

CITY
OF

PASADENA



REQUEST FOR APPLICATIONS

2023 Continuum of Care Program Competition

Reallocation and CoC Bonus Funding

FOR THE

**Department of Housing
Supportive Housing Division**

Revised July 27, 2023

NOTICE REGARDING DISCLOSURE
OF
CONTENTS OF DOCUMENT

All responses to this Request for Applications (RFA) accepted by the City of Pasadena (City) shall become the exclusive property of the City. At such time as the City Manager recommends a contractor to the City Council, and such recommendation, with any recommended contract appears on the Council agenda, all applications accepted by the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of each application which are defined by the contractor as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary". Each element of an application which a contractor desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

Table of Contents

1.	<i>REQUEST FOR APPLICATIONS</i>	5
2.	<i>DEADLINE FOR SUBMISSIONS</i>	5
3.	<i>RFA QUESTIONS AND WORKSHOP</i>	5
3.1	RFA WORKSHOP	6
4.	<i>DEFINITIONS</i>	6
5.	<i>ADDENDA</i>	6
6.	<i>BACKGROUND</i>	7
6.1	CITY OF PASADENA	7
6.2	CONTINUUM OF CARE PROGRAM COMPETITION	7
7.	<i>OBJECTIVE</i>	7
8.	<i>SCOPE OF WORK</i>	8
8.1	OVERVIEW	8
8.2	AVAILABLE FUNDING	8
8.3	ELIGIBLE APPLICANTS	8
8.4	MATCH REQUIREMENTS	9
8.5	DECLARATION OF INTENT TO APPLY	9
8.6	ANTICIPATED TIMELINE	9
8.7	ELIGIBLE FUNDING ACTIVITIES	9
8.8	HOME TENANT-BASED RENTAL ASSISTANCE FUNDING AVAILABILITY	10
9.	<i>LOCATION</i>	10
10.	<i>DURATION AND SERVICE DATES</i>	10
11.	<i>EVALUATION PROCEDURES AND CRITERIA</i>	11
11.1	DESCRIPTION OF EACH EVALUATION CRITERIA	11
11.2	REVIEW AND SELECTION PROCESS	14
12.	<i>CONTENTS OF APPLICATION</i>	14
12.1	REQUIRED CERTIFICATIONS AND FORMS (SEE ATTACHMENTS)	14
13.	<i>GENERAL REQUIREMENTS</i>	15
13.1	REQUEST FOR APPLICATIONS (RFA) QUANTITIES:	15
13.2	CERTIFICATE OF INSURANCE	15
13.3	STANDARD TERMS AND CONDITIONS	15
13.4	EQUAL OPPORTUNITY CONTRACTING POLICY	16
13.5	COMPLIANCE	16
13.6	WITHDRAWAL OF APPLICATION	16
13.7	FIRM COMMITMENT OF AVAILABILITY OF SERVICE	16
13.8	RESERVATIONS	16
13.9	DOCUMENTS TO BE CONSTRUED TOGETHER	16

13.10 ERRORS AND OMISSIONS	16
13.11 RFA NOT CONTRACTUAL	17
13.12 PATENT FEES; PATENT, COPYRIGHT, TRADE SECRET AND TRADEMARK FEES	17
13.13 TAXES	17
13.14 TAXPAYER PROTECTION AMENDMENT	17
13.15 PUBLIC CONTRACT CODE SEC. 9204 PUBLIC WORKS CLAIMS PROCEDURE	17
13.16 APPEALS PROCEDURE	17
14. <i>APPLICANT CHECKLIST</i>	18

City of Pasadena
REQUEST FOR APPLICATIONS
FOR
2023 Continuum of Care Program Competition
Reallocation and CoC Bonus Funding

1. REQUEST FOR APPLICATIONS

The City of Pasadena, as the Collaborative Applicant for Continuum of Care Homeless Assistance Funding from the U.S. Department of Housing and Urban Development (HUD), is seeking a qualified non-profit agency to apply for available Reallocation and CoC Bonus funding as part of the 2023 Continuum of Care (CoC) program competition. The Pasadena Department of Housing will submit the CoC Consolidated Application to HUD by September 28, 2023, which will include one application for combined Reallocation and CoC Bonus funding (\$100,000) as well as one application for CoC Bonus funding (\$262,411). HUD will ultimately decide which projects included in the Consolidated Application will be selected for funding. If HUD awards funding to the application for combined Reallocation and CoC Bonus funding and/or CoC Bonus funding, the City will move forward with executing a contract with the organization whose project was selected once the grant agreement is received from HUD.

