

**HUMAN SERVICES COMMISSION
CITY OF WEST HOLLYWOOD
REGULAR MEETING
TUESDAY, MARCH 11, 2025
PLUMMER PARK - ROOMS 5 & 6
7377 SANTA MONICA BOULEVARD
6:00 PM**

LAND ACKNOWLEDGEMENT:

“The West Hollywood Human Services Commission acknowledges that the land on which we gather and that is currently known as the City of West Hollywood is the occupied, unceded, seized territory of the Gabrieleño Tongva and Gabrieleño Kizh peoples.”

In compliance with the Americans with Disabilities Act of 1990, Assistive Listening Devices (ALD) will be available for check-out at this meeting. If you require special assistance to participate in this meeting (e.g., a signer for the hearing-impaired), you must submit your request in writing or call the Department of Human Services and Rent Stabilization at (323) 848-6510 at least 48 hours prior to the meeting. The City TTD line for the hearing-impaired is (323) 848-6496.

Special meeting-related accommodations (e.g., transportation) may be provided upon written request to the Department of Human Services and Rent Stabilization at least 48 hours prior to the meeting. For information on public transportation, call 323-GO-METRO (323-466-3876) or go to www.metro.net.

If special assistance to participate in this meeting is required, (e.g., an American Sign Language interpreter for people who are Deaf or hard of hearing), you must call or submit your request in writing to the Office of the Social Services at (323) 848-6510 at least 48 hours prior to the meeting. The City TTY line is (323) 848-6496.

RULES OF DECORUM

Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language, whistling, stamping of feet or other acts which disturb, disrupt, impede, or otherwise render the orderly conduct of the Commission meeting infeasible. A member of the audience repeatedly or continuously engaging in any such conduct shall, at the discretion of the Presiding Officer or a majority of the Commission, be subject to ejection from that meeting.

Any person wishing to speak in connection with any item of business on the agenda shall first complete a speaker request slip and submit the slip to the Secretary.

No person shall address the Commission without first being recognized by the Presiding Officer.

Each person addressing the Commission shall do so in an orderly manner and shall not make repetitious, slanderous or irrelevant remarks, or engage in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of the

Commission meetings. Any person who so disrupts the meeting may, at the discretion of the Presiding Officer or a majority of the Commission, be subject to ejection from that meeting.

To Participate by Listening to the Meeting Audio and Providing Public Comment by Telephone:

1. You may dial-in ten (10) minutes prior to the start of the meeting. The meeting begins at 6:00 p.m. You will be placed ON HOLD in the Virtual Meeting Room until the meeting commences. When you enter the meeting, please mute your telephone.
2. Members of the public who wish to comment by telephone are required to register to speak via Zoom by sending an email to HSCPpubliccomment@weho.org no later than 12:00 p.m. to be added to the remote public speaker list. Please include your name, phone number (for staff to identify your caller location on Zoom), and the item number(s) you would like to speak on.

1. CALL TO ORDER:

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

The Human Services Commission is requested to approve the meeting agenda for March 11, 2025.

D. APPROVAL OF MINUTES

The Human Services Commission is requested to approve the minutes of the February 11, 2024, Human Services Commission meeting.

E. PUBLIC COMMENT

The Human Services Commission values your commentOCs; however, pursuant to the Brown Act, the Human Services Commission cannot take action on items not listed on the posted agenda. Members of the public have three minutes to speak. This public comment period is to address the Human Services Commission on agenda items or items of general interest within the jurisdiction of the Human Services Commission. An additional public comment period is offered at the end of the meeting.

2. CONSENT CALENDAR:

A. HUMAN SERVICES COMMISSION MEETING DATES 2025

The Human Services Commission will receive the schedule of meeting dates, times, and locations for 2025.

Recommendation: Receive and file.

3. UNFINISHED BUSINESS: None.

4. NEW BUSINESS

A. [PRESENTATION FROM CEDARS-SINAI ON STROKE PREVENTION](#)

The Human Services Commission will receive a presentation on stroke prevention from staff at Cedars-Sinai Medical Center.

Recommendation: Receive and discuss.

B. [UPDATE FROM THE CITY CLERK REGARDING VIDEO RECORDING COMMISSION MEETINGS AND DISCUSSION OF THE RALPH M. BROWN ACT, ROSENBERG'S RULES OF ORDER, AND OVERALL MEETING MANAGEMENT STRATEGIES](#)

The City Clerk will provide an update on the recording and publishing of Commission meetings beginning in April 2025 as well as review the Ralph M. Brown Act, Rosenberg's Rules of Order, and overall meeting management strategies.

Recommendation: Receive the presentation from the City Clerk's Office.

C. [2025-2028 SOCIAL SERVICES CONTRACT CYCLE REQUEST FOR PROPOSALS DOCUMENT](#)

The Human Services Commission will review the Request for Proposals (RFP) document and recommend its release on April 25, 2025.

Recommendation: Receive, discuss, and recommend the RFP release on April 25, 2025.

D. [MICRO GRANTS PROGRAM](#)

The Human Services Commission will discuss the Micro Grants Program.

Recommendation: Receive and discuss.

5. ITEMS FROM STAFF

6. PUBLIC COMMENT

This time is set aside for the public to address the Human Services Commission on any item of interest within the subject matter jurisdiction of the Human Services Commission that could not be heard under Item 1.E. at the beginning of the meeting.

7. ITEMS FROM COMMISSIONERS

During this time, in accordance with Section 4.7 of the Human Services Commission bylaws, any member of the Commission may request that an item of business within the Commission's subject matter jurisdiction be added to a future agenda. Such requests are subject to the approval of the Commission.

8. ADJOURNMENT

The Human Services Commission will adjourn to its next Regular Meeting on Tuesday, April 8, 2025, at 5:30 pm at the Council Chambers.

Notice: Written materials distributed to the Human Services Commission within 72 hours of this meeting are available for public inspection immediately upon distribution at the Department of Human Services and Rent Stabilization, 8300 Santa Monica Boulevard, West Hollywood, California, 90069, during normal business hours. They will also be available for inspection at the staff liaison's table during the Commission meeting.

**HUMAN SERVICES COMMISSION
CITY OF WEST HOLLYWOOD
DRAFTED MINUTES
TUESDAY, FEBRUARY 11, 2025
PLUMMER PARK - ROOMS 5 & 6
7377 SANTA MONICA BOULEVARD
6:00 PM**

1. **CALL TO ORDER:** Chair Adolphson called the meeting to order at 6:00 pm and read the Land Acknowledgement.

A. ROLL CALL

PRESENT: Commissioner Borelli
Commissioner Davis
Commissioner Eyres
Commissioner Palmieri
Commissioner Wyville
Vice-Chair Williams
Chair Adolphson

ABSENT: None

ALSO PRESENT: Christof Schroeder, Director of Human Services
Christine Safriet, Assistant to the City Manager
Derek Murray, Social Services Supervisor
Amy Valdepeña, Commission Secretary, Human Services Specialist

- B. PLEDGE OF ALLEGIANCE:** Chair Adolphson led the Pledge of Allegiance.

C. APPROVAL OF AGENDA

The Human Services Commission is requested to approve the meeting agenda for February 11, 2025.

ACTION: Approved the Agenda of Tuesday, February 11, 2025, as amended, New Business Item 4.A before Unfinished business 3.A.
Motion by Chair Adolphson seconded by Vice Chair Williams and approved by roll call vote.

