

CITY OF SANTA MONICA



2027-31 HUMAN SERVICES GRANTS PROGRAM

D420 HOUSING AND HUMAN SERVICE - Human Services

RELEASE DATE: September 29, 2026

DEADLINE FOR QUESTIONS: October 19, 2026

RESPONSE DEADLINE: December 14, 2026, 5:00 pm

APPROVED FOR ADVERTISEMENT

City of Santa Monica

2027-31 Human Services Grants Program

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1 Introduction

1.1 Summary

The City of Santa Monica (“the City”) invites competitive proposals from eligible nonprofit organizations through the Human Services Grants Program (HSGP) for programs that respond to clearly identified community needs in Santa Monica. Grant agreements will be executed for a term of four years, with annual funding contingent upon available funds, satisfactory outcomes, effective program performance, and City Council approval.

Applicants should demonstrate how their programs use best practices and evidence-based approaches to address the community needs identified in this Request for Proposals (RFP). This RFP is open to all qualifying agencies with experience administering human services programs, including agencies that have not previously applied for the HSGP or that have not historically operated in the City but have a robust plan for providing services locally.

The Funding Guidelines for the FY 2027-31 HSGP RFP were approved by City Council on August 11, 2026 and are incorporated throughout this RFP

1.2 Background

Overview of Human Services Grants Program

The Human Services Division (HSD) of the City’s Housing and Human Services Department oversees a variety of programs and services that help Santa Monicans thrive. Notably, the City has contributed approximately \$10 million annually through the HSGP to local public and non-profit organizations to improve the wellbeing and quality of life of vulnerable and low-income Santa Monica residents, including children/youth & families, older adults, people with disabilities, and people experiencing homelessness. The HSGP helps to ensure an effective, strong safety net for the City’s most vulnerable residents. In addition, the HSGP provides stable funding to fill gaps in federal, state, and county programs and resources. In Fiscal Year (FY) 2025-26, the HSGP funded 18 agencies and 21 programs. Additional information about the HSGP is available at www.santamonica.gov/human-services-grants-program.

Guiding Principles

The City expects that funded programs will:

- Provide Effective Services to All Target Populations: The HSGP remains committed to preserving the diversity of Santa Monica residents by supporting historically marginalized and underserved community members. Over the decades, the City has prioritized funding for programs whose proposals document strong evidence of meeting critical local needs. While the needs of



various populations continue to fluctuate over time, it is critical that HSGP maintains a core and stable safety net for all populations.

- Utilize Best Practices and Evidence-based Models to Provide Data-driven, High-impact Programs: To ensure that community members are served effectively and efficiently, HSGP services must be informed by best or promising practices and utilize evidence-based models whenever possible. Programs must also use data, including quantitative outputs and outcomes and qualitative participant and staff experiences, to inform adjustments and enhancements to the service model and maximize program impact.
- Maintain Strong Interagency Coordination: A key factor to maintaining a stable social service safety net is the providers' demonstrated ability to collaborate effectively across agencies and programs and avoid duplication of efforts. HSGP-funded program staff are expected to stay current on other local programs and services, work closely on shared cases, and participate in warm hand-offs as appropriate.
- Prioritize People: Programs must balance high-quality client care and staff wellness. Research shows that workforce resilience and client care are deeply interconnected. Agencies that value and compensate their employees competitively demonstrate improved staff retention and participant outcomes, particularly for non-profit social service jobs that are often demanding and lower paid.

Funding Availability

Funding awarded through the HSGP comes from multiple sources both locally and nationally, including the City's General Fund, Los Angeles County Measure A, California Opioid Settlement Funds, and federal entitlement grant funds (Community Development Block Grant). At the time of award, grantees will be notified of the source of their grant funds. Grantees must be prepared to comply with all applicable regulatory requirements, terms, and conditions, including those associated with non-City funding sources.

Approximately \$9 million annually in grant funding is projected to be available for programs that provide an eligible service as defined in this RFP (see Scope of Work). Grant funding is available for qualified programs beginning July 1, 2027 through June 30, 2031. Agencies may submit proposals for more than one program and all programs must have separate proposals (see attachment *Instructions for Submitting Multiple Proposals*). The City employs a multi-year funding strategy to encourage service continuity. Annual funding levels during the four-year grant cycle are contingent upon available funds, satisfactory outcomes, effective program performance, and City Council approval. At any point during the four-year funding cycle, City Council may determine the need for significant program changes, including finding that a program is unable to meet its administrative, program, or fiscal requirements and should not receive continued funding.



City funds must be used to serve eligible Santa Monica Program Participants (SMPP) as defined in this RFP (see Scope of Work). Should a program provide additional non-City funding from private or public sources, these funds should also be used to serve SMPP.