In order to be considered for funding, all applications must meet threshold requirements, which can be found in Section 11.1(a) of this Request for Applications (RFA) as well as in the evaluation criteria.

2. DEADLINE FOR SUBMISSIONS

Parties interested in responding to the RFA are asked to complete and submit one (1) electronic copy at <https://pasadenapartnership.org/coc-new-projects/> and all required attachments by **5:00 p.m. PST on Friday, August 25, 2023.**

Applications received after the deadline or incomplete applications may not be accepted by the City or considered for inclusion in the CoC application to HUD.

3. RFA QUESTIONS AND WORKSHOP

City staff is available to answer any questions and provide technical assistance to any organization wishing to submit an application. Questions regarding this RFA should be directed only to the person designated below in writing via email. Do not contact any other City employee or official regarding this RFA.

1. Diana Trejo
Homeless Programs Coordinator
Department of Housing
E-mail: dtrejo@cityofpasadena.net

3.1 RFA WORKSHOP

There will be a RFA workshop on **Thursday, July 27 at 1:30 p.m. PST** held virtually via Zoom by the City of Pasadena Department of Housing. Attendance at the workshop is strongly recommended.

Workshop Information:

Join Zoom Meeting

<https://us02web.zoom.us/j/83271262678?pwd=SXNMZIZ4ZkdEbWRSaHRIbk5WMkJyZz09>

Meeting ID: 832 7126 2678

Passcode: 643272

One tap mobile

+16694449171,,83271262678#,,,,*643272# US

+16699006833,,83271262678#,,,,*643272# US (San Jose)

4. DEFINITIONS

The words (A) "City", (B) "Department", (C) "Director", or (D) "Contractor", as used in this RFA, shall be understood to refer respectively to (A) the City of Pasadena, California; (B) the several departments therein; (C) the directors of the several City departments; or any of their properly authorized assistants; and (D) the person, firm or corporation with whom the contract is made by said City or the agent or legal representative who may be appointed to represent such person, firm or corporation in the signing and performance of said contract.

5. ADDENDA

If any person contemplating submitting an application for the items or services listed herein is in doubt as to the true meaning of any part of this Request for Applications, he/she may submit to the City representative(s) identified in Section 3, above, a written request for an interpretation or correction thereof.

Any interpretation or correction of City specifications will be made only by addendum, duly issued by the City representative(s) identified in Section 3, above. Addenda shall be made available through the Pasadena Partnership website at <https://pasadenapartnership.org/coc-new-projects/>. Applicants should regularly check this website for CoC-related updates. An applicant's failure to address the requirements of the addenda may result in the application not being considered. If the City determines

that a time extension is required for the application, the addenda will give the new submission date.

The City reserves the right to change any part of these instructions to applicants and specifications any time prior to Deadline for Submissions. Any changes shall be in the form of addenda and will become a part of the application documents and of the contract.

6. BACKGROUND

6.1 CITY OF PASADENA

Pasadena is an ethnically diverse community that is home to approximately 137,122 people making it the 183rd-largest city in the United States. Pasadena is the ninth-largest city in Los Angeles County. It is one of the primary cultural centers of the San Gabriel Valley. The city covers approximately 22.5 square miles, with an average of ten residents per acre. The median age of its residents is approximately 36.9 years. There are over 100,000 jobs in a wide variety of industries in the City of Pasadena.

6.2 CONTINUUM OF CARE PROGRAM COMPETITION

The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by non-profit providers, states, and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among people experiencing homelessness. Approximately \$3.13 billion is available in the 2023 CoC Program Competition for CoC's nationwide. 24 CFR 578.9 requires CoCs to design, operate, and follow a collaborative process for the development of an application in response to a NOFO issued by HUD, which can be accessed at <https://www.grants.gov/web/grants/view-opportunity.html?oppld=349091>.

7. OBJECTIVE

The City of Pasadena Department of Housing invites applications from qualified entities to apply for funding under this RFA. The primary objective of this RFA is to select two projects to be included in the City's 2023 CoC Consolidated Application to HUD. The City will be selecting one application for combined Reallocation and CoC Bonus funding as well as one application for CoC Bonus funding that will provide permanent housing (either permanent supportive housing, PSH, or rapid rehousing, RRH) to individuals, families, or youth experiencing homelessness in the City of Pasadena. HUD will ultimately decide if the two projects included in the application for funding will be selected to receive a contract award.