D. APPROVAL OF MINUTES

The Human Services Commission is requested to approve the minutes of the January 14, 2024, Human Services Commission meeting.

ACTION: Approved the minutes of January 14, 2024, as amended, **Motion by Commissioner Borelli** to approve, **seconded by Commissioner Eyres**, and approved by roll call vote.

E. PUBLIC COMMENT

YOLA DORE, WEST HOLLYWOOD – Spoke about the Disability Advisory Board’s work plan for 2025, focusing on emergency preparedness.

2. CONSENT CALENDAR:

UNFINISHED BUSINESS 3A move after NEW BUSINESS, 4A

3. UNFINISHED BUSINESS:

A. PAUL ANDREW STARKE WARRIOR AWARDS DISCUSSION

The Human Services Commission discussed the Paul Andrew Starke Warrior Awards on December 4, 2025.

The Commission expressed strong support for continuing the awards program, emphasizing its significance in honoring the City’s history with the HIV/AIDS crisis. Key points of the discussion included:

- Commissioner & City Council Roles: Responsibilities for the awards event.
- Event Format: Exploring changes to the event’s timeframe, presentations, entertainment, and scriptwriting.
- Staff Costs: Inquiry into the cost of organizing the event.
- Ad Hoc Subcommittee: Discussion on forming a subcommittee to plan the awards event.
- Task Force Proposal: A suggestion to form a task force of boards and commissions to explore consolidating awards events citywide.
- Sponsorship: The possibility of soliciting outside sponsorship for the event.
- Evolution of the Awards: Emphasis on evolving the awards process to stay relevant.

ACTION: Received and discussed.

4. NEW BUSINESS

A. HEART HEALTH AWARENESS

The Human Services Commission received a presentation and live CPR demonstration from the American Heart Association. Luis Cruz, Marlon Cruz, and Dr. Carolyn Kaloostian participated from the AHA.

Commissioners engaged in discussion with the presenters and participated in a hands-on CPR training using mannequins provided by the organization.

ACTION: Received and discussed.

B. 2023-24 CONTRACT SAVINGS

The Human Services Commission received a report on the unspent funds from the Year 2 funding cycle (2023-24) for Social Services agencies and the reallocation of those funds back to the agencies. \$153,000 was unspent; about \$130,000 was returned. The remaining funds will be allocated on an as-needed basis over the rest of the contract year.

Commissioners requested and received clarification on the process and distribution of the unspent funds.

ACTION: Received and filed.

C. SOCIAL SERVICES REQUEST FOR PROPOSAL SCHEDULE AND RELATED ACTIVITIES

The Human Services Commission received a detailed report on the 2025 schedule and process for soliciting and evaluating Social Services Requests for Proposals (RFPs).

Commissioners confirmed the timeframe for the two televised meetings as follows:

- April 8, 2025 | 5:30 PM – 8:30 PM
- July 22, 2025 | 5:30 PM – 8:30 PM

ACTION: Received, approved, and filed.

5. EXCLUDED CONSENT CALENDAR

A. CITY COUNCIL LIAISON ASSIGNMENTS 2025

The Human Services Commission received the updated City Council liaison assignments. Commissioner Davis requested Commissioner Wyville take the June City Council Liaison assignment. He agreed.

ACTION: Received and filed.

B. HUMAN SERVICES COMMISSION 2025 WORK PLAN

The Human Services Commission received the updated 2025 Work Plan.

Commissioner Davis requested clarification on why certain items, such as the Care Team and Holloway Project, are listed as pending Council direction. Staff clarified that these items are on the City Council's agenda for future meetings, where staff will present them for Council review and direction. Once the Council provides input, the items can be brought back to the Commission for further input, for example, the Homelessness Initiative special study session.

ACTION: Received and filed.

6. ITEMS FROM STAFF

Staff provided Commissioners with *The WeHo Pages* and encouraged them to help spread the word. Commissioners were invited to request additional copies if needed.

7. PUBLIC COMMENT

NONE.

8. ITEMS FROM COMMISSIONERS

Commissioner Davis - Recognized staff member Dee Saunders for leading great meetings.

Commissioner Palmieri - Requested to adjourn in memory of Ernie Guacamole Diaz, a long-time city volunteer.

Commissioner Wyville - Requested to adjourn in memory of Troy Masters, publisher and editor of the Los Angeles Blade.

Commissioner Eyres - Inquired whether the city has a designated budget for staff overtime in case of an emergency.

Commissioner Borelli - Emphasized Emergency Preparedness and mentioned Renne Sotille had requested including community cats in the city's services guides.

Vice-Chair Williams - Raised concerns about the safety of local nonprofits, particularly those facing threats in the face of the new federal administration. She referenced a recent incident at the Trans Latin@ Coalition and asked the Commission to agendaize nonprofit safety for discussion at a future HSC meeting. (Commissioners agreed by consensus.) She also suggested that groups assisting animals explore nonprofit status for potential funding opportunities.

Chair Adolphson - Requested to adjourn in memory of her father-in-law, Robert Weemer II, who passed away this weekend.

9. **ADJOURNMENT**

The Human Services Commission adjourned in honor of Robert Weemer II, Ernie Guacamole Diaz, Troy Masters, and Laszlo at 8:00 pm to its next Regular Meeting on Tuesday, March 11, 2025, at 6:00 pm at the Plummer Park Community Center, Rooms 5 & 6.

Notice: Written materials distributed to the Human Services Commission within 72 hours of this meeting are available for public inspection immediately upon distribution at the Department of Human Services and Rent Stabilization, 8300 Santa Monica Boulevard, West Hollywood, California, 90069, during normal business hours. They will also be available for inspection at the staff liaison's table during the Commission meeting.

SUBJECT: HUMAN SERVICES COMMISSION MEETING DATES 2025
PREPARED BY: HUMAN SERVICES & RENT STABILIZATION DEPARTMENT
(Derek Murray, Social Services Supervisor)
(Amy Valdepeña, Human Services Specialist)

STATEMENT ON THE SUBJECT:

The Human Services Commission will receive the schedule of meeting dates, times, and locations for 2025.

RECOMMENDATION:

Receive and file.

BACKGROUND / ANALYSIS:

The Human Services Commission typically holds one monthly meeting, though additional meetings may be scheduled as needed. Below (on page 2) are the confirmed 2025 meeting dates, including times, locations, and televised meetings. The Commission meets on the second Tuesday of the month unless rescheduled due to closures.

