

**HUMAN SERVICES COMMISSION
CITY OF WEST HOLLYWOOD
REGULAR MEETING
TUESDAY, MAY 13, 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 5:30 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. Dial in Code: *6 = unmute. Dial in Code: *9 = lets the host know you want to speak on the current item
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. ADMINISTER THE OATH OF OFFICE TO NEWLY APPOINTED COMMISSIONER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA

The Human Services Commission is requested to approve the meeting agenda for May 13, 2025.

E. [APPROVAL OF MINUTES](#)

The Human Services Commission is requested to approve the minutes of the April 8, 2025, Human Services Commission meeting.

F. PUBLIC COMMENT

The Human Services Commission values your comments; 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:

3. PUBLIC HEARING

4. UNFINISHED BUSINESS:

5. NEW BUSINESS

A. HIV PREVENTION MONTH

The Human Services Commission will receive a presentation about HIV Prevention Month.

Recommendation: Receive and discuss.

B. MENTAL HEALTH AWARENESS MONTH

The Human Services Commission will receive a presentation from Jewish Family Services (JFS) Comprehensive Services Center on mental health and wellness services available to the community.

Recommendation: Receive and discuss.

C. EVALUATION OF THE REQUEST FOR PROPOSALS TO DELIVER SOCIAL SERVICES TO THE WEST HOLLYWOOD COMMUNITY

The Human Services Commission will receive a presentation on the evaluation of proposals as part of the 2025-2028 Request for Proposals (RFP) process.

Recommendation: Receive and discuss.

6. EXCLUDED CONSENT

7. ITEMS FROM STAFF

8. 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.F. at the beginning of the meeting.

9. 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.

10. ADJOURNMENT

The Human Services Commission will adjourn to its next Regular Meeting on Tuesday, June 10, 2025, at 6:00 pm at Plummer Park.

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, APRIL 8, 2025
WEST HOLLYWOOD PARK PUBLIC MEETING ROOM - COUNCIL CHAMBERS
625 N. SAN VICENTE BOULEVARD,
WEST HOLLYWOOD, CALIFORNIA 90069
5:30 PM**

1. **CALL TO ORDER:** Chair Adolphson called the meeting to order at 5:30 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 Christine Safriet, Assistant to the City Manager

PRESENT: Derek Murray, Social Services Supervisor
DeeA'na Saunders, Social Services Program Administrator
Michelle Liberman, Social Services Program Administrator
Maribel Ulloa, Social Services Program Administrator
Isaac Arredondo, Social Services Program Administrator
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 April 8, 2025.

ACTION: Approved the Agenda of Tuesday, April 8, 2025, **motion by Commissioner Borelli seconded by Commissioner Eyres and approved by roll call vote.**

D. APPROVAL OF MINUTES

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

ACTION: Approved the minutes of March 11, 2025, **motion by Commissioner Davis** to approve, **seconded by Commissioner Eyres**, and approved by roll call vote.

E. PUBLIC COMMENT

Eugene Maysky, WEST HOLLYWOOD – Advocated for protecting rent control, preventing unjust evictions, expanding affordable housing, and offering full-cycle immigration support for LGBTQ and political refugees.

Joseph Green, WEST HOLLYWOOD - Supported Rainbow Key awards.

John Allendorfer, WEST HOLLYWOOD – Urged more activities for older adults on the west side of town, particularly at West Hollywood Park.

2. CONSENT CALENDAR:

3. PUBLIC HEARING

A. PUBLIC HEARING ON SOCIAL SERVICES PRIORITIES

1. Katja Nelson, APLA Health - Urged continued support for APLA Health and highlighted the new site and pharmacy on Santa Monica Blvd.

2. Yola Dore, West Hollywood - Called for ensuring support for individuals with disabilities and older adults, emphasizing essential services like Jewish Family Service (JFS), the LA LGBT Center, and nutrition programs.

3. Sally Valenzuela, Pathways LA - Requested a larger space for the West Hollywood Preschool to accommodate more children, especially infants.

4. Irene Sanchez, West Hollywood - Advocated for expanding the West Hollywood Preschool to meet the needs of working parents seeking reliable childcare.