8. SCOPE OF WORK

8.1 OVERVIEW

The City of Pasadena is seeking to select one combined Reallocation and CoC Bonus project as well as one CoC Bonus project to be included in the 2023 CoC Consolidated Application to HUD. The projects being solicited should have the capacity to enhance system performance and provide housing resources to vulnerable populations experiencing homelessness in Pasadena. Projects are encouraged to demonstrate collaboration among providers and leverage mainstream resources to support chronically homeless individuals within the CoC. Bonus points will be available to projects that leverage housing and/or healthcare resources as well as projects that create new or additional permanent housing beds.

8.2 AVAILABLE FUNDING

This RFA is for projects that provide permanent housing (PSH or RRH) to people experiencing homelessness. Applications will only be accepted for the full funding amounts available.

- Combined Reallocation and CoC Bonus: There is \$100,000 available for combined Reallocation and CoC Bonus projects.
- CoC Bonus: There is an estimated \$262,411 available for CoC Bonus projects.

Applications should be for the full dollar amount. Organizations may submit applications to one or both pots of funding and similar project applications may be submitted for both combined Reallocation and CoC Bonus as well as CoC Bonus funding. Available funding amounts are subject to change. The CoC may add to the total funding available for projects if funding is made available as a result of the CoC Board's decision during the evaluation process to reallocate existing renewal projects. If the Board makes a decision to partially or fully reallocate a renewal project's funding during the CoC's local competition for new projects, a notification of the additional available funding will be posted to the Pasadena Partnership website and emailed to all attendees of the new projects workshop. Any reallocated funding that becomes available after the new projects local competition will be added to the budget of one or more selected new project(s) in accordance with the CoC's funding priorities for new projects as well as the CoC's program needs.

If selected for inclusion in the CoC Consolidated Application and conditionally awarded funding by HUD, all projects must comply with the Pasadena Continuum of Care Written Standards for Permanent Supportive Housing (<https://pasadenapartnership.org/psh-written-standards/>) and/or Rapid Rehousing (<https://pasadenapartnership.org/rrh-written-standards/>)

8.3 ELIGIBLE APPLICANTS

This funding is open to non-profit organizations that are experienced with providing permanent housing programs (PSH and/or RRH) that serve people experiencing homelessness.

8.4 MATCH REQUIREMENTS

There is a 25% match requirement for agencies that apply for funding in response to this RFA, excluding leasing costs for permanent supportive housing projects. Please reference 24 CFR 578.73 for additional detailed information regarding match requirements.

8.5 DECLARATION OF INTENT TO APPLY

All applicants who intend to submit an application for available funding should submit their intent to apply **by August 3, 2023** using the following link:

<https://bit.ly/2023cocintentoapply>.

8.6 ANTICIPATED TIMELINE

RFA Released	New Projects Workshop	Intent to Apply Deadline	Application Deadline	Evaluation Panel Review	Preliminary Score Notifications	Appeals Due	Notification of Project Acceptance/ Rejection
July 21, 2023	July 27 at 1:30 p.m.	August 3, 2023	August 25, 2023 at 5:00 p.m.	September 5, 2023	September 5, 2023	September 10 at 2:00 p.m.	September 12, 2023

8.7 ELIGIBLE FUNDING ACTIVITIES

Interested agencies may apply for funding in any of the eligible budget categories outlined below that are available for the project type. Applicants will be required to request up to 10% of the total funding amount available for administrative costs, which will be split evenly with the City if awarded funding by HUD.

1. Leasing (PSH projects only): Where the applicant is leasing the structure, or portions thereof, grant funds may be used to pay for 100 percent of the costs. Leasing funds may not be used to lease units or structures owned by the applicant, their parent organization(s), any other related organization(s), or organizations that are members of a partnership, where the partnership owns the structure, unless HUD authorized an exception for good cause.
2. Rental Assistance (PSH and RRH projects): Grant funds may be used for rental assistance for homeless individuals and families. Rental assistance cannot be provided to a program participant who is already receiving rental assistance or living in a housing unit receiving rental assistance or operating assistance through other federal, state, or local sources.
3. Supportive Services (PSH and RRH projects): In general, grant funds may be used to pay the eligible costs of supportive services that address the special needs of the program participants. If the supportive services are provided in a supportive service facility not contained in a housing structure, the costs of day-to-day operation of the supportive service facility, including maintenance, repair, building security, furniture, utilities, and equipment are eligible as a supportive service.