Date:	Time:	Description:	Location:
January 14, 2025	6 pm-8 pm	Human Services Commission Meeting	Plummer Park Rooms 5&6
February 11, 2025	6 pm-8 pm	Human Services Commission Meeting	Plummer Park Rooms 5&6
March 11, 2025	6 pm-8 pm	Human Services Commission Meeting	Plummer Park Rooms 5&6
April 8, 2025	5:30 pm-8:30 pm	Human Services Commission Meeting (televised)	Council Chambers
May 13, 2025	6 pm-8 pm	Human Services Commission Meeting	Plummer Park Rooms 5&6
June 10, 2025	6 pm-8 pm	Human Services Commission Meeting	Plummer Park Rooms 5&6
July 8, 2025	5:30 pm-8:30 pm	Human Services Commission Meeting (televised)	Council Chambers
July 22, 2025	5:30 pm-8:30 pm	Human Services Commission Meeting (televised)	Council Chambers
August 12, 2025	6 pm-8 pm	Human Services Commission Meeting	Plummer Park Rooms 5&6
September 9, 2025	6 pm-8 pm	Human Services Commission Meeting	Plummer Park Rooms 5&6
October 14, 2025	6 pm-8 pm	Human Services Commission Meeting	Plummer Park Rooms 5&6
*November 18, 2025	6 pm-8 pm	Human Services Commission Meeting	Plummer Park Rooms 5&6
December 9, 2025	6 pm-8 pm	Human Services Commission Meeting	Plummer Park Rooms 5&6

OFFICE OF PRIMARY RESPONSIBILITY:

HUMAN SERVICES & RENT STABILIZATION DEPARTMENT / HUMAN SERVICES DIVISION

ATTACHMENT:

NONE

SUBJECT: **PRESENTATION FROM CEDARS-SINAI ON STROKE PREVENTION**

PREPARED BY: **HUMAN SERVICES & RENT STABILIZATION DEPARTMENT**
(Derek Murray, Social Services Supervisor)
(Amy Valdepena, Human Services Specialist)

STATEMENT ON THE SUBJECT:

The Human Services Commission will receive a presentation on stroke prevention from staff at Cedars-Sinai Medical Center.

RECOMMENDATION:

Receive and discuss.

BACKGROUND / ANALYSIS:

Cedars-Sinai is a leading medical institution known for its world-class specialty care, pioneering research, and commitment to setting new standards in patient care. Among its many specialized programs, the Comprehensive Stroke Team is dedicated to the advanced management of stroke patients, employing a multidisciplinary approach to diagnosis and treatment.

Cedars-Sinai was one of the first five medical centers in the United States to receive Comprehensive Stroke Center Certification from The Joint Commission and the American Heart Association/American Stroke Association. It was also the first medical center in Los Angeles County to achieve this prestigious designation, placing it among the top-tier stroke intervention facilities in the region.

The hospital's stroke specialists operate in rapid-response teams, utilizing cutting-edge imaging technology and the latest treatment methods to ensure the best possible patient outcomes. By integrating expertise from multiple medical disciplines, Cedars-Sinai

continues to lead in stroke care, reinforcing its reputation as a premier healthcare institution.

OFFICE OF PRIMARY RESPONSIBILITY:

HUMAN SERVICES & RENT STABILIZATION DEPARTMENT / HUMAN SERVICES
DIVISION

ATTACHMENT:

None.

SUBJECT: UPDATE FROM THE CITY CLERK REGARDING VIDEO RECORDING COMMISSION MEETINGS AND DISCUSSION OF THE RALPH M. BROWN ACT, ROSENBERG'S RULES OF ORDER, AND OVERALL MEETING MANAGEMENT STRATEGIES

INITIATED BY: ADMINISTRATIVE SERVICES DEPARTMENT

Melissa Crowder, City Clerk

STATEMENT ON THE SUBJECT:

The City Clerk will provide an update on the recording and publishing of Commission meetings beginning in April 2025 as well as review the Ralph M. Brown Act, Rosenberg's Rules of Order, and overall meeting management strategies.

RECOMMENDATIONS:

Receive the presentation from the City Clerk's Office.

BACKGROUND / ANALYSIS:

At the October 21, 2024 City Council meeting, the City Council discussed increasing the visibility of the Human Services Commission ([Item F.3.](#)). During the [discussion](#) of the item, the City Council discussed equity with the other City Commissions as well as the staffing challenges with adding additional broadcasted City Commission meetings. As a result of this discussion, the City Council directed staff to record all City Commission meetings.

Since the October meeting, the Commission secretaries have received training on using Zoom in the public meeting rooms. Staff in the City Clerk's Division have been trained on utilizing YouTube to upload, trim, and publish the Commission meetings.

To achieve this and ensure that we are providing the best quality video recordings of the Commission meetings, the City Clerk will review the Ralph M. Brown Act, Rosenberg's Rules of Order, and overall meeting management strategies with the Commissioners.

CONFORMANCE WITH VISION 2020 AND THE GOALS OF THE WEST HOLLYWOOD GENERAL PLAN:

This item is consistent with the Primary Strategic Goal(s) (PSG) and/or Ongoing Strategic Program(s) (OSP) of:

- OSP-1: Adaptability to Future Change.

In addition, this item is compliant with the following goal(s) of the West Hollywood General Plan:

- G-2: Maintain transparency and integrity in West Hollywood's decision-making process.

EVALUATION PROCESSES:

N/A

ENVIRONMENTAL SUSTAINABILITY AND HEALTH:

N/A

COMMUNITY ENGAGEMENT:

All discussions occur in a noticed, Brown Act meeting which are open to the public.

OFFICE OF PRIMARY RESPONSIBILITY:

ADMINISTRATIVE SERVICES DEPARTMENT / CITY CLERK DIVISION

FISCAL IMPACT:

None.

ATTACHMENT:

None.

**SUBJECT: 2025-2028 SOCIAL SERVICES CONTRACT CYCLE REQUEST
FOR PROPOSALS DOCUMENT**

PREPARED BY: HUMAN SERVICES & RENT STABILIZATION DEPARTMENT

(Christine Safriet, Assistant to the City Manager)

(Derek Murray, Social Services Supervisor)

(Isaac Arredondo, Social Services Program Administrator)

(Maribel Ulloa, Social Services Program Administrator)

STATEMENT ON THE SUBJECT:

The Human Services Commission will review the Request for Proposals (RFP) document and recommend its release on April 25, 2025.

RECOMMENDATION:

Receive, discuss, and recommend the RFP release on April 25, 2025.

BACKGROUND / ANALYSIS:

The City of West Hollywood has partnered with community service organizations since July 1985 to provide essential social services that enhance the quality of life for its diverse community. These programs address critical needs such as housing assistance, mental health support, food security, and health and wellness. Social services funding is exclusively designated for West Hollywood community members, defined as residents, workers, students, property owners, or unhoused individuals who spend most of their time in the City. The City's Social Services three-year contract program offers a unique opportunity for organizations to collaborate with the City in delivering relevant community-driven programs that make a meaningful impact.

Funding priorities are guided by public input and City Council-adopted health and wellness initiatives, such as Aging in Place, the HIV Zero Initiative, the Needs Assessment of Access to Social Services by Community Members of Color, the

Community Safety & Well-Being Strategy, and the WeHo 40 Strategic Plan.

The draft RFP document incorporates recent input received from City Commissions, Advisory Boards, and service providers. On March 11, 2025, the Human Services Commission will receive and review the draft RFP document for the next social services three-year contract cycle (October 2025 through September 2028), including City funding priorities and submission requirements, and will learn about the evaluation process.