Community Needs and Priorities

The City has completed several recent assessments of local needs and evaluations of the human services offered directly by the City, the Santa Monica-Malibu Unified School District (SMMUSD), and local agencies. The City also relies on broader regional or national assessments when appropriate. The HSGP represents a significant City investment to address the findings of these assessments and evaluations. The following reports provide information on the documented needs in Santa Monica:

- Behavioral Health Reports on [Adults Crisis and Child and Youth Care](#) and [Intensive Services for Adults](#) (2025)
- [Renters' Protection Report](#) (2025)
- [Homelessness Strategic Plan](#) (2025)
- [Aging and Disability Action Plan](#) (2025)
- [Early Development Instrument \(EDI\)](#) (2025) (2023-25)
- [Santa Monica Malibu Unified School District Healthy Kids Survey](#) (2025)
- [Santa Monica Youth Wellbeing Report Card](#) (2023)
- [Service Planning Area \(SPA\) 5 Youth and Family Homeless Data](#) (2026)
- [Immigration Enforcement Affected Both Immigrant and Nonimmigrant Families Across the US in 2025](#) (2026)

1.3 Contact Information

Any inquiries or requests regarding this procurement should be submitted via OpenGov. Other City officers, agents, employees or representatives do not have authority to respond on behalf of the City. Contact with unauthorized City personnel during the selection process may result in disqualification.

Denise Mixon

Senior Buyer

1685 Main Street, Mail Stop 09

Santa Monica, CA 90401

Email: denise.mixon@santamonica.gov

Phone: [\(310\) 458-2211](tel:(310)458-2211)

Department:

D420 HOUSING AND HUMAN SERVICE - Human Services



Department Head:

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1.4 Timeline

Proposal Calendar

The following is a list of key dates:

Release Project Date	September 29, 2026
Question Submission Deadline	October 19, 2026, 5:00pm
Question Response Deadline	November 4, 2026, 5:00pm
Proposal Submission Deadline	December 14, 2026, 5:00pm

2 Term

The City is inviting proposals from qualified persons or firms for a firm-fixed contract for a term of four (4) years.

3 Scope of Work

3.1 Applicant Eligibility Requirements

In order to be considered for funding through the City's Human Services Grants Program (HSGP), applicants must meet the following Council-approved minimum eligibility requirements:

- Be:
 - A nonprofit organization with tax exempt status under Section 501(c)(3) of the Internal Revenue Service Code and Section 23701(d) of the California State Franchise Tax Code; AND registered with the office of the Attorney General of the State of California Department of Justice with a current registration status; AND have a Board of Directors; OR
 - A hospital, health care, or educational institution with a governing board.
- Certify that they are and will remain in compliance with any law which prohibits discrimination based on race, gender, sexual preference, sexual orientation, ethnic background, nationality, religion, age, parenthood, marriage, pregnancy,



disability, HIV/AIDS status, immigration status, source of income, gender identity, gender expression, or any other class expressly protected by a local, state, or federal law. Including, but not limited to:

- Title VI of the Civil Rights Act of 1964;
 - Title VIII of the Civil Rights Act of 1968 (as amended);
 - Section 504 of the Rehabilitation Act of 1973 (as amended);
 - Age Discrimination Act of 1974;
 - Title I of the Housing and Community Development Act of 1974 (as amended); and
 - The Americans with Disabilities Act (ADA) of 1990.
- Agree that no City funds shall be expended for any political purpose, defined as participation or intervention in any political campaign on behalf of or in opposition to any candidate for public office, any initiative, referenda, ballot measure, recall, or any partisan or non-partisan electoral activity.
 - Agree that no City funds shall be used to teach, advance, advocate or promote any religion or religious belief or practices, including any irreligious belief or practice.
 - Document the ability to provide services accessible to SMPP, including services that are located or co-located in Santa Monica. Agencies not currently providing services in Santa Monica must describe a plan to deliver services to SMPP, including how services will be brought to SMPP, how SMPP will access physical service locations, and/or how programs will remove barriers to virtual services.
 - Be in Good Standing with the State of California Office of the Secretary of State.

3.2 Eligible Services

Proposals must be for programs that provide one or more of the following Council-approved services. Programs that do not provide at least one of the services below will not be eligible for HSGP funding.