5. Gabey Rojas, Safer WeHo Coalition - Called for continued investment in substance use prevention, harm reduction, and the creation of substance-free social spaces.

6. Martha Ortega, West Hollywood Preschool - Urged investment in expanding the West Hollywood Preschool to serve more families.

7. Shannon Huston, Pathways LA - Emphasized the need to expand

the West Hollywood Preschool to include infant and toddler care, with mixed delivery models for subsidized and fee-based families.

8. Jamie Baker, Being Alive - Urged continued funding for HIV services in light of potential federal funding cuts.

9. Andy Sacher, WeHo Works - Requested that service providers offer affordable health benefits to part-time employees to improve retention.

10. Marina Berkman, Jewish Family Service - Highlighted the increasing need for eviction protection services and requested funding to support those not qualifying for government aid.

11. Tamara Gurevich, West Hollywood - Praised JFS for its support of older adults and non-English speakers, helping connect them to vital resources.

12. Reene Sotil, West Hollywood - Suggested low-cost handyman and veterinary services for older adults and people with disabilities.

13. Helen Henson, West Hollywood - Raised concerns about transportation issues for older adults, requesting better customer service and prioritized grants for residents.

14. Alexandra Magallon, TransLatin@ Coalition - Supported increased funding for LGBTQ+ services, particularly in housing, workforce development, and HIV programs.

15. Bamby Salcedo, TransLatin@ Coalition - Urged continued funding to support transgender, gender nonconforming, and intersex (TGI) communities.

16. Joe Green, West Hollywood - Called for creative solutions to address funding cuts for HIV prevention and treatment programs.

17. Joe Baumgaertner, West Hollywood - Expressed gratitude for the West Hollywood Preschool and its impact on his daughter's development.

18. Eduardo Tejada, Housing Works - Advocated for equitable wages for frontline workers and for West Hollywood to lead in compensating them fairly.

19. Damon Akins, Housing Works - Called for livable wages and trauma-informed care for frontline staff.

20. Maria de Jesus Gomez, Housing Works - Emphasized the need for support and healing spaces for frontline staff to continue offering care.

21. Celina Alvarez, Housing Works - Highlighted the strain on homeless

services and the need for better support for frontline workers.

22. Scorpio, West Hollywood - Supported the JFS lunch program that delivers meals seven days a week.

23. Maria Roman-Taylorson, TransLatin@ Coalition - Highlighted the success of their partnership with the City, supporting vocational scholarships and housing for TGI individuals.

24. Andrew Solomon, West Hollywood - Advocated for the expansion of childcare services in the city.

25. David Nash, West Hollywood - Expressed gratitude for the city's social services, highlighting the support from Disability Community Resource Center (DCRC), APLA Health, Being Alive, and JFS.

26. Rob Lester, Men's Health Foundation - Urged continued support for PrEP and PEP (pre- and post-exposure prophylaxis) to prevent HIV.

27. Mikie Friedman, West Hollywood - Expressed gratitude for the support received from JFS and DCRC.

28. Stacie Dean, TransLatin@ Coalition - Supported the Coalition's role in providing medical care and mental health support for TGI communities.

29. Farrah Fang, West Hollywood - Praised the TransLatin@ Coalition for its support in housing, food, and education funding.

30. Winter Camila Rose, West Hollywood - Shared her journey from homelessness to hope, expressing gratitude for the support from Hope House and the Coalition.

31. Bill Harrison, West Hollywood - Highlighted the need for careful funding allocations to effectively support homeless services.

32. Rick Watts, City of West Hollywood - Acknowledged the challenging position the Commission faces in addressing community needs.

33. Steve Trapasso, Seeds of Hope - Requested support for expanding their program, which serves 500 people weekly in West Hollywood.

34. Abigail Sefa-Boakye, Pathways Preschool - Advocated for expanding the preschool to provide more opportunities for child development.

35. Michael McFadden, LA LGBT Center - Emphasized the importance

of funding for the daily meal program serving 200 seniors.

36. Marisol Alfaro, LA LGBT Center - Requested continued support and expansion of housing navigation services for West Hollywood clients.

37. David Kruskall, DCRC - Supported continued funding for transition services and home modifications to support independent living.

38. Jonathan Wilson, West Hollywood - Urged consideration of DEI initiatives in the funding process and proposed a nonprofit enablement center.