OFFICE OF PRIMARY RESPONSIBILITY:

Human Services & Rent Stabilization Department / Human Services Division

ATTACHMENT:

Attachment A: City of West Hollywood Request for Proposal for Social Service Programs for West Hollywood Community Members (DRAFT)

CITY OF WEST HOLLYWOOD

REQUEST FOR PROPOSALS

FOR SOCIAL SERVICES PROGRAMS

FOR WEST HOLLYWOOD COMMUNITY MEMBERS



ISSUED BY

HUMAN SERVICES DIVISION:

SOCIAL SERVICES PROGRAMS

THIS RFP DOCUMENT IS A DRAFT

Version 3/11/2025

OVERVIEW

BACKGROUND

The City of West Hollywood has partnered with non-profit organizations since July 1985 to provide essential social services that enhance the quality of life for its diverse community. These programs address critical needs such as housing assistance, mental health support, food security, and health and wellness. Social services funding is exclusively designated for West Hollywood community members, defined as residents, workers, students, property owners, or unhoused individuals who spend most of their time in the City.

The City of West Hollywood allocates approximately \$7 million to local organizations to address community needs, service gaps, promote stability, and enhance the quality of life of community members. To continue addressing these needs, the City is issuing a Request for Proposal (RFP) to procure social service contracts for a three-year term, from October 1, 2025, to September 30, 2028. Although the RFP seeks proposals for a three-year program, performance evaluations and program monitoring will be conducted annually to ensure compliance.

Agencies are encouraged to design inclusive, culturally competent programs that meet the unique needs of the City's population, including LGBTQ+ individuals, older adults, people with disabilities, and those experiencing homelessness. Proposals should outline clear goals, measurable outcomes, and collaborative strategies while demonstrating a commitment to equity, innovation, and leveraging additional resources to maximize the impact of City funds.

This RFP offers a valuable opportunity to partner with the City in delivering impactful, community-driven programs. Applicants are encouraged to familiarize themselves with the City's mission, priorities, and demographics to ensure alignment with its goals. Transparency, accountability, and a focus on community needs are central to the City's approach to social service delivery.

CITY EXPECTATIONS

The City of West Hollywood collaborates with social service providers to ensure effective service delivery. City staff work to ensure contract compliance, provide guidance on program operations, plan for future needs, and address community concerns.

Awarded organizations receiving City funds are responsible for meeting all contract terms and conditions. They are expected to seek assistance when needed, communicate concerns to City staff, collaborate with other agencies, keep the City informed of program activities and community needs, and comply with all contracting requirements.

Funded providers must maintain consistent service levels year-round, regardless of challenges like staff turnover. The City funds services proportionally and should not be the sole or primary funder. Contributions are based on the level of service provided to West Hollywood community members, with funding determined by comparing the percentage of services delivered to the community with the percentage of the program's budget requested from the City. Providers receiving funding must maintain a consistent level of services year-round, regardless of factors such as staff turnover.

The City welcomes new agencies and the expansion of successful programs into West Hollywood. Collaborative proposals are encouraged; however, one organization must serve as the fiscal agent for the group and take full responsibility for all City-required fiscal documentation and reporting.

City funded agencies are often invited to make presentations to the City Council, City Commissions and Advisory Boards. This participatory process is managed by City staff, who also coordinate the involvement of other City departments in meeting the social services needs of West Hollywood community members.

Outreach efforts should also build community support for access to social services. Contractors may be asked to present to community groups, schools, and other organizations to inform the public about available services for West Hollywood community members.

All programs and facilities must:

- Comply with the provisions of the **Americans with Disabilities Act (ADA)**.
- Comply with the provisions of the **Non-discrimination and Equal Employment Opportunity** policies.
- Comply with the provisions of the **West Hollywood Living Wage Ordinance**.
- Ensure **no cost to participants** – all services must be provided free of charge.
- **Language Accessibility:** Applicants must specify whether their programs offer language support (e.g., Russian, Spanish, or other languages) to ensure accessibility for non-English speakers.

CITY FUNDING PRIORITIES AND POPULATIONS

Funding priorities are shaped by key City initiatives, including the *Needs Assessment of Access to Social Services by Community Members of Color*, *Community Safety & Well-Being Strategy*, *WeHo 40 Strategic Plan*, *Community Study*, and City Council-approved health and wellness initiatives.

This RFP also reflects public input gathered by City staff and the Human Services Commission through discussions with City Commissions, Advisory Boards, service providers, and the public. While applicants are not required to align with these priorities, demonstrating a clear need for services within the West Hollywood community is a key funding criterion. A list of City funding priorities and priority populations are notated below.

A. FUNDING PRIORITIES

Subject to change based on the data collected from Boards and Commissions.



B. PRIORITY POPULATIONS

Priority populations face higher health risks and barriers due to factors like income, documentation status, gender identity, disability, or housing instability. Prioritizing these groups addresses the social determinants of health— economic stability, discrimination, healthcare access, and community support—that drive health disparities. In West Hollywood, these priority populations include:

(listed in alphabetical order)

- Asylum seekers, immigrants, and refugees
- Children, youth and families
- LGBTQ+ people
- Low-income people facing financial hardships
- Older adults
- People experiencing homelessness in the City
- People living with disabilities
- People living with HIV/AIDS or at risk of acquiring HIV
- People of color
- People at imminent risk of homelessness
- People with substance use disorders
- Women

C. CITY INITIATIVES AND COUNCIL INITIATED ITEMS

The following Initiatives and Council Directives outline key strategic priorities to improve governance, streamline operational efficiencies, and align organizational goals, promoting a more structured and goal-oriented approach.

Aging in Place/Aging in Community Initiative:

The City of West Hollywood funds services that support residents across all stages of life. The City's older population is diverse, including long-term HIV/AIDS survivors, Russian-

speaking community members, LGBTQ+ individuals, and those with limited mobility or who are homebound. As they age, many face increased isolation, leading to depression and other health challenges. Rising living costs also contribute to food and housing insecurity, especially for those on fixed incomes. To address these challenges and promote well-being, the City invests in a range of social services that support aging with dignity and independence. For more information on the *Aging in Place/Aging in Community Initiative*, please [Aging in Place | City of West Hollywood](#)

HIV Zero Initiative:

The City of West Hollywood has been at the forefront of confronting the HIV/AIDS epidemic since its incorporation in 1984. The HIV Zero Initiative envisions a future of West Hollywood with zero new HIV infections, zero new Stage 3 (AIDS) diagnoses, and zero stigma based on HIV status, sexual orientation, and gender identity. The City is committed to ensuring widespread access to free HIV treatment and prevention services, such as pre-exposure prophylaxis (PrEP) and post-exposure prophylaxis (PEP). To support this goal, the City funds comprehensive services that provide culturally competent healthcare, HIV/STI testing and treatment, syringe exchange, condom distribution, health education and risk reduction, substance use treatment, and services that address trauma, mental health challenges, and HIV stigma. For more information about the HIV Zero Initiative, please click on [HIV ZERO .pdf](#).

Homeless Initiative:

Addressing homelessness remains a key priority for the City of West Hollywood. The Five-Year Plan to Address Homelessness, adopted in August 2018, focuses on street outreach, engagement, the development of an Access Center, and interim housing. Services for people experiencing homelessness should align with the plan's priorities, with a particular focus on LGBTQ+ youth and adults.

Priority areas include behavioral health services, substance use programs, and immediate response services, including evenings and weekends, to address community concerns. This initiative is active and continuously assessed and updated to meet the evolving needs of the community To access the Five-Year Plan to Address Homelessness, [WEHO Response Plan Booklet single page FINAL.pdf](#).