4. Operating Costs (PSH projects only): Grant funds may be used to pay the costs of the day-to-day operation of transitional and permanent housing in a single structure or individual housing units.
5. Homeless Management Information System (HMIS) (PSH and RRH projects): The applicant may use grant funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care.
6. Administrative Costs (PSH and RRH): Applicants may use up to 10% of grant funds for the payment of project administrative costs related to the planning and execution of Continuum of Care activities. This does not include staff and overhead costs directly related to carrying out activities eligible under § 578.43 through § 578.57, because those costs are eligible as part of those activities. The total administrative funding available for combined Reallocation and CoC Bonus projects may not exceed \$9,091 and the total administrative funding available for CoC Bonus projects may not exceed \$23,856.

Additional information on eligible activities and expenses can be found in the Interim Rule as amended in April 2017: <https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml>

8.8 HOME TENANT-BASED RENTAL ASSISTANCE FUNDING AVAILABILITY

Up to \$250,000 of federal HOME tenant-based rental assistance (TBRA) will be made available by the City of Pasadena Housing Department annually for projects to leverage and incorporate into their overall budgets. The rental assistance will be administered by the Housing Department and limited to 24 months per household. Contract rents will be limited to Housing Department Payment Standards equivalent to the VASH Payment Standard. All participants assisted with HOME TBRA funding must lease up in the areas listed in the CoC Mobility Policy. Security deposits are an eligible use of HOME funds. Project applicants will not have to provide match for the HOME-funded rental assistance.

9. LOCATION

At least half (50%) of the housing units funded through the CoC program must be located in Pasadena.

10. DURATION AND SERVICE DATES

HUD will allow new projects to request one year of funding with a longer initial grant term not to exceed 18 months, if the applicant desires. HUD has determined that most new projects requesting 1 year of funding normally take approximately 3 to 6 months to begin fully operating the new project (e.g., hiring staff, developing partnerships with landowners if leasing or renting). Therefore, a new project requesting 1 year of funding may request a grant term of 12 months to 18 months that will allow for the additional

start-up process. If HUD selects a project for funding, the program will commence upon the date included in the executed grant agreement with HUD, which will be in calendar year 2024 on or after July 1. The City of Pasadena Department of Housing will work with the selected applicant(s) to establish a program start date if conditionally awarded by HUD. If a project is selected for funding, the agency operating the project will be able to apply to renew the funds during each CoC Program Competition provided that the project is high performing and is positively contributing to the CoC's system performance.

11. EVALUATION PROCEDURES AND CRITERIA

This RFA has been structured to provide specific requirements which function as a standardized framework for the evaluation of a prospective applicant's qualifications. The City, in consultation with an evaluation panel of at least three people, reserves the right to reject any and all applications. Applications that score lower than 65% of points available in the Agency Experience (16 points) and System Performance Measures (20 points) sections will not be considered for funding.

The evaluation panel will score applications based on a scale of up to 145 points, including bonus points. The evaluation panel will score all responsive applications submitted by the deadline with the following criteria and weights:

Summary of Evaluation Criteria	Points Possible
Threshold Requirements	Pass/Fail
Agency Experience	25
Project Design	26
Service Delivery Plan	23
Timeliness	5
Project Ability to Improve System Performance	30
Financial Efficiency and Management	16
Bonus Points	Up to 20
Maximum Points Available	145

11.1 DESCRIPTION OF EACH EVALUATION CRITERIA

Successful applications will demonstrate the ability to meet and exceed the following evaluation criteria:

a) Threshold Requirements

1. **HMIS or Comparable Database Implementation:** Projects are required to participate in HMIS. Domestic Violence providers are required to use a

comparable database in lieu of HMIS to collect the required Universal Data Elements and CoC Program system performance measures.

