LACAHSA
LOS ANGELES COUNTY
AFFORDABLE HOUSING SOLUTIONS AGENCY

HOMEOWNERSHIP@LACAHSA.GOV
1370 N ST. ANDREWS
PLACE ROOM B-16
LOS ANGELES, CA 90028

Application Guidelines

Each Applicant must submit a complete proposal made up of the four components below. LACAHSA may decline to score incomplete proposals.

Important: Submit only the files listed below. **Do not create or upload any additional files, folders, or standalone documents.** All narrative responses, comments, and self-scores must be entered directly in the Application Workbook.

1. Application Workbook (Excel)
The Workbook is your application and your document checklist. For each threshold and scored item:

- Confirm that you meet the threshold requirement
- Respond to the scoring factors and enter your self-score
- List the supporting documents that back up your response

Sections to complete: Applicant and Organizational Information; Demonstrated Experience and Capacity; Narrative Proposal/Program Plan; Match Commitment; and Origination or Servicing Partner Information (if applicable).

2. Certifications and Legal Disclosure Form (Exhibit B)
Sign and submit the provided form, including the debarment and good-standing certifications.

3. Conflict of Interest Disclosure Form (Exhibit C)
Complete and sign the provided form.

4. Supporting Documentation
Upload only the supporting documents listed in your Workbook to substantiate your threshold and scoring responses.