbursement systems.
7. The Fiscal Agent transmits a structured payment confirmation back to Clarity, which records the corresponding service expense against the client's enrollment in alignment with HUD HMIS Data Standards.
8. Reconciliation between Fiscal Agent records and Clarity occurs on an agreed cadence.

5. Fiscal Agent Integration Touchpoints

The Fiscal Agent has two primary integration touchpoints with Clarity:

- **Inbound: Payment Requests from Clarity.** When a Linkage Team provider approves assistance in Clarity, a structured payment request is transmitted to the Fiscal Agent. The request includes the information needed to disburse the payment and tie it back to the originating client and enrollment.
- **Outbound: Payment Confirmations to Clarity.** Once a payment is disbursed, the Fiscal Agent returns a structured confirmation to Clarity, which posts the disbursement as a service expense against the client's enrollment.

In addition to these transactional touchpoints, the Fiscal Agent and Clarity environments will support periodic reconciliation between Fiscal Agent payment records and Clarity service expense records.

6. Available Integration Mechanisms

Clarity supports two integration mechanisms relevant to the Fiscal Agent. LACAHSAs, Bitfocus, and the selected Fiscal Agent will jointly determine the integration design during implementation.

6.1 Clarity GraphQL Operational API

The Operational API is Clarity's modern integration mechanism. It is real-time, provides programmatic access to client, enrollment, and service expense records, and is designed for system-to-system integration. It is the same API used by the intake middleware to write eligible records into Clarity.

6.2 Data Import Tool

Clarity also supports an API enabled Data Import Tool in HUD standard. This tool is based on the HUD schema and is for bulk imports of data in the HUD csv format.

6.3 Hybrid Patterns

A hybrid approach (for example, file-based inbound payment requests with API-based real-time confirmations) is also feasible where operationally beneficial.

The choice between these mechanisms depends on the Fiscal Agent's existing systems and operational preferences and will be finalized in joint design sessions with LACAHSAs and Bitfocus.

7. Data Standards

All payment-related data exchanged with Clarity will align with HUD HMIS Data Standards for the corresponding service expense records. Final field-level mappings between Fiscal Agent payment data and Clarity service expense records will be developed jointly with LACAHSAs and Bitfocus during implementation.

8. Assumptions

- LACAHSAs, in coordination with Bitfocus, will provide the Fiscal Agent with access to Clarity-side specifications (including relevant API documentation, field definitions, and test environments) needed to design and implement the integration.
- The Housing Stability Linkage Team Contractor is responsible for the completeness and accuracy of payment requests at the point of approval in Clarity, as well as checking for duplication of benefits and eligibility for ERFFA.
- The Eviction Defense providers are responsible for completeness and accuracy of settlement payment requests at the point of eligibility and approval, upon sending to CFA for processing.
- RenterAid Legal Service Prime Contractors will also utilize the Fiscal Agent for settlement fund disbursement, but the data and technological workflows for this process will be determined with contracted Fiscal Agent and Legal Service Prime Contractors.
- The Fiscal Agent is responsible for its own accounting and disbursement systems and for the operational decisions that surround them.
- This document describes the technology environment as currently planned; final integration design will be confirmed during implementation in coordination with LACAHSAs and Bitfocus.