4. UNFINISHED BUSINESS:

5. NEW BUSINESS

A. DISCUSSION ON SOCIAL SERVICES FUNDING PRIORITIES

DeeA'na Saunders and Michelle Liberman presented to the Human Services Commission on the process for gathering input to develop clarity on the City's social services funding priorities in preparation for the 2025-2028 Request for Proposals process.

Commissioners thanked everyone and reiterated the importance of several key priorities, including pet services, children and family services, livable wages, and improvements to agency intake processes.

Public Comment:

Helen Henson - spoke about the limitations of the Dial-A-Ride service and her support for DCRC.

ACTION: Received and discussed.

6. EXCLUDED CONSENT

7. ITEMS FROM STAFF

Maribel Ulloa reminded everyone that staff and commissioners must avoid discussing the RFP with applicants outside of the formal process, and all questions should be submitted according to the guidelines in the RFP document to ensure a competitive environment.

Derek Murray outlined key dates for the RFP process: the RFP will be presented at the City Council meeting on April 21, with a Bidders Conference on May 7 and proposals due by June 5. The Human Services Commission will review proposals at their July 8 meeting, make funding recommendations on July 22, and staff will present recommendations to the City Council on August 18.

Christine Safriet provided updates on upcoming City Council items related to

the budget and the City's approach to homelessness.

8. PUBLIC COMMENT

Emmanuel Ares, West Hollywood, Safer WeHo Coalition, called for stronger harm reduction, crisis services, and advocacy.

Alex Salaberia, raised concerns about the West Hollywood Sheriff's Station.

9. ITEMS FROM COMMISSIONERS

Commissioner Wyville thanked all and encouraged the community to stay involved in the RFP process.

Commissioner Eyres provided attendance reports and requested an update on the Holloway at the next Commission meeting.

Commissioner Palmeri requested that the RFP schedule be emailed to the commission.

Vice Chair Williams expressed appreciation for the Picasso Pets event and thanked Recreation staff for their work.

Chair Adolphson expressed appreciation for everyone's time and efforts and adjourned the meeting in honor of Vice Chair Williams' parents' anniversary and in memory of Michael Liberman, Michelle Liberman's father.

10. ADJOURNMENT

The Human Services Commission adjourned the meeting in honor of Vice Chair Williams' parents' anniversary and in memory of Michael Liberman, staff member Michelle Liberman's father, **at 8:02 pm to its next Regular Meeting on Tuesday, May 13, 2025, at 6:00 pm at Plummer Park.**

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: **HIV PREVENTION MONTH**

PREPARED BY: **HUMAN SERVICES & RENT STABILIZATION DEPARTMENT**
Derek Murray, Social Services Supervisor

STATEMENT ON THE SUBJECT:

The Human Services Commission will receive a presentation about HIV Prevention Month.

RECOMMENDATION:

Receive and discuss.

BACKGROUND / ANALYSIS:

The City of West Hollywood has a strong commitment to continuing supporting HIV/AIDS services and support. During its 40-year history as an incorporated city, the City has played a major role in addressing the epidemic, including serving as an epicenter of political activism in the 1980s and 1990s and spearheading initiatives such as its HIV Zero Initiative aimed at stopping new infections and ending discrimination and stigma.

The onset of the HIV/AIDS had a significant impact in West Hollywood and the disease's elevated infection rate among gay and bisexual men, men who have sex with men, and transgender, gender-nonconforming, and gender-expansive community members caused a devastatingly high number of deaths in the City. The City was one of the first government entities to provide social services grants to local organizations to address the epidemic, a legacy that continues today with the City's Human Services Division.

On Monday, April 7, 2025, the City Council approved the adoption of a Resolution opposing efforts by the Trump administration to cut HIV prevention and treatment programs worldwide. The Resolution expresses the City of West Hollywood's strong opposition to cuts to programs aimed at HIV/AIDS research, prevention, and treatment.

At its May 13, 2025, the Human Services Commission will receive an update on the impact of federal funding cuts to local contracted and collaborative organizations, and the extent to which these cuts impede the City's progress with HIV prevention and achieving the goals of the HIV Zero Initiative.

