**APPENDIX B**

**STATEMENT OF INTEREST RESPONSE TO REQUESTED INFORMATION**

1. **INSTRUCTIONS**

Provide your organization’s complete responses in the following text entry fields below.

1. **RESPONDENT CONTACT**

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

Organization Name: Click or tap here to enter text.

Headquarters

Address: Click or tap here to enter text.

Click or tap here to enter text.

Organization

Website: Click or tap here to enter text.

Principal Point of Contact:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

1. **RESPONSE QUESTIONS**

**3.1 Minimum Requirements**

1. Provide a narrative that demonstrates your organization meets the following minimum requirements:

At least five (5) consecutive years of experience, which shall include experience obtained within the past (10) years, in providing supportive services to American Indian and Alaska Native (AIAN) Clients in Los Angeles County including services that support individuals and families experiencing housing insecurity and/or homelessness.

Can provide services in all 5 County Supervisorial Districts.

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| Narrative:  Click or tap here to enter text. |

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

Yes, I have been audited within the last 10 years and do not have over $100,000 in disallowed costs.

Yes, I have been audited within the last 10 years and have over $100,000 in disallowed cost.

Not applicable. I have not been audited by the County Auditor-Controller in the last 10 years.

* 1. **Background and Experience**

1. Describe your organization’s experience working with Los Angeles County’s AIAN population including outreach, education, engagement, communication, and social services. Include the percentage of your clients that identify as AIAN and AIAN alone in combination with another race. Describe your organization’s experience providing the proposed services to AIAN and how your organization plans to provide the proposed services across all 5 Supervisorial districts in Los Angeles County.

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| Narrative:  Click or tap here to enter text. |

1. Describe your organization’s mission statement.

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| Narrative:  Click or tap here to enter text. |

**3.3 Approach and Methodology**

Provide a thorough but concise description of your approach, methodology, and staffing to administer proposed services. Ensure your response to each question includes a detailed explanation and duration of time if applicable.

1. Describe how your organization will use 40% of your award amount to develop and implement a Rent Burden Housing Subsidy Program. Include how your organization will ensure clients meet the 100% Fair Market Rent (FMR) eligibility and a description of the ​method through which you will deliver the benefit to eligible recipients that avoids fees or tax burdens to them. This could include but is not limited to the use of zero-value debit cards that can be activated upon verification of eligibility and allowable benefit amount. Attachment I (Description of Services). 40% is inclusive of­­ all program administration costs related to this Program.

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| Narrative:  Click or tap here to enter text. |

1. Describe how your organization would use 40% of your award amount for Organizational Capacity Building in order to more adequately increase housing security and/or reduces homelessness experienced by AIAN individuals/families in Los Angeles County. Attachment I (Description of Services).

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| Narrative:  Click or tap here to enter text. |

1. Describe how your organization would use 20% of your award amount to provide proposed Individual/Family Level services for LAC’s AIAN population. 3 more services must be provided. Note the specific proposed services. Attachment I (Description of Services).

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| Narrative:  Click or tap here to enter text. |

1. Describe how your organization will develop an evaluation tool to track service delivery and measurable outcomes. Attachment I (Description of Services).

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| Narrative:  Click or tap here to enter text. |

1. Describe your organization’s proposed staffing plan for the services including the duties of each staff member. Attach a copy of the resumes for each of the proposed staff, if available, or provide a description of the requirements, or duty statement of the anticipated staff for the services.

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| Narrative:  Click or tap here to enter text. |

1. Provide a description of your organization’s proposed implementation plan to staff and start the services within 30 days of Contract award.

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| Narrative:  Click or tap here to enter text. |

**3.4 Proposed Budget**

1. Proposed Line-Item Budget

Provide a detailed proposed line-item budget for a $250,000. award. The funding period of this award will be from release of funds through June 30, 2022. The award must be utilized the following ways:

1. 40% of award amount for Rent Burden Housing Subsidy Program including Program Administration
2. 40% of award amount for Organizational Capacity Building Related to Housing & Homelessness
3. 20% of award amount for Individual/Family Level Services including Program Administration

No more than 10% of the total award can be used for Administrative Costs.

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**3.5 Financial Capability**

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

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