SERVICE TYPE	SERVICE	DESCRIPTION
HOUSING AND HOMELESSNESS PREVENTION		
Housing Retention	Case management for formerly homeless individuals and families with city-issued vouchers	Intensive case management services to support housing retention for formerly homeless individuals with Continuum of Care (CoC) vouchers or other vouchers
	Case management for individuals and families experiencing housing instability or at-risk of homelessness	Intensive case management services to stabilize households facing housing instability or homelessness including problem solving, landlord mediation, housing navigation, and service linkages (e.g., legal, benefits, employment, health)
Homelessness Intervention	Case management for individuals and families who recently lost housing	Intensive case management services to stabilize households who lose their permanent housing, but who do not/cannot enter emergency/interim housing, including problem solving, housing navigation, and service linkages (e.g., legal, benefits, employment, health)
HEALTH AND WELLNESS		
Community Legal Services	Holistic Legal Services	Community-based legal services for issues including family law, immigration, benefits, reasonable accommodations, elder abuse & fraud protection, advanced planning, conservatorship & guardianship, and housing cases
Supportive Services for Youth & Families	Case management for vulnerable youth and families	Intensive, wrap around case management services to connect youth and their families to needed resources and provide positive programming
	Community Violence Intervention	Services that address the root cause of community violence and restore community safety and cohesion, including restorative justice circles, therapeutic services, anti-poverty interventions, relationship building, and conflict resolution
	Domestic violence services	Outreach and educational resources for youth/teens and families, resource referral connection, case management, and supportive services for survivors
Supportive Services for Older Adults & People with Disabilities	Case management and independent living supports for older adults and/or people with disabilities	Intensive case management and services that support independent living and aging-in-place, including home modifications, assistive technology, adult day services, and service linkages (e.g., caregiving, benefits, healthcare, transportation, medication management, other critical supports)
	Intergenerational programming	Programming to connect older adults and youth for their mutual benefit
	Social/recreational activities for older adults and/or people with disabilities	Culturally relevant and inclusive opportunities for connection to reduce isolation, promote health and wellness, and foster community belonging
	Support services for caregivers of older/dependent adults	Support groups, training, respite care, and/or mental health support
Behavioral Health	Counseling, therapy, and prevention for all populations	Mental health and substance use counseling (including peer counseling), therapy, and/or prevention services for all populations. Positive behavioral interventions and supports for youth
Physical Health	Physical health care for underserved populations	Medical, dental, and preventive health services
Food	Food assistance programs	Food banks, pantries, congregate meals for vulnerable households, and/or home-delivered meals for homebound individuals
Immigration	Immigration Services	Legal support, case management, financial assistance, etc.
FINANCIAL STABILITY		
Workforce Development & Post-Secondary Education	Workforce development and post-secondary education for adults	College, employment, and/or vocational training and support
	Workforce development for youth	Employment and/or vocational training and support
Financial Empowerment	Financial empowerment program for underserved populations	Economic wellbeing services such as financial coaching; budgeting, savings, and credit building assistance; educational workshops; assistance accessing benefits and public programs; and connections to affordable banking
Early Childhood	Child care subsidies	Child care tuition assistance for income-eligible families

3.3 Eligible Santa Monica Program Participants (SMPP)

The HSGP relies on Council-adopted criteria for program participants/clients to ensure that local resources serve local needs. Applicants have flexibility in determining the population(s) they propose to serve, so long as program participants comply with the following SMPP eligibility criteria:

General Eligibility Criteria

- An individual or household with a permanent address in Santa Monica; or
- A student currently enrolled in a Santa Monica public school (for school-based services).

Eligibility Criteria for People Experiencing Homelessness

- An individual/household experiencing homelessness whose last permanent address at which they resided was in Santa Monica; or
- An individual/adult-only household experiencing homelessness who has been in Santa Monica for at least three years; or
- A family with at least one minor child experiencing homelessness who has been in Santa Monica for at least one year; or
- An individual/household experiencing homelessness referred by City staff as a high utilizer of City services; or
- An individual experiencing homelessness who currently works in Santa Monica a minimum of thirty (30) hours per week for at least six (6) continuous months; or
- An individual experiencing homelessness who, within the past year, was terminated or laid off from a job in Santa Monica after having worked there a minimum of thirty (30) hours per week for at least six (6) continuous months.

3.4 Cash Match or Living Wage Options

The City is offering greater funding flexibility to HSGP grantees, potentially making it more feasible for programs to increase compensation for front-line workers such as case managers, care coordinators, outreach workers, and counselors. Applying agencies must select one of the following options and meet all relevant conditions:

Option 1: 30% Cash Match

- Use City funds to cover up to 70% of the cost of services to eligible Santa Monica Program Participants and secure non-City funding for the balance of those costs (30% minimum).
- No minimum threshold for staff salaries.

Option 2: Living Wage

- Use City funds to cover up to 100% of the cost of services to eligible Santa Monica Program Participants. Non-city funding/cash match is not required.



- Agree to meet the City's [Minimum Wage](#) (\$25.00 per hour for Fiscal Year 2026-27), adjusted annually, for all staff billed 90% or more to the HSGP program.
- Complete the attached Living Wage Certification.

Conditions

- Only programs that bill staff salaries to the HSGP grant will be eligible to apply for Option 2. Programs that do not bill staff salaries to the HSGP grant must apply for Option 1 and provide 30% cash match.
- Agencies that receive HSGP funding will be required to work closely with City staff to ensure their program budget accurately reflects the true staffing structure of the program. Programs choosing Option 2 are subject to review and approval by City staff.

3.5 Reporting Requirements

HSGP programs are intended to be data-driven and have lasting positive impacts on the lives of participants. Quantitative data, contextualized with qualitative program descriptions, are a key tool for understanding a program's performance and can help identify what is working and where adjustments are needed. HSGP-funded programs are required to report on performance twice during the fiscal year, at mid-year and at year-end. They must submit a program report that includes a qualitative performance description and report on quantitative performance indicators, including outputs and outcomes.

Proposals must define a minimum of two (2) and a maximum of five (5) performance indicators to assess the impact of their program. An indicator is a pair of one output and one outcome. Outputs describe the result of an activity and can include the number of people served or number of services performed, while outcomes focus on measurable impacts to participants' lives and assess improvements that result from the program. Indicators should be specific, measurable, achievable, relevant, and time-bound (SMART) and assess progress made during the program year. The following table provides example performance indicators:

Example Performance Indicators

	Metric Type	Description	Annual Target	Documentation Met
Indicator 1	Output (#)	# of vulnerably housed participants who receive case management	100 SMPP	Case management d
	Outcome (%)	% of vulnerably housed participants who remain housed	95%	Case management d
Indicator 2	Output (#)	# of participants who receive mental health counseling	50 SMPP	Client files
	Outcome (%)	% of participants who show improved mental health indicators	80%	Mental health assess



As part of the proposal, programs applying for HSGP funding must submit proposed performance indicators on the *Performance Indicators* tab of the *Program Budget Demographics and Performance Workbook*.