OFFICE OF PRIMARY RESPONSIBILITY:

HUMAN SERVICES & RENT STABILIZATION DEPT / HUMAN SERVICES DIVISION

SUBJECT: **MENTAL HEALTH AWARENESS MONTH**

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 a presentation from Jewish Family Service (JFS) Comprehensive Services Center on mental health and wellness services available to the community.

RECOMMENDATION:

Receive and discuss.

BACKGROUND / ANALYSIS:

In recognition of Mental Health Awareness Month, the Human Services Commission will receive a presentation from the JFS West Hollywood Comprehensive Services Center. Program Director, Marina Berkman, will discuss methods for supporting community members who experience complex challenges related to mental health, substance use disorder, disability, chronic illness, and social isolation.

OFFICE OF PRIMARY RESPONSIBILITY:

HUMAN SERVICES & RENT STABILIZATION DEPT / HUMAN SERVICES DIVISION

SUBJECT: EVALUATION OF THE REQUEST FOR PROPOSALS TO DELIVER SOCIAL SERVICES TO THE WEST HOLLYWOOD COMMUNITY

PREPARED BY: HUMAN SERVICES & RENT STABILIZATION DEPARTMENT
Derek Murray, Social Services Supervisor
Maribel Ulloa, Social Services Program Administrator
Isaac Arrendondo, Social Services Program Administrator

STATEMENT ON THE SUBJECT:

The Human Services Commission will receive a presentation on the evaluation of proposals as part of the 2025-2028 Request for Proposals (RFP) process.

RECOMMENDATION:

Receive and discuss.

BACKGROUND / ANALYSIS:

This year, the City of West Hollywood commemorates 40 years of investment in social services, reinforcing its core value of *Respect and Support for People*. The City took courageous action in 1985 to ensure critical services were available when government support for the LGBTQ+ community and people affected by the AIDS crisis was largely nonexistent. As the City prepares to invest in the next cycle of funding, the City reaffirms its commitment to care, equity, and support for those who need it most.

The City's RFP process is structured, transparent, and fair, with clear guidelines for proposal submission, assessment criteria, and decision-making procedures. The Human Services Commission, in collaboration with City staff, will review and evaluate proposals for social services contracts. All proposals will be reviewed to ensure they meet city requirements, and include all required documents as outlined in the proposal checklist.

Evaluation scores will be considered in the context of how well each proposal aligns with available resources and the City’s social services priorities and initiatives. Funding award recommendation will consider how proposal relates to others offering similar services and cost estimates. While cost is a key factor, the lowest bid may not be the most competitive. The evaluation process will also assess the proposer’s experience, effectiveness, and potential impact to ensure the best outcomes. The City will evaluate each proposal based on the following categories from the RFP document, exercising its sole discretion to consider any or all listed factors in the evaluation process:

Evaluation Criteria	Score
Required Documents	5
Organization’s Service History	10
Priority Populations Served	5
Program Description	40
Program Objectives & Evaluation Methods	25
Budget and Budget Narrative	15
Total	100

The RFP was released on April 25, 2025, and proposals are due on June 5, 2025. The RFP in its entirety is included in the agenda packet as Attachment A to this staff report. The Human Services Commission will formally receive proposals at its regular meeting on June 10, 2025. Commissioners will have the opportunity to submit written questions to proposers and receive written responses. A summary of all questions and answers will be emailed to the full Commission and presented at the July 8, 2025, meeting, where proposers will also be available for questions. To ensure a productive meeting, most technical and clarifying questions should have already been submitted prior to the June 24 deadline. Final funding recommendations from City staff and the Human Services Commission will be made on July 22, 2025. The following table lists the key dates for the RFP process.

Date	Event
April 25	RFP is released
June 5	Proposal deadline
June 10	HSC receives proposals for review
June 24	Deadline for HSC to submit written questions
July 1	Deadline for applicants to submit written responses to HSC
July 8	HSC discusses proposals
July 22	HSC and staff provide funding recommendations
August 18	City Council receives funding recommendations
September 15	City Council approves social services contracts
October 1, 2025	Human Services contract cycle begins

The City of West Hollywood's 40-year commitment to community well-being is reflected in this structured RFP process. The City aims to ensure that funding is allocated to programs that effectively address the evolving needs of the community. By leveraging its partnerships and maintaining a transparent review process, West Hollywood will continue to lead in advancing health equity and social justice for all its community members.