LGBTQ+ Immigrants and Asylum Seekers:

West Hollywood has seen an increase in LGBTQ+ asylum seekers, particularly from Russia and other former Soviet Union countries, due to oppressive anti-LGBTQ+ laws, harassment, and violence. Many have arrived at the U.S./Mexico border seeking protection, while others have fled escalating restrictions in their home countries. The City is committed to supporting these individuals by researching available services, updating its website with resources for LGBTQ+ immigrants and asylum seekers, and investing in expanded services, including temporary shelter and other essential support. [Staff Report](#)

Resources for Immigrants From the Former Soviet Union:

West Hollywood has long been home to a vibrant Russian-speaking immigrant community, many of whom arrived in waves due to economic crises and discriminatory policies in the former Soviet Union. The latest wave includes individuals displaced by Russia's invasion of Ukraine, as well as Russians fleeing political persecution, military conscription, and economic instability. Southern California has become a key destination for Ukrainian refugees, drawn by the region's established Ukrainian community.

To support these new arrivals, the city is increasing investments in services for immigrants from the former Soviet Union and updating its website with essential resources. Efforts will focus on expanding access to shelter, social services, and other critical support to address the evolving needs of this community. [Staff Report](#)

Needs Assessment of Access to Social Services by Community Members of Color:

In 2022, the City conducted a needs assessment to identify gaps in social services and improve access for community members of color. In alignment with West Hollywood's commitment to racial equity, the city is open to proposals that expand access to critical services, address systemic barriers, and enhance outreach efforts to historically underserved populations. This includes initiatives focused on healthcare, housing stability, mental health, economic empowerment, and culturally responsive service delivery.

Based on the needs assessment, BIPOC individuals have been identified as experiencing the highest levels of food insecurity. As a result, food and nutrition programs should prioritize outreach to non-resident community members, including those who work, own property, or spend significant time in West Hollywood, ensuring accessibility to the extent possible.

WeHo 40 Strategic Plan:

The *WeHo 40 Strategic Plan* outlines a community-driven vision for West Hollywood's future, setting priorities and a plan of action through 2040. Developed with input from over 6,000 residents, City staff, and stakeholders, the plan identifies key challenges and opportunities, ensuring City initiatives align with community needs. It establishes six strategic focus areas, each with clear goals, milestones, and actions to guide decision-making and resource allocation.

This plan serves as a framework for shaping West Hollywood's future, balancing the continuation of successful initiatives with the exploration of new approaches to address emerging needs. Through surveys, focus groups, and public meetings, the planning process aimed to lower barriers to civic engagement and create a shared vision for improving quality of life. By prioritizing strategic investments and responsive policies, WeHo 40 ensures a proactive, inclusive, and sustainable approach to City growth and well-being. To access WeHo 40 Strategic Plan, [241007 WeHo 40 Plan - COUNCIL SUBMITTAL - SPREADS v2-min.pdf](#)

West Hollywood's Community Safety and Well-Being Strategy:

The *West Hollywood Community Safety & Well-Being Strategy* provides a framework for stakeholders to collaboratively address public safety, health, and well-being challenges in the City. Developed through extensive community consultation and data analysis, the strategy identifies eleven Strategic Priorities to guide service delivery and risk reduction efforts. This living document adapts to evolving community needs and fosters coordination between local government, law enforcement, social service providers, and civic groups.

Key goals include strengthening collaboration, enhancing data-driven decision-making, building public trust, and ensuring proactive planning for both long-term prevention and immediate safety concerns. The City is developing a comprehensive implementation plan to define responsibilities, timelines, and strategies for each initiative. Through this coordinated approach, West Hollywood aims to create a safer and more resilient community. To access West Hollywood's Community Safety and Well-Being Strategy, [Weho Final CSWB Strategy Dec2022.pdf](#)

PROCESS FOR SUBMISSION AND EVALUATION OF PROPOSALS

The process for submitting and evaluating proposals to ensure a structured, transparent, and efficient review. It provides clear guidelines for proposal submission, assessment criteria, and decision-making procedures to support fair and informed evaluations.

Key Request For Proposals Dates

All timeline dates are subject to change at the City's discretion.

ACTIVITY	DATE/LOCATION
Human Services Commission reviews the draft Request For Proposals (RFP) document and provides input	Tuesday, March 11, 2025
City Council approves the RFP document	Monday, April 21, 2025
Human Services Commission (HSC) Public Hearing on Social Services Funding Priorities	Tuesday, April 8, 2025
City Releases of Proposals	Friday, April 25, 2025
Pre-Bidder's Mandatory Conference Meeting <i>The City reserves the right to hold a second Bidder's Conference, at its discretion</i>	Wednesday, May 7, 2025 Via Zoom link: TBD
RFP Questions/Clarification Requests Deadline	Wednesday, May 28, 2025
HSC reviews the evaluation rubric and receives training on evaluations.	Tuesday, May 13, 2025
Deadline for Submitting Proposals	Thursday, June 5, 2025
Human Services Commission Meeting – Discuss Proposals (Televised meeting)	Tuesday, July 8, 2025
City Staff and Human Services Commission review funding recommendations	Tuesday, July 22, 2025
City Council receives funding recommendations	Monday, August 18, 2025
Human Services contract cycle begins	Wednesday, October 1, 2025

EVALUATION

All proposals will be reviewed for eligibility to ensure they meet the specific requirements, provide accurate information, and include verifiable details. The City will assess each proposal based on the following categories, exercising its sole discretion to consider any or all listed factors in the evaluation process.

Evaluation Criteria	Score
Verification of all required checklist documents	5
Service History	5
Priority Population and Outreach	5
Program Description	25
Program Objective and Evaluation	25
Visual Representation of the Program	10
Scope of Services	10
Budget	15
Total	100

Proposals will be evaluated in relation to others offering similar services and cost estimates. While cost is a key factor, the lowest-cost proposal may not necessarily be the most competitive when all evaluation criteria are taken into account.

Evaluation scores will be carefully weighed alongside considerations such as priority populations and funding priorities to determine how well each proposal aligns with community needs and available resources.

Proposers will receive electronic notification via email regarding funding recommendations, mandatory public hearings, and evaluation results, ensuring transparency and clear communication throughout the selection process.

PROPOSAL NARRATIVE INSTRUCTIONS

The Proposal Narrative is limited to up to 10 pages (1.5-spaced, 12-point Arial font). Each proposal narrative must include the following components: A.) Service History, B.) Priority Populations and Outreach, C.) Program Description, D.) Program Objectives and Evaluation Methods, and E.) Visual Representation of the Program.

A. Service History (5 points)

1. Outline your experience in delivering social services and specify the types of services provided.
2. Specify the populations served, including West Hollywood community members, if applicable.
3. Report the total number of new and unduplicated individuals served in a year, detailing demographics (i.e. age, gender, language) and specifying those who identify as Black, Indigenous, and People of Color (BIPOC).
4. Describe your experience managing government contracts. If applicable, include experience contracting with a municipality.

B. Priority Populations and Outreach (5 Points)

1. Describe the priority population(s) your program intends to serve (See Page 5).
2. Outline your outreach strategies to engage priority populations in West Hollywood, specifying methods for each referenced population.
3. Explain how your program will enhance access to services for individuals who identify as Black, Indigenous, and People of Color (BIPOC).

C. Program Description (25 Points)

1. Provide a comprehensive description of the proposed program's full-service delivery process from inception to completion.