2. **Coordinated Entry System:** Projects are required to participate in the Coordinated Entry System (CES) when it is available for the project type.
 3. **System for Award Management (SAM) Clearance:** Applicant has a System for Award Management (SAM) clearance, meaning the applicant is not suspended or debarred from doing business with the federal government and/or receiving federal funds.
 4. **Unique Entity Identifier (UEI):** Applicants must provide a valid UEI number, registered and active at <https://www.sam.gov/SAM> at the time of application submission and throughout the contract term, if selected for funding.
 5. **Match Commitment:** Match must equal 25% of the total grant request, including administrative costs but excluding leasing costs. Match contributions can be cash, in-kind, or a combination of both. Match documentation will be required to be submitted by 9/20/2023.
 6. **CoC Program and NOFO Requirements:** All projects will be reviewed for compliance with the eligibility requirements of the CoC Interim Rule and subsequent notices, and must meet the threshold requirements outlined in the Notice of Funding Opportunity (NOFO).
 7. **HUD Requirements:** Projects will be reviewed for compliance with the following:
 - Outstanding delinquent federal debts
 - Debarments or suspensions, or both
 - Mandatory disclosure requirement
 - Sufficiency of financial management system
 - False statements
 - Failure to conduct business in accordance with ethical standards/code of conduct
 - Prohibition against lobbying activities
- b) **Agency Experience**– Points will be assigned based on whether the applicant has experience utilizing federal funds, experience operating the proposed project, experience with leveraging multiple streams of funding, the applicant’s financial management structure and audit or monitoring findings. Applicants must receive a minimum of 16 points in this area to be considered for inclusion in the CoC’s application to HUD.
- c) **Project Design** - Points will be assigned based on the detailed description of how the project will operate and how CoC funding will be used, the target population to be served, severity of needs and barriers experienced by

participants, plan for rapid permanent housing placement, non-discrimination and equal access, and commitment to/implementation of a Housing First approach.

- d) **Service Delivery Plan** - Points will be assigned based on the detailed description of how the project will coordinate with mainstream programs, connect participants to mainstream benefits, type and scale of supportive services, , inclusion of people with lived expertise of homelessness, and advancing racial equity.
- e) **Timeliness** – Points will be assigned based on the applicant’s plan for rapid project implementation and ability to successfully meet project milestones.
- f) **Project Ability to Improve System Performance** – Points will be assigned based on the extent to which the project demonstrates the ability to enhance system performance, including identifying and housing participants with the longest experiences of homelessness, assisting participants to obtain and remain in permanent housing, reducing recidivism, and increasing earned and non-employment cash income. Applicants must receive a minimum of 20 points in this area to be considered for inclusion in the CoC’s application to HUD.
- g) **Financial Efficiency and Management** – Points will be assigned based on the project’s cost effectiveness, itemized budget and total budget. Applicants must not be delinquent on any federal debt.
- h) **Bonus Points** - Bonus points will be awarded to applications for the following:
 - a. **Leveraging Healthcare Resources** – Five (5) bonus points are available for projects that utilize healthcare resources, such as direct contributions from a public or private health insurance provider to the project and/or provision of health care services by a private or public organization tailored to the participants of the project.
 - b. **Leveraging Housing Resources** – Ten (10) bonus points are available for projects in which 25% of the units are subsidized through private organizations, state or local governments, faith-based organizations, and/or federal programs other than CoC or ESG programs. In order to obtain the bonus points, applicants must attach letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project, with the exception of projects which are utilizing up to \$250,000 of HOME TBRA funding. Full points will be awarded to projects that utilize HOME TBRA funding made available by the City of Pasadena Housing Department, provided that funding comprises at least 25% of the project’s units.
 - c. **Projects that Create New or Additional Beds** – Five (5) bonus points are available for new and/or expansion projects that propose creating or adding permanent housing beds to the CoC's existing inventory.

The Evaluation criteria can be accessed at the Pasadena Partnership webpage for new CoC projects: <https://pasadenapartnership.org/coc-new-projects/>

11.2 REVIEW AND SELECTION PROCESS

Projects responding to this RFA will be reviewed and scored by an independent Evaluation Panel on September 5, 2023. Projects will be reviewed against the evaluation criteria and assigned a score out of a total of 145 points. Applications for combined Reallocation and CoC Bonus and CoC Bonus funding will be evaluated independently of each other. The CoC Board will meet on September 11, 2023 to approve and rank the two projects that have been recommended for inclusion in the CoC Consolidated Application to HUD based on the application score and CoC need. There is no guarantee that a project recommended for inclusion in the CoC Consolidated Application will be selected by HUD for funding.