OFFICE OF PRIMARY RESPONSIBILITY:

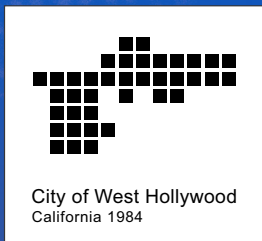
HUMAN SERVICES & RENT STABILIZATION DEPT / HUMAN SERVICES DIVISION

ATTACHMENT:

Attachment A: Request for Proposals to Deliver Services to the West Hollywood Community 2025 - 2028

REQUEST FOR PROPOSALS TO
Deliver Social Services
to the West Hollywood
Community
2025 – 2028

PREPARED BY CITY OF WEST HOLLYWOOD
HUMAN SERVICES DIVISION



**REQUEST FOR PROPOSALS TO
Deliver Social Services
to the West Hollywood
Community
2025 – 2028**

KEY DATES

RFP RELEASE:

FRIDAY, APRIL 25, 2025

RFP DEADLINE:

THURSDAY, JUNE 5, 2025

by 11:59 p.m. submitted via
www.planetbids.com

PRE-BIDDERS' CONFERENCE:

Via Zoom for all prospective applicants

WEDNESDAY, MAY 7, 2025

QUESTIONS:

Submit inquiries on www.planetbids.com
under the Q & A tab by

THURSDAY MAY 22, 2025.

No verbal or email questions will
be accepted.

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OVERVIEW

INTRODUCTION

The City of West Hollywood is soliciting proposals from organizations to provide essential social services that address community needs and align with the City's funding priorities. This Request for Proposals (RFP) aims to establish social service contracts will be established for a three-year term covering **the period from October 1, 2025, to September 30, 2028.**



CITY MISSION AND CORE VALUES

The City of West Hollywood is proactive in responding to the unique needs of its diverse community, creative in finding solutions to managing the urban environment, and dedicated to preserving and enhancing community safety and well-being. West Hollywood strives for quality in all its actions, setting the highest goals and standards.

The City's core values emphasize respect and support for people by celebrating diversity and offering specialized services, ensuring mutual respect and thoughtfulness.

A strong commitment to **public responsiveness** ensures accountability and encourages active participation while balancing community needs with diverse perspectives. West Hollywood values **idealism, creativity, and innovation**, fostering artistic richness and seeking innovative solutions to provide excellent public service. Ensuring a high quality of residential life is a priority, with initiatives to protect historic neighborhoods and promote housing affordability.

Economic development is essential to the community's well-being, with efforts to support business growth and foster beneficial relationships with the business

sector. **Community safety** is prioritized through proactive measures to prepare for and address natural, technological, and human-made hazards. The City takes **responsibility for the environment** by protecting and improving the local environment, creating natural spaces, and collaborating with other cities and agencies to address environmental challenges.

BACKGROUND ON SOCIAL SERVICES FUNDING

The City of West Hollywood has partnered with nonprofit organizations since July 1985 to provide essential social services that enhance the quality of life for its community members. 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 people who live, work, go to school, or experience homelessness in the City.**



West Hollywood currently allocates approximately \$7 million annually to local organizations to address service gaps, promote stability, and improve overall health and wellness.

Service providers are encouraged to design inclusive, culturally competent programs that meet the unique needs of the City's priority populations, including LGBTQ+ individuals, older adults, people with disabilities, housing insecure residents, and people 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 presents an opportunity to partner with the City in delivering impactful, community-driven programs. Applicants are encouraged to familiarize themselves with the City's core values, initiatives, funding priorities, and demographics to ensure proposed programs align with the City's goals.

An opportunity to partner with the City in delivering impactful, community-driven programs.

CITY FUNDING PRIORITIES AND PRIORITY POPULATIONS

City funding priorities and priority populations are informed by community input, City Commissions and Advisory Boards, and findings from large-scale engagement efforts and City initiatives. Key sources include the WeHo 40 Strategic Plan, the Community Safety and Well Being Strategy, the Needs Assessment of Access to Social Services by Community Members of Color, and initiatives such as Aging in Place/Aging in Community, Poverty Reduction, HIV Zero, and the West Hollywood Five Year Plan to Address Homelessness.