4 Questions and Answers

Vendor Queries Due

Questions must be submitted online in the “Q&A” tab. The City will only accept or respond to questions submitted through the online vendor portal.

One question per submittal. (This does not mean one question per vendor.) Submittals containing multiple questions will not be answered.

5 Vendor Questionnaire

Submission Requirements

- Proposal materials, including the Program Plan and Program Budget, Demographics, and Performance Workbook should reflect one-year programs.
- Complete applications must include all items on the attached Proposal Checklist.
- If funding is being requested for more than one program, a separate proposal with all required sections and attachments must be completed for each program.
- Applicants are strongly encouraged to attend the virtual bidders workshop. The workshop will be recorded and made available online for applicants who are unable to attend. Once finalized, details of the workshop will be communicated to all OpenGov registrants and made available at www.santamonica.gov/human-services-grants-program.

5.1 Proposal

5.1.1 Proposal Cover Page and Authorization Signature*

Please download the below document, complete, and upload.

- [Proposal Cover Page and Aut...](#)

*Response required

5.1.2 Program Plan*

Please download the below document, complete each section, and upload.

- [FY 2027-28 Program Plan \(2\)...](#)

*Response required



5.1.3 Program Budget, Demographics, and Performance Workbook*

Download the following workbook, complete each tab, and upload.

- [FY 2027-28 Program Budget, ...](#)

*Response required

5.2 Eligibility Requirements

5.2.1 Applicant Eligibility Requirements*

Select from the following options which best describes your agency.

☐ A nonprofit organization with tax exempt status under Section 501(c)(3) of the Internal Revenue Service Code and Section 23701(d) of the California State Franchise Tax Code; AND registered with the office of the Attorney General of the State of California Department of Justice with a current registration status; AND have a Board of Directors

☐ A hospital, health care, or educational institution with a governing board.

*Response required

5.2.2 IRS 501(c)3 Determination Letter

Upload your IRS Determination letter of 501(c)3 status. This requirement does not apply to hospitals, health care, or educational institutions with a governing board.

5.2.3 Proof of Good Standing*

Upload Proof of Good Standing with the State of California Office of the Secretary of State (<https://www.sos.ca.gov/business-programs/bizfile/order-online>)

*Response required

5.2.4 Board Roster

Upload board roster(s), including client advisory boards.

5.3 Other Supporting Documentation

5.3.1 Agency Organizational Chart*

Upload agency organizational chart.

*Response required

5.3.2 Job Descriptions for Proposed Program Staff

Upload official job descriptions for each City-funded position in your proposed Program Budget. Only required if you are requesting City funds for staffing.

5.3.3 Equity Policies and Procedures*

Upload equity policies and procedures that demonstrate how your organization puts equity into practice (can include hiring policies, language access plans, service delivery



standards, or cultural responsiveness frameworks that show equity is embedded in your day-to-day operations and decision-making).

*Response required

5.3.4 Audited Financial Statements*

Upload Audited Financial Statements, including the auditor's management letter, for the three (3) most recent fiscal years.

*Response required

5.3.5 Program Monitoring Reports*

Upload program monitoring reports from agency's largest funder for last two (2) fiscal years.

*Response required

5.3.6 Documentation of Federally Approved Indirect Cost Rate

For budgets proposing City-funded indirect administrative costs in excess of 15%, upload documentation of federally approved indirect cost rate.

5.3.7 Program Participant Testimonials/Letters of Support

Upload up to three (3) testimonials or letters of support from program participants. Letters in excess of the three (3) item limit will be disregarded.

5.4 Other Required Responses

5.4.1 Business License Requirements

WHO NEEDS A BUSINESS LICENSE?

1. Is this vendor physically located in the City of Santa Monica?

Yes (Vendor must have a City of Santa Monica business license - contact the Business License unit for the appropriate forms. Skip question 2 & continue to "ADDITIONAL REQUIREMENTS" section below)

No (Continue to the next question)

2. Does this vendor physically come into the City of Santa Monica to conduct business and/or make deliveries?

Yes(Vendor must have a City of Santa Monica Out-of City Business License. contact the Business License unit for the appropriate forms. Continue to "ADDITIONAL REQUIREMENTS" section below)

No(STOP, no license needed)

ADDITIONAL REQUIREMENTS:



If this vendor is located in or comes into the City of Santa Monica to conduct business, in addition to having a CITY OF SANTA MONICA BUSINESS LICENSE, they will be required to have insurance (see agreement for descriptions).

The business license documentation is only required from the successful Proposer.

5.4.2 Notice Regarding Disclosure of Contents of Documents*

All responses to this Request for Proposal (RFP) accepted by the City of Santa Monica (City) shall become the exclusive property of the City. All proposals 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 proposal which are defined by the contractor as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary". Each element of a proposal 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.