Applicants whose projects are selected to be included in the CoC Consolidated Application will work with CoC staff to revise applications or answer additional questions required by HUD as deemed necessary by City staff in order to be most competitive in the CoC application. If the funding is awarded by HUD, grant funds are estimated to be made available by HUD after July 1, 2024. The timing of awards and grant-making by HUD is outside of the control of the City of Pasadena. It is advised that applicants have the ability to cover program costs upfront for at least three months of expenditures.

12. CONTENTS OF APPLICATION

The response to this RFA must be made according to the requirements set forth herein. Noncompliance with these requirements or the inclusion of conditions, limitations, or misrepresentations, may be cause for rejection of the application.

The application should be submitted electronically at:
<https://pasadenapartnership.org/coc-new-projects/>

12.1 REQUIRED CERTIFICATIONS AND FORMS (SEE ATTACHMENTS)

“Required Certifications” shall include:

(a) Proof of System for Award Management (SAM) registration and the time of application submission.

(b) Completed HUD 50070 Drug Free Workplace which is accessible here:
<https://www.hud.gov/sites/documents/50070.PDF>

(c) Non-profit status documentation through either: (1) a copy of the Internal Revenue Service (IRS) final determination letter providing tax-exempt status under Section 501(c)(3) of the IRS Code (preferred); or (2) a certification from a licensed CPA that the organization meets each component of the definition of a private non-profit organization

(d) Match letter(s) and/or Memorandum of Understanding (MOU) between a third party in-kind service provider and the applicant if applicable, as documentation of the agency's match commitment for each project application. This is an optional upload at the time of application submission, but will be required of projects selected for inclusion in the CoC application no later than September 20, 2023.

(e) Approved indirect cost rate documentation for project applicants requesting to utilize a federally approved indirect cost rate for billing.

(f) For applicants utilizing leveraged housing resources to support the proposed project, letters of commitment, contracts, or other formal written documents that demonstrate the number of subsidies or units being provided to support the project is required, except for projects which are utilizing HOME TBRA funding. These projects should instead upload a statement on agency letterhead confirming the total amount of HOME TBRA funding being requested to support the project and the total number of households that are expected to be served.

(g) For applicants utilizing leveraged healthcare resources to support the proposed project, a written commitment from a healthcare organization certifying that the value of assistance being provided is equivalent to at least 25 percent of the CoC funding being requested is required.

If an application does not include all of the above items, it may be deemed non-responsive.

13. GENERAL REQUIREMENTS

13.1 REQUEST FOR APPLICATIONS (RFA) QUANTITIES:

The quantities contained in the RFA documents are approximate only and are for the sole purpose of comparing applications. The City may, in accordance with the specifications, request additional services as necessary at the City's sole discretion, as increased by the unit price noted and payment will be made for the amount of services actually provided as determined by the City and accepted at the unit prices noted in the application.

13.2 CERTIFICATE OF INSURANCE

Proof of insurance is not required to be submitted with the application, but will be required prior to the City's award of the contract if the project is selected by HUD. Insurance requirements can be found here: <https://pasadenapartnership.org/wp-content/uploads/2022/08/CoC-Contracts-Insurance-Requirements.pdf>

13.3 STANDARD TERMS AND CONDITIONS

Prior to the award of any work hereunder, City and contractor shall enter into the written contract with the City. Applicants responding to this RFA are strongly advised to review all the terms and conditions of the contract should they be selected for funding.

13.4 EQUAL OPPORTUNITY CONTRACTING POLICY

The City of Pasadena is committed to a policy of Equal Opportunity Contracting. Qualified firms including small businesses and businesses owned by women, minorities, and people with disabilities are encouraged to submit bids or applications. Contractors expressly agree to comply with the City's ordinances and regulations regarding Equal Opportunity Employment as well as regulations that may be mandated by the source of the funds supporting this contract.

13.5 COMPLIANCE

To the extent permitted by law, Contractor expressly agrees to establish compliance with the Equal Employment Opportunity Practices Provisions of Chapter 4.08 of the Pasadena Municipal Code, and the Rules and Regulations adopted pursuant to said ordinance.

The successful applicant may be required to submit documentation during the term of the contract to evidence on-going compliance with the City's Contracting Ordinance. Such documentation may include, but not be limited to certified payroll records and Current Permanent Workforce Utilization reports.

Questions regarding the City of Pasadena's Contracting Ordinance and policy should be directed to the Department of Finance, Purchasing & Payables Division 626.744.6755.

13.6 WITHDRAWAL OF APPLICATION

An applicant may withdraw its application by written request at any time prior to the time set for the closing of applications.