- Clarify the methods through which West Hollywood community members will access these services.
 - Elaborate on each service category for which funding is being requested and specify the numerical targets for each category.
 - Discuss key interventions, follow-up strategies, and overall client engagement practices.
2. Explain how your program addresses social determinants of health, aligns with City Initiatives and Council Directives **(See Page 6)**, supports community goals, and fosters long-term positive change.
 3. Identify key partnerships in West Hollywood and explain how collaboration with City partners, emergency services, and other service providers will strengthen the program's impact.
 4. Outline your plan to ensure services are accessible to all community members.
 - Describe accommodation for individuals with disabilities.
 - Explain how services will be provided to non-English speakers, including translation of materials.
 - If your primary service location is more than 3 miles from West Hollywood, describe transportation options or virtual services.
 5. Provide detailed descriptions of the roles and responsibilities for all staff positions being requested for funding, such as program and administrative staff, upper management, and volunteers.
 - Outline your strategy for ongoing staff training and professional development.
 - Describe plans for maintaining service continuity during vacancies.
 - Explain how individuals with lived experience are incorporated in your staffing.

6. Indicate whether all program components (i.e. location, staffing, equipment) are currently in place or if a start-up period is required. If a start-up period is needed, outline a timeline and steps for full implementation.

D. Program Objectives and Program Evaluation Methods (25 Points)

1. Program Objectives

Applicants should establish realistic objectives, define the expected outcomes, and specify key metrics for tracking progress. These objectives should be connected to the services on the scope of work and demonstrate measurable improvements in community member well-being.

- Describe the **health outcomes** your program aims to achieve. These may include, but are not limited to, illness prevention and treatment, lowering mortality rates, housing retention, behavior change, or improving knowledge and skills. Ensure these outcomes **address social determinants of health** and align with relevant City initiatives or social service priorities.
- Define at least **two specific, measurable short-term objectives** to be achieved by the end of the program year.
- Define at least **one clear, measurable long-term objective to be achieved by the end of the three-year contract**. This objective should focus on broader health improvements or reductions in negative outcomes over the contract period.
- Describe how objectives will be measured. Outline the data collection tools and analysis methods.
- Explain how you will achieve the program's short-term and long-term objectives within the proposed timeframe and budget, considering the available resources and timeline.

2. Program Evaluation

- Describe how your agency will evaluate the overall effectiveness of the program. Include internal processes, performance review mechanisms, or quality improvement initiatives used to assess program impact and sustainability.
- Describe how your agency plans to implement strategies to address potential challenges in achieving the numerical goals and/or program objectives and how the results will be used to adjust and improve the program.
- Explain how qualitative feedback (e.g., client satisfaction, community input, external evaluations) will be incorporated into program evaluation to produce service enhancements over time.

E. Visual Representation of the Program (10 Points)

1. Include a visual tool (i.e. logic model or flowchart) to show how your program works. The visual should clearly depict the relationships between inputs, activities, outputs, and outcomes.
-

APPENDIX 1: SCOPE OF SERVICES (10 Points)

The Scope of Services outlines the proposed program’s service categories, units of services and numerical goals. The scope of services should reflect a one-year time period. Please refer to the sample provided for guidance. The Scope of Services Template can be accessed here, [\[insert link\]](#).

How to complete the Scope of Services - Instructions

Services Category: This defines the types of service the proposed program will provide. Clearly identify the specific service(s) included in the proposal and offer a detailed explanation in the narrative program description.

Common examples of service categories include:

- **Intake**

- **Case Management**
- **Counseling**
- **Emergency Shelter**
- **Home-delivered Meals**
- **Food Pantry**
- **Job Placement**
- **Medical Services**
- **Outreach**

Unit of Services: This defines how a service is measured.

The City tracks the number of people served, “New and Unduplicated People” and “New and Ongoing People”.

- “New and Unduplicated People” is defined as an individual who received services for the first time in a quarter.
- “New and Ongoing People” is defined as an individual listed as new, unduplicated for the quarter plus ongoing individuals from previous quarters who remain in service.

The number of “Units of Services” should measure the number of people served and the quantity provided.

For example:

- An emergency shelter would track the number of people served and bed nights utilized.
- A food program would measure the number of meals provided.
- A job placement service would measure the number of job placements.
- Counseling would measure the number of therapy sessions.

Numerical Goals: This section indicates the number of “West Hollywood” community members to be served quarterly and annually basis.

The “Total Project” section refers to the total number of individuals, including West Hollywood community members that the program will serve quarterly and annually.

For example, if an emergency shelter program services 7,500 people of which 3,600 are West Hollywood community members, this means that 48% of the total program's participants are from the West Hollywood community.

**EXHIBIT A SAMPLE
Shelter and Supportive Services**

CITY OF WEST HOLLYWOOD -- DEPARTMENT OF HUMAN SERVICES & RENT STABILIZATION--SOCIAL SERVICES DIVISION
SAMPLE Exhibit A: Scope of Services

Agency: WeHo New Beginnings		Program: Shelter and Supportive Services			
		NUMERICAL GOALS			
		West Hollywood		Total Project	
Service Categories	Unit of Service	Quarterly	Annually	Quarterly	Annually
Outreach	Contacts	900	3,600	1,800	7,200
Intake	New, Unduplicated People	300	1,200	900	3,600
	New, Unduplicated Community Members of Color*	90	360	N/A	N/A
Shelter	New, Unduplicated People	75	300	225	900
	New and Ongoing People	105	N/A	315	N/A
	Bed Nights	900	3,600	2,700	10,800
Food	Meals	1,800	7,200	5,400	21,600
Public Assistance Advocacy	New, Unduplicated People	120	480	360	1,440
	New and Ongoing People	180	N/A	540	N/A
	30-min. Advocacy Sessions	720	2,880	2,160	8,640
Case Management	New, Unduplicated People	210	840	630	2,520
	New and Ongoing People	300	N/A	900	N/A
	30-min. Casework Sessions	1,800	7,200	5,400	21,600

APPENDIX 2: BUDGET (15 Points)

Submission Requirements

Proposers must submit a **(1.) budget form** and **(2.) budget narrative** that clearly outlines all costs associated with the proposal. The budget should be accurate, reasonable, and aligned with the program's goals and objectives. If a proposer submits multiple proposals with the City, a separate budget and narrative must be completed for each proposal.

A. Budget Form

1. Please include all necessary costs associated with the program for a twelve-month period and include:
 - Personnel (salaries and fringe benefits, including administrative personnel that directly support the project)
 - Facility Costs (rent, utilities, maintenance)
 - Program Expenses (supplies)
 - Indirect Costs (capped at 10% of the City-funded budget)
 - Urgent Funds (if applicable, for direct client needs)
 - Equipment (City funds may not be used to purchase equipment over \$500)

Each budget submission must be signed by both the Fiscal Officer and the Executive Director/Chief Executive. Applicants can use the Exhibit B Budget Template, which can be accessed here: [\[insert link\]](#).

2. West Hollywood's Share and Other Funding Sources

A key component of the budget submission is demonstrating how funds are allocated between City funding and other funding sources. These amounts must be clearly delineated in the budget form. Funding allocations must be clearly identified to distinguish between the portion of the budget that is supported by the City of West Hollywood and the portion that is funded through other sources such as private funding, donations, or other government contracts.