☐ Please confirm

*Response required

5.4.3 Oaks Initiative*

CITY OF SANTA MONICA OAKS INITIATIVE NOTICE

NOTICE TO APPLICANTS, BIDDERS, PROPOSERS AND OTHERS SEEKING DISCRETIONARY PERMITS, CONTRACTS, OR OTHER BENEFITS FROM THE CITY OF SANTA MONICA

Santa Monica's voters adopted a City Charter amendment commonly known as the Oaks Initiative. The Oaks Initiative requires the City to provide this notice and information about the Initiative's requirements. You may obtain a full copy of the Initiative's text from the City Clerk.

This information is required by City Charter Article XXII—Taxpayer Protection. It prohibits a public official from receiving, and a person or entity from conferring, specified personal benefits or campaign advantages from a person or entity after the official votes, or otherwise takes official action, to award a "public benefit" to that person or entity. The prohibition applies within and outside of the geographical boundaries of Santa Monica.

All persons or entities applying or receiving public benefits from the City of Santa Monica shall provide the names of trustees, directors, partners, and officers, and names of persons with more than a 10% equity, participation or revenue interest. An exception exists for persons serving in those capacities as volunteers, without compensation, for organizations exempt from income taxes under Section 501(c)(3), (4), or (6), of the Internal Revenue Code. However, this exception does not apply if the organization is a political committee or controls political committees. Examples of a "public benefit"



include public contracts to provide goods or services worth more than \$25,000 or a land use approval worth more than \$25,000 over a 12-month period.

In order to facilitate compliance with the requirements of the Oaks Initiative, the City compiles and maintains certain information. That information includes the name of any person or persons who is seeking a “public benefit.” If the “public benefit” is sought by an entity, rather than an individual person, the information includes the name of every person who is: (a) trustee, (b) director, (c) partner, (d) officer, or has (e) more than a ten percent interest in the entity. Therefore, if you are seeking a “public benefit” covered by the Oaks Initiative, you must supply that information on the Oaks Initiative Disclosure Form. This information must be updated and supplied every 12 months.

- [OAKS INITIATIVE FORM.pdf](#)
- [OAKS INITIATIVE FORM - Exam...](#)

*Response required

5.4.4 Living Wage Ordinance Certification*

CITY OF SANTA MONICA LIVING WAGE ORDINANCE

Certification for Providers of Services to the City of Santa Monica

(Fiscal Year 26/27 – July 1, 2026 through June 30, 2027)

TO BE COMPLETED BY ALL CONTRACTORS PROVIDING SERVICES TO THE CITY OF SANTA MONICA IN EXCESS OF \$54,200

The City of Santa Monica Municipal Code Chapter 4.65, Living Wage Ordinance (LWO), establishes a Minimum Wage of \$25.00 for certain employees of contractors providing services to the City where services exceed \$54,200 or more and requires that contractors also provide the same health care and other benefits to employees' same sex spouses and domestic partners as are provided to other employees' spouses.

An employee covered by the LWO is any person who does not actually work as a manager, supervisor, or confidential employee, and who is not required to possess an occupational license.

The Living Wage Ordinance applies the services sought pursuant to this bid and bidders are required to prepare and return the Living Wage Certification Form. If the bidder is selected, the bidder must maintain payroll records that include, at minimum, the full name of each employee providing services under the contract, job classification and rate of pay. Bids that fail to include Certification Forms may be considered non-responsive and excluded from further consideration.

Please prepare the following certification if you are a contractor engaging in a contract for services with the City of Santa Monica in excess of \$54,200.

Your signature on this certification grants the City permission to review any and all payroll books and records and any company documents pertaining to the benefits offered to employees to assure your compliance with the LWO during the term of the contract.

Please direct any questions to:



City of Santa Monica Finance Department
Attention: Living Wage Compliance Section
1685 Main Street, Mail Stop 09
Santa Monica, CA 90401

You can also contact staff regarding living wage ordinance questions by e-mail at finance.mailbox@smgov.net or by phone 310-458-8281.

- [FY26-27 Living Wage Certifi...](#)

*Response required

5.4.5 Certificate of Compliance*

Please upload your completed Certificate of Compliance document here.

- [Certification of Compliance...](#)

*Response required

5.4.6 Non-Discrimination Policy, Debarment Certification & Non-Collusion Declaration*

Please download the below documents, complete, and upload.

- [Proposal Forms \(10\).pdf](#)

*Response required

5.4.7 Levine Act Disclosure Form*

Please download the below documents, complete, and upload.

- [Levine Act Disclosure Form ...](#)

*Response required

6 Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	Program Participants The following elements are reasonable and described thoroughly: • Eligibility criteria, including definition of low-income households • Screening process for SMPP and low-income households • Projected number of SMPP to be served • Intake process • Prioritization method and waitlist management strategy --- <i>Refer To:</i> • <i>Program Plan - Section B 1-4</i> • <i>Budget, Demographics, & Performance Workbook - Participant Demographics tab</i>	0-5 Points	4 (4% of Total)
2.	Program Description The program is described thoroughly and will appropriately meet the needs of the primary service population(s). All elements of the program design are described, including: • Key activities and services • Service delivery practices --- <i>Refer To:</i> • <i>Program Plan - Section C 1-4</i>	0-5 Points	10 (10% of Total)
3.	Partnerships & Referrals • Key partners are identified and appropriate. • Referral processes for participants and ineligible applicants are appropriate and described thoroughly. --- <i>Refer To:</i> • <i>Program Plan - Section E 1-2</i>	0-5 Points	2 (2% of Total)