13.7 FIRM COMMITMENT OF AVAILABILITY OF SERVICE

Once an application is submitted, an applicant is expected to maintain an availability of services as set forth in its application.

13.8 RESERVATIONS

The City reserves the right to reject any or all applications and any item or items therein, and to waive any non-conformity of applications with this RFA, whether of a technical or substantive nature, as the interest of the city may require.

13.9 DOCUMENTS TO BE CONSTRUED TOGETHER

The Request for Applications, the application, and all documents referred to in the complete specifications and the Contract to be entered into between the Contractor and the City if selected by HUD for funding, and all modifications of said documents, shall be construed together as one document.

13.10 ERRORS AND OMISSIONS

Applicant and/or the Contractor shall not be allowed to take advantage of any errors in or omissions from in the Request for Applications. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

13.11 RFA NOT CONTRACTUAL

Nothing contained in this Request for Applications shall create any contractual relationship between the applicant and the City. The City accepts no financial responsibility for costs incurred by any applicant regarding this RFA.

13.12 PATENT FEES; PATENT, COPYRIGHT, TRADE SECRET AND TRADEMARK FEES

Each applicant shall include in the price bid any patent fees, royalties and charges on any patented article or process to be furnished or used in the prosecution of the Work.

13.13 TAXES

Price bid shall include all federal, state, local and other taxes.

13.14 TAXPAYER PROTECTION AMENDMENT

Under the provisions of the City of Pasadena Taxpayer Protection Amendment ("Taxpayer Protection Act"), the Contractor/Organization will be considered a "recipient of a public benefit." The full provisions of the Taxpayer Protection Act are set forth in Pasadena City Charter, Article XVII. Under the Taxpayer Protection Act, City public officials who approve this Contract are prohibited from receiving gifts, campaign contributions or employment from Contractor for a specified time. This prohibition extends to individuals and entities that are specified and identified in the Taxpayer Protection Act and includes Contractor/Organization and its trustees, directors, partners, corporate officers and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization. Contractor/Organization understands and agrees that: (A) Contractor/Organization is aware of the Taxpayer Protection Act; (B) Contractor/Organization will complete and return the forms provided by the City in order to identify all of the recipients of a public benefit specified in the Taxpayer Protection Act; and (C) Contractor/Organization will not make any prohibited gift, campaign contribution or offer of employment to any public official who approved this Contract.

13.15 PUBLIC CONTRACT CODE SEC. 9204 PUBLIC WORKS CLAIMS PROCEDURE

Observe attached details regarding Public Contract Code Section 9204. Public Contract Code Section 9204, specifies procedural requirements for claims submitted by a contractor on any public works project.

13.16 APPEALS PROCEDURE

This procedure specifies the process to be utilized by the City of Pasadena in resolving appeals regarding this RFA. Any responsive applicant who has submitted an application may file an appeal. All appeals must be in writing, dated, with the specific name of the application, signed by an authorized representative of the agency, and must contain clear and complete statements of the reason(s) for the appeal; including citing the law(s), regulations or procedures on which the appeal is based. It is the sole responsibility of the aggrieved agency to provide all necessary facts and evidence to support the written appeal. Appeals should be submitted via email by **2:00 PST on September 10, 2023** to the representative below:

Diana Trejo: dtrejo@cityofpasadena.net

The designated representative will review any appeal(s) and issue a written decision after consultation with the CoC Board.

14. APPLICANT CHECKLIST

TO THE APPLICANT:

The following list is provided for the convenience of both the applicant and the City and to help eliminate errors and omissions which may render the application incomplete. Please ensure that all items are submitted with your application.

- COC BONUS AND/OR REALLOCATION APPLICATION (submitted online)
- PROOF OF SAM REGISTRATION
- HUD 50070 DRUG FREE WORKPLACE FORM
- NON-PROFIT DOCUMENTATION
- MATCH COMMITMENT (optional at time of application submission)
- APPROVED INDIRECT COST RATE (if applicable)
- LEVERAGED HOUSING RESOURCES DOCUMENTATION (if applicable)
- LEVERAGED HEALTHCARE RESOURCES DOCUMENTATION (if applicable)

APPLICANT must complete and submit one (1) ELECTRONIC COPY at <https://pasadenapartnership.org/coc-new-projects/>

All applications shall be submitted as indicated in the section named “Deadline for Submission.”