For example, if the total cost of a proposed outreach program is \$150,000, and the City contract covers \$100,000, the remaining \$50,000 should be secured from other funding sources. In this case, the City-funded amount is the City's share while the \$50,000 represents other funding sources.

3. Personnel Costs

Applicants must provide information on staff positions allocated to the project, including the position title, monthly salary, percentage of time on project, and number of months employed on the project. For all staff positions funded by the grant,

proposers must itemize fringe benefits by type and percentage, including: health insurance (Medical/Dental), employer payroll taxes, retirement contributions, and Workers' Compensation. Sick leave, vacation, and holidays are not considered fringe benefits and should not be included in this section.

4. Indirect Costs (Overhead) – Maximum 10%

Indirect costs refer to administrative and overhead expenses that are necessary for the program but not directly tied to a specific service. The City limits indirect cost reimbursement to 10% of the City-funded budget. Typical indirect costs include:

- Administrative Salaries (Human Resources, Finance, Executive Leadership)
- Office Space Maintenance and Repairs
- IT and Technical Support

The basis for calculating indirect costs must be clearly documented and approved by the City. If any salaries—such as those for accounting staff or the Executive Director—are already included as direct costs, they cannot also be claimed as part of the indirect cost rate. **Depreciation and other non-cash expenses cannot be included in the indirect cost pool.**

B. Budget Narrative

Submission Requirements

The budget narrative is a critical component of your proposal, providing a detailed explanation of all budgeted expenses. It will be evaluated for cost efficiency, meaning costs should be reasonable, well-justified, and aligned with program objectives. Proposers must submit a comprehensive narrative, no longer than one page (1.5-spaced, 12-point Arial font), addressing the following elements:

1. Staffing Descriptions: Explain the rationale for staff members' percentage of time spent on the project and include the allocation of fringe benefits.

2. Program Expenses: Identify all necessary supplies and materials required for the program. Provide an explanation of their purpose and include cost estimates for each item.
3. Facility Costs: Provide a detailed breakdown of all site-related expenses, including rent, utilities, janitorial services, security, and any other relevant costs. Clearly explain how rent and utility costs are allocated.
 - *Example:* The office space is 2,500 sq. ft. at \$2,750/month. The program uses 500 sq. ft. (20%), and other funding sources absorb 50% of that cost, the City share would be \$275/month (\$3,300/year).
4. Indirect Costs: Clearly document the basis for calculating indirect costs. Indirect costs typically include administrative and overhead expenses that are necessary for the program but not directly tied to a specific service.
 - *Example:* Indirect costs are calculated at 10% of the total budget, covering administrative salaries, office space maintenance, and IT support.
5. Audit Requirements: Organizations receiving \$50,000 or more in City funding must undergo an annual certified audit. If funds are allocated for this purpose, explain how costs were determined.
6. Insurance Requirements: If funds are requested for insurance, provide a cost breakdown and justification. Required coverage includes Liability Insurance (minimum: \$1 million) and a Comprehensive Blanket Crime Policy (\$10,000 minimum).
7. Rental Equipment (if applicable): Justify the need for any rental equipment essential to program operations. Provide cost estimates and explain how the equipment will be used.
8. Consultant and Subcontractor Services (if applicable): Explain the scope of work for any consultants or subcontractors, including their hourly rates and total projected costs. Justify why these services are necessary for the program.
 - *Example:* A consulting licensed mental health professional will provide supervision for eight intern mental health workers and eight staff members. 8 hours/week x \$100/hr. x 52 weeks = \$41,600

9. Urgent Funds (if applicable): Describe how urgent funds will be used to support client needs. Provide examples of anticipated expenditures and explain how these funds will address immediate and critical needs.

- *Example:* "Urgent funds will be allocated to provide emergency assistance to clients, such as temporary housing (\$500) and medical supplies (\$300) for those in immediate need."

APPENDIX 3: AGENCY PROGRAM INCOME SUMMARY

1. Complete the Agency Program Income Summary Form. Template can be accessed here, please click on [\[insert link\]](#).
2. Please provide dollar amounts and a brief description of the scope of work for government contracts for the 2024-2025 fiscal year and projected for the 2025-2026 fiscal year.

Sample

Government Contracts	2024-2025 Amounts	2025-2026 Projected Amounts	Activities/Scope of Work
<i>Los Angeles County of Rainbow Programs</i>	<i>\$1,820,562</i>	<i>\$2,689,812</i>	<i>Provide low-barrier rapid STI testing and treatment for individuals at high risk of infection.</i>

DRAFT

SUBJECT: MICRO GRANTS PROGRAM
INITIATED BY: HUMAN SERVICES AND RENT STABILIZATION DEPARTMENT
(Christine Safriet, Assistant to the City Manager)
(Derek Murray, Social Services Supervisor)

STATEMENT ON THE SUBJECT

The Human Services Commission will discuss the Micro Grants Program.

RECOMMENDATION:

Receive and discuss.

BACKGROUND/ANALYSIS

The City Council directed staff to explore the development of a new Social Services Micro Grants Program on January 21, 2025 (Attachment A). This initiative aims to provide targeted, flexible funding to address specific and immediate social service needs within the community. Intended as a source for smaller-scale, accessible grant funding, it can support new programming or initiatives that may not align with the existing three-year social services contract cycle. Additionally, it may offer an opportunity for service providers to introduce innovative programs or bring previously unfunded services to West Hollywood.

The Human Services Commission will hold an initial discussion on the Micro Grants Program at its March 11, 2025 meeting. Commissioners will explore potential uses for microgrants, identify programming or health interventions that could be beneficial, and determine whether the program should be incorporated into the three-year contracting process or scheduled separately to allow for greater flexibility between funding cycles.

OFFICE OF PRIMARY RESPONSIBILITY:

Department of Human Services and Rent Stabilization / Human Services Division

ATTACHMENT:

A: 1/21/2025 City Council Agenda Item F.5. Staff Report: Explore the Development of a Social Services Micro Grants Program

CITY COUNCIL
NEW BUSINESS

JANUARY 21, 2025

**SUBJECT: EXPLORE THE DEVELOPMENT OF A SOCIAL SERVICES
MICRO GRANTS PROGRAM**

INITIATED BY: VICE MAYOR CHELSEA BYERS

PREPARED BY: COMMUNITY SERVICES DEPARTMENT

Yvonne Quarker, Community Services Director
Andi Lovano, Community & Legislative Affairs Manager
Jennifer Del Toro, Community & Legislative Affairs Supervisor

STATEMENT ON THE SUBJECT:

The City Council will consider directing Staff to explore the development of a new Social Services Micro Grants Program to complement the City's existing Human Services Programs and address unmet human services needs in the community.

RECOMMENDATIONS:

- 1) Direct Staff to explore the development of a new Social Services Micro Grants Program to complement the City's existing Human Services Programs.
- 2) Direct Staff to return to Council with the results of staff's analysis, potential overview of program guidelines, implementation timelines, and a request for funding.