4.	Program Budget - Budget tab is completed correctly and aligns with the Program Plan. - Budget outlines all expenses, including staffing, required to support the proposed services. - Non-City funds are sufficiently leveraged in compliance with the 30% cash match requirement OR program staff are paid a sufficient salary in compliance with the Living Wage requirement. - Indirect administrative costs exceeding 15% of the grant request include documentation of federally approved indirect cost rate. --- <i>Refer To:</i> <i>Budget, Demographics, & Performance Workbook - Budget tab</i> <i>Attachment - Documentation of Federally Approved Indirect Cost Rate (if applicable)</i>	0-5 Points	15 (15% of Total)
5.	Program Evaluation - There are a minimum of two and maximum of five performance indicators. - Indicators appropriately and sufficiently measure performance and annual targets are reasonable. - Program evaluation plan is clear and reasonable. - Program participants are involved in program design and evaluation in a meaningful way. --- <i>Refer To:</i> <i>Program Plan - Section F 1-2</i> <i>Budget, Demographics, & Performance Workbook - Performance Indicators tab</i>	0-5 Points	10 (10% of Total)



6.	Operational Capacity - Staffing plan is reasonable for implementing the program, including positions, FTEs, and qualifications. - Roles of the Board and volunteers/interns are clearly described and appropriate. - Timeline for implementing program operations is reasonable. --- <i>Refer To:</i> <i>Program Plan - Section G 1-4</i> <i>Attachment - Job Descriptions for Program Staff</i> <i>Attachment - Board Roster</i> <i>Attachment - Agency Organizational Chart</i>	0-5 Points	6 (6% of Total)
7.	Policies & Procedures - Agency operationalizes racial equity, diversity, and cultural competency in a meaningful way. - Grievance policy is appropriate. - If applicable, proposed fee structure is appropriate and there are measures in place to support participants' ability to access services. --- <i>Refer To:</i> <i>Program Plan - Section I 1-3</i> <i>Attachment - Equity Policies & Procedures</i>	0-5 Points	7 (7% of Total)



8.	Program Accessibility The description demonstrates that the program will be appropriately accessible to participants, including: - Site location(s) and hours of operation - Outreach and engagement strategies - Low barrier practices - Physical and communication accessibility strategies --- Refer To: • <i>Program Plan - Section D 1-4</i>	0-5 Points	4 (4% of Total)
9.	Community Need Community need is clearly described and aligns with documented city needs and priorities. --- Refer To: • <i>Program Plan - Section A 1</i>	0-5 Points	5 (5% of Total)
10.	Past Program Performance • Documentation demonstrates capacity and track record to effectively operate the program. • Past performance indicates positive program impact and ability to meet performance goals. --- Refer To: • <i>Program Plan - Section H 1</i> • <i>Attachment - Program Monitoring Reports</i> • <i>Attachment - Program Participant Testimonials/Letters of Support</i> • <i>For Current HSGP Grantees, City will Provide - Performance Summary Letter & Baker Tilly Monitoring Report</i>	0-5 Points	12 (12% of Total)



11.	Employee Retention • Agency has sufficient strategies to promote staff wellbeing. • Strategies to prevent or address staff turnover are appropriate. --- <i>Refer To:</i> • <i>Program Plan - Section J 1-2</i>	0-5 Points	10 (10% of Total)
12.	Past Financial Performance & Audited Financial Statements • Documentation of past financial performance demonstrates sound financial practices and performance, including appropriate spend-down. • Audited financial statements demonstrate compliance with generally accepted accounting principles (GAAP). • Independent auditor's report or opinion is free from substantial findings or concerns. • Relevant financial ratios (e.g., Current Ratio, Reliance Ratio) demonstrate fiscal health. • Statement of Functional Expenses is presented fairly and allocations are reasonable. --- <i>Refer To:</i> • <i>Attachment - Program Monitoring Reports</i> • <i>Attachment - Audited Financial Statements</i> • <i>For Current HSGP Grantees, City will Provide - Performance Summary Letter & Baker Tilly Monitoring Report</i> <i>Note: This section will be scored by an individual or firm possessing the requisite subject-matter expertise. Reviewers will not score this section.</i>	0-5 Points	15 (15% of Total)



7 Award Process

7.1 Selection

The City of Santa Monica, through either the City Council or the City Manager (or his designee) has the sole authority to select the consulting firm and reserves the right to reject any and all proposals. The City reserves the right to approve or reject all sub-consultants and engineers proposed to be retained by the prime consultant. Upon signing of the agreement, no change in proposed personnel or sub-consultants can be made without the City's review and written authorization.

By submitting a response to this RFP, prospective consultants waive the right to protest after award or seek any legal remedies whatsoever regarding any aspect of this RFP. The City reserves the right to select any number of finalists. In addition, the City reserves the right to issue written notice to all prospective consultants of any changes in the RFP terms or proposal submission schedule, should the City determine in its sole and absolute discretion that such changes are necessary.

The City reserves the right to request additional information from any proposing consultant and to reject any and all proposals. All original work products, including computer files, shall remain the property of the City.