BACKGROUND / ANALYSIS:

The City's commitment to ensuring vital services for its community members remains unwavering, and it demonstrates that commitment by providing more than \$6.9 million in General Funds to fund contracted services on a three-year cycle with direct service providers. These programs aim to improve health and wellness outcomes and enhance the quality of life of community members by providing essential services like food and shelter, addressing mental health and substance use challenges, preventing disease transmission, and assisting older adults to live independently in their homes. Attachment A for reference is the current Social Services Contracts Funding Chart. In addition to

these directly contracted social services, the City also provides substantial other human services to the community, including but not limited to:

- 24 hours per day, 7 days per week crisis teams to respond to behavioral health crises in the community.
- Grants programs to local schools.
- Grants programs to contracted service agencies for strategic planning and agency development.
- Youth scholarships.
- Transportation assistance
- Low and no-cost recreational programs, including programs developed directly by and for community members.
- Programming specifically targeted to assist community elders to remain healthy and living in the community.
- Walk-in service counters and staffed phone lines for direct public engagement and assistance.
- Active participation in regional collaboratives to proactively address regional needs and coordinate service provision and policy development and advocacy at the local, state and national levels.
- On a monthly basis, the City convenes a Human Services Commission as well as two Advisory Boards to provide regular input, feedback, and guidance on a variety of issues and policies relevant to existent, emergent, and unmet community needs. The City also organizes various Planning and Coordination (P&Cs) meetings with contracted service providers, collaborative partners, and community groups to foster connections among agency providers and increase awareness of local and regional service options, enhance services quality and accessibility, facilitate long-term planning efforts, provide specialized training and development, and share information about educational and cultural resources available to community members. Current and ongoing meetings include the HIV and Substance Use Prevention Providers Collaborative, the Homeless Collaborative, Children's Roundtable, the Survivors of Violence P&C, and the Asylum Seeker and Refugee

P&C.

To further these efforts and address unmet needs in the community, the proposed Social Services Micro Grants Program would provide targeted, flexible funding to meet specific, immediate social service needs within the community. This program is intended to complement existing social services offered by community partners and provide smaller-scale, easily accessible grants that can directly and quickly improve the lives of community members. The goal is for this program to help fund new programming, or programming that doesn't necessarily fit within the existing three-year contract cycle. It may also be an opportunity for service providers to innovate with new programs or bring programs to West Hollywood that haven't traditionally been funded by the City.

This initiative is timely as the City is now in the final year of its three-year contract cycle (2022-2025) with local nonprofit organizations to deliver social services to community members. The contracts expire on September 30, 2025, and the next contract cycle will include a Request for Proposal process, hearings, and opportunities for community input. Embedding this new initiative into these discussions will allow staff to align program guidelines with the evolving needs of the community.

If this item is approved, Staff will discuss this initiative with the Human Services Commission for input and Staff will return to the City Council with a detailed proposal that outlines funding recommendations, eligibility criteria, resource requirements, funding cycles, and an implementation framework for the program. Expanding the City's Human Services Programs in this way would enhance the City's ability to respond quickly and proactively to the evolving needs of the community.

STAFF ANALYSIS:

If approved, the Human Services Division would be responsible for developing a flexible new grant program. This initiative would require researching and creating new grant program guidelines including eligibility and outcomes, managing the application and selection process, and administering the program. Given the comprehensive nature of these tasks and the direction to embed the proposed initiative into the upcoming three-year funding cycle for social services contracts, the impact on the Division's work plan will be significant.

There are possible limitations regarding the nature of grants and grant recipients that will need to be researched to ensure the proposed initiative can be aligned with current legal constraints regarding the use of public funds.

The City Council recently adopted a new strategic plan, WeHo40, that included substantial community input related to community needs, goals, and shared vision for the City's future. WeHo40 clearly sets out goals and actions for community well-being and community connection that staff are working to incorporate into the city's programming and services, such as shown below under the focus area of community safety and wellbeing. Staff will evaluate how this initiative would align with and/or be integrated into existing goals, objectives, and actions.

- Goal: Invest in equitable public safety and human services initiatives that allow all community members to thrive.
- Objective 1.3: Expand the reach, impact, and awareness of West Hollywood's comprehensive health and human service offerings.

1.3



Expand the reach, impact, and awareness of West Hollywood's comprehensive health and human service offerings.

West Hollywood is proud to offer a broad range of accessible and free/low-cost health and wellness services to the community, including people experiencing homelessness, LGBTQ+ community members, older adults, people living with disabilities, people living with HIV/AIDS, immigrants, children, people experiencing poverty, historically disenfranchised groups such as people of color, and others.

Ensuring widespread awareness and utilization of important, high quality, and cost-effective services across the community continues to be a priority.

ACTIONS

- Develop materials in various languages that clarify how community members can access health, safety, wellness, and other social and human services.
- Increase outreach efforts to ensure all community members, including identified priority populations such as older adults, people living with disabilities, people experiencing poverty, and others
- Expand mobile health services to ensure accessibility to a greater number of community members.
- Explore additional collaborative, rights-based, feasible approaches and solutions to supporting people experiencing homelessness, people with serious mental illness, and others in connecting to services and housing.
- Amplify City subsidized transit options for older adults, people living with disabilities, and any other identified community members.
- Expand and enhance programming to achieve the City's existing goals of zero new HIV infections, zero progression of HIV to AIDS, zero discrimination, and zero stigma for those living with HIV and AIDS.
- Collaborate with local, regional, and federal partners to ensure comprehensive support for vulnerable community members.
- Expand access to harm reduction supplies, services, and facilities and low-barrier approaches to housing, health, and wellness as part of a broad strategic approach to human and social services.
- Spearhead an initiative to invest in the act of social prescription, an emerging practice in healthcare that introduces a systematic approach to addressing social/mental needs and well-being through participation in cultural activities.
- Leverage social service providers to provide arts and culture services through community wellness initiatives to improve participants' mental health and overall community well-being.

The City currently has a few different grant programs that may be used as a model for this new program. The Council Co-Sponsorship Program, which operates like a grant program, allows the City to provide support to external event organizers through in-kind and/or financial assistance. The City also has the Arts grant process, which includes an extensive application and review process, but is awarded on an annual basis for grants up to \$10,000. Based on a previous Council direction, staff is also looking into expanding the existing school grant program.

**CONFORMANCE WITH VISION 2020 AND THE GOALS OF THE WEST HOLLYWOOD
GENERAL PLAN:**

This item is consistent with the Primary Strategic Goal(s) (PSG) and/or Ongoing Strategic Program(s) (OSP) of:

- OSP-5: Support People through Social Services.
- OSP-11: Community Education.

In addition, this item is compliant with the following goal(s) of the West Hollywood General Plan:

- HS-1: Maintain and pursue humane social policies and social services that address the needs of the community.
- HS-3: Promote a community with strong social networks and cross-cultural interaction.

EVALUATION PROCESSES:

N/A

CLIMATE ACTION AND ENVIRONMENTAL SUSTAINABILITY:

N/A

COMMUNITY ENGAGEMENT:

Staff will collaborate with the Human Services Commission to refine this initiative and gather input before returning to the City Council for approval. Engagement with community stakeholders will be integral to potentially shaping the program guidelines and priorities.

OFFICE OF PRIMARY RESPONSIBILITY:

HUMAN SERVICES & RENT STABILIZATION DEPARTMENT / HUMAN SERVICES
DIVISION

CITY COUNCIL INITIATIVE CATEGORY:

COMMUNITY SAFETY & WELL-BEING

FISCAL IMPACT:

None at this time. Staff will return to Council with a request for additional funding for this program as part of the next annual budget process.

ATTACHMENT:

A - Current Social Services Contracts Funding Chart