The City reserves the right to retain an expert to evaluate the proposing consultant's work or qualifications at all stages in the selection process. Additionally, any contract entered into will be subject to termination at any stage if in the judgment of the City, such termination is in the best interest of the City. In the event such decision is made, appropriate written notice would be given before any termination and the consultant would be compensated on a pro-rata basis for work performed.

The responsible proposer whose proposal is the most advantageous to the City, taking to consideration all the evaluation factors will be recommended for the contract award. Notwithstanding the Evaluation Team's selection, the City reserves the right to award this RFP and the resultant Contract in any manner it deems to be in the best interest of the City and make the selection based on its sole discretion. The City is the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFP.

7.2 Contract Award and Execution

Selection of a proposer with whom the City enters into contract negotiations with, or a recommendation of an award by the Evaluation Committee or any other party, does not constitute an award of Contract. Once the City formally awards the contract, the successful consultant will be notified to enter into an agreement. If the selected consultant does not enter into the agreement, the City will begin negotiations with the second highest ranking proposing consultant.

Please review all contract forms prior to submitting a proposal. The City of Santa Monica intends to use these forms as the baseline agreements with the successful



consultant. The City will not entertain proposals to make material changes to the contract form once the project has been awarded. If you wish to request changes to the contracting forms, you must do so during the proposal process. In addition, the City requires compliance with several other policies and ordinances, proposing consultants will need to complete these Exhibits and submit with their Proposal.

The RFP document and the successful proposal response, as amended by agreement between the City of Santa Monica and the successful consultant, will become part of the contract documents. Additionally, the City of Santa Monica may verify the successful consultant's representations that appear in the proposal. Failure of the successful consultant to perform as represented may result in elimination of the successful consultant from further negotiation or in contract cancellation or termination.

No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a consultant shall be binding. The City of Santa Monica shall not be bound, or in any way obligated, until the City has awarded the contract and all documents have been executed. The proposing consultant may not incur any chargeable costs prior to final contract execution.

8 Terms & Conditions

8.1 Best Qualified Person Or Firm

The award, if any, will be made to the best qualified person or firm(s). In evaluating whether a proposer(s) is (are) the best qualified person or firm(s) pursuant to the Santa Monica Municipal Code, City staff may utilize some or all of the following criteria:

- A. The training, credentials and experience of the person or firm;
- B. The demonstrated competence, ability, capacity and skill of the person or firm to perform the contract or provide the services;
- C. The capacity of the person or firm to perform the contract or provide the service promptly, within the time specified, and without delay;
- D. The sufficiency of the person's or firm's financial and other resources;
- E. The character, integrity, reputation and judgment of the person or firm;
- F. The ability of the person or firm to provide such future service as may be needed;
- G. The price which the person or firm proposes to charge, including whether the price is fair, reasonable and competitive; and
- H. Any other factor which will further the intent set forth in Section 608 of the City Charter.

The City shall have absolute discretion in determining the applicability and weight or relative weight of some or all of the criteria listed above and is not required to select the lowest monetary proposer.



8.2 Receiving Time / Late Proposals

It is the responsibility of proposer to see that their proposal is submitted with sufficient time to be received by the City prior to the proposal closing time. The receiving time in the City Office will be the governing time for acceptability of proposals.

Late proposals are not accepted.

8.3 Acceptance of Conditions Governing this RFP

Submission of a proposal constitutes acceptance of the Evaluation Factors contained in this RFP.

8.4 Incurring Cost

Any cost incurred by the proposer in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the proposer.

8.5 Prime Consultant Responsibility

Any agreement that may result from the RFP shall specify that the prime consultant is solely responsible for fulfillment of the agreement with the City. The City will make agreement payments only to the prime consultant.

8.6 Sub-consultants

Use of sub-consultants must be clearly explained in the proposal, and major sub-consultants must be identified by name. Prime consultants shall be wholly responsible for the entire performance whether or not sub-consultants are used.

8.7 Amended Proposals

A proposer may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. City personnel will not merge, collate, or assemble proposal materials.

8.8 Proposer's Rights to Withdraw Proposal

Proposers will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The proposer must submit a written withdrawal request signed by the proposer's duly authorized representative addressed to the City Contact.



8.9 Proposal Offer Firm

Responses to this RFP, including proposal prices, will be considered firm for one hundred eighty (180) days after the due date for receipt of proposals or sixty (60) days after receipt of a best and final offer, if one is requested.

8.10 Best and Final Offer

The City reserves the right to request Best and Final Offers from any or all proposers. This will be the only opportunity to amend or modify proposals based on feedback from the City. Information from competing proposals will not be disclosed to other proposers prior to submission of a Best and Final Offer.

8.11 Living Wage Requirement

Any agreement issued as a result of this Request for Proposal may be subject to the City's Living Wage Ordinance, Santa Monica Municipal Code Chapter 4.65 (LWO), and its implementing regulations.

8.12 Disclosure of Proposal Contents

All proposals are subject to the provisions of the California Public Records Act, California Government Code section 6250 et seq., and any information submitted with a response is a public record subject to disclosure, unless a specific exemption applies.

8.13 Notice Regarding Disclosure of Contents of Documents

All responses to this Request for Proposal (RFP) accepted by the City of Santa Monica (City) shall become the exclusive property of the City. All proposals 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 proposal which are defined by the contractor as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary". Each element of a proposal 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.

8.14 No Obligation

This RFP in no manner obligates the City to the eventual rental, lease, purchase, etc., of any goods or services offered until a valid written agreement is executed by the City and the selected proposer.



8.15 Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the City determines such action to be in the best interest of the City of Santa Monica.

8.16 Sufficient Appropriation

Any agreement awarded for multiple years as a result of this RFP may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the selected proposer. The City's decision as to whether sufficient appropriations and authorizations are available will be accepted by the selected proposer as final.

8.17 Errors and Restrictive Specifications

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the proposer should immediately notify the City Contact designated in Section I, B. Without disclosing the source of the request, the City may issue a written addendum to clarify the ambiguity, or to correct the problem, omission, or other error.

If prior to the submission date, a proposer knows of or should have known of an error in the RFP but fails to notify the City Contact of the error, the proposer shall submit their proposal at his, her or its own risk, and, if awarded an agreement, shall not be entitled to additional compensation or time by reason of error or its later correction.

8.18 Legal Review

The City requires that all proposers agree to be bound by the General Requirements contained in this RFP.

8.19 Governing Law

This RFP, and any agreement entered into pursuant to this RFP, are governed by the laws of the State of California.

8.20 Oral Changes and Basis for Proposal

Proposers may not rely upon oral explanations. All changes and addenda will be issued in writing. Only information supplied by the City in writing through the City's Contact, or in this RFP should be used as the basis for the preparation of proposals.

8.21 Agreement Terms and Conditions

The agreement between the City and the selected proposer(s) will follow the format specified by the City and contain the terms and conditions set forth in Attachment , Services Agreement. However, **the City reserves the right to negotiate with a successful proposer the final provisions or provisions in addition to those**



contained in this RFP. The contents of this RFP, as revised and/or supplemented, and the successful proposal will be incorporated into and become part of the agreement.

Should a proposer object to any of the City's terms and conditions, as contained in this Section or in Attachment , that proposer must propose specific alternative language in his, her, or its proposal. Proposer must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording. The City may or may not accept the alternative language. General references to the proposer's terms and conditions or attempts at complete substitutions are not acceptable to the City and may result in disqualification of the proposer.

8.22 Proposer's Terms and Conditions

Proposers must submit with the proposal a complete set of any additional terms and conditions that they expect to have included in an agreement negotiated with the City.

8.23 Proposer Qualifications

The City may make such investigations as necessary to determine the ability of the proposer to adhere to the requirements specified within this RFP.

8.24 Right to Waive Minor Irregularities

The City reserves the right to waive minor irregularities and the right to waive mandatory requirements, provided that all of the otherwise responsive proposals fail to meet the same mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the City.

8.25 Change in Agreement or Representatives

The City reserves the right to require a change in the selected proposer or representatives if the assigned representatives are not, in the opinion of the City, meeting its needs adequately.

8.26 City Rights

The City reserves the right to award the proposal to separate proposers on any of the services as set forth in the proposer's proposal. It is further understood that if the proposer to whom any recommended award is made fails to enter into an agreement with the City, award may be made to the next best qualified person or firm, who shall be bound to perform as if she, he or it received the award in the first instance.

8.27 Right to Publish

Throughout the duration of this procurement process and agreement term, potential proposers, and proposers, must secure from the City written approval prior to the release of any information that pertains to the potential work or activities covered by this



procurement or the subsequent agreement. Failure to adhere to this requirement may result in disqualification of the proposer or termination of the agreement.

8.28 Ownership of Proposals

All documents submitted in response to the RFP shall become the property of the City of Santa Monica and are subject to the provisions of the California Public Records Act, as described in Section II. A. 11. herein.

8.29 Agreement Award

Proposal will be evaluated by a committee comprised of City staff and may include outside consultants (the "Evaluation Committee"). The Evaluation Committee will make an award recommendation to City staff. City Council may give approval of the agreement and/or direct staff to negotiate the final terms and execute the agreement.

This agreement shall be awarded to the proposer or proposers whose proposal is best qualified, taking into consideration the evaluation factors set forth in the RFP. The most qualified proposal may or may not have received the most points or be the lowest cost proposal. Proposers will be notified when the award is being made or an award recommendation goes to the City Council for approval.

8.30 Protest Deadline

All parties wishing to file a protest shall comply with the procedures set forth in Santa Monica Municipal Code section 2.24.110 found [here](#). Proposer may file a written protest with the Purchasing Agent no more than seven calendar days following the posting of award recommendation on the City's online vendor portal website.

Protests received after the deadline will not be accepted.

8.31 Records and Audits

The Consultant shall maintain such detailed records as may be necessary to demonstrate its performance of the duties required by this Agreement, including the date, time and nature of services rendered. These records shall be maintained for a period of three years from the date of the final payment under this Agreement and shall be subject to inspection by City. The City shall have the right to audit any billings or examine any records maintained pursuant to this Agreement both before and after payment. Payment under this Agreement shall not foreclose the right of City to recover excessive and/or illegal payments.

8.32 Enforcement of Agreement/Waiver

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless expressed in writing and signed by the party alleged to have



granted the waiver. A waiver by a party of any of its rights shall not be effective to waive any other rights.