The following list of funding priorities and populations is informed by community input and may not comprehensively represent all communities and their evolving needs, or recent significant events that may highlight additional populations for consideration.

CITY FUNDING PRIORITIES 2025-2028

(Listed in alphabetical order)

Animal Care

Veterinary services and vaccinations clinic
Pet food and basic supplies
Wellness prevention

Children, Youth, and Families

Childcare
Early education programs
After school programs
Parenting education

Community Connection

Peer support and navigation
Addressing social isolation and loneliness
Improving access to services and information

Economic Empowerment

Financial assistance programs
Workforce development and job training

Health and Wellness

Food and nutrition programs
Harm Reduction
Healthcare access and support
HIV prevention and treatment
Mental health support services
Substance use disorder services

Homeless Services

Emergency shelter and transitional housing
Housing navigation and support
Basic needs support for unhoused individuals

Legal and Advocacy

Eviction defense and tenant rights
Advocacy for vulnerable populations

PRIORITY POPULATIONS

(listed in alphabetical order)

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

CITY STRATEGIES, INITIATIVES, AND COUNCIL DIRECTIVES

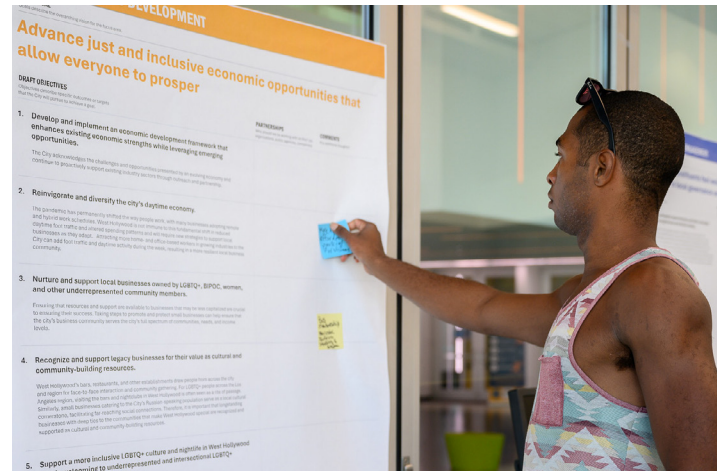
The strategies, initiatives, and Council directives presented here emphasize City priorities aimed at supporting community health and wellness, coordinating across programs, and aligning organizational goals. Applicants are strongly encouraged to familiarize themselves with these documents.

STRATEGIES

WeHo 40 Strategic Plan

The [WeHo 40 Strategic Plan](#) establishes the City's top priorities for the next 15 years. Grounded in forty years of history and looking toward 2040, the plan addresses key issues to guide resource allocation and support programs that enhance the quality of life for all community members. Developed with extensive community input, the plan sets out clear action steps based on feedback from thousands of stakeholders. It is structured around six core areas: Community Safety and Well-Being, Attainable Housing, Economic Development, Transparency and Engagement, Community Connection, and Climate Action and Sustainability.

Community input emphasized expanding access to low-barrier housing, healthcare, and wellness services, particularly for older adults, people with disabilities, and those experiencing poverty. The plan calls for a collaborative, rights-based, and solutions-driven approach to address the intersection of homelessness and mental health. Further emphasis is placed on increasing access to mobile healthcare, harm reduction services, and subsidized transit. Community-driven initiatives also focus on protecting housing-insecure residents from displacement through legal services, rental assistance, and financial support aimed at increasing economic stability.



Community Safety and Well-Being Strategy

The West Hollywood [Community Safety and Well-Being Strategy](#) is a comprehensive framework aimed at promoting a safer, healthier, and more resilient community. Based on the principles of equity, inclusion, and harm reduction, this strategy employs a holistic approach to community safety by addressing both immediate concerns and long-term systemic challenges. It recognizes that community safety extends beyond law enforcement, emphasizing the importance of social services to decrease reliance on emergency responses and focusing instead on early intervention and sustainable solutions.

A core social services component of the strategy involves respecting the dignity and humanity of unhoused individuals across all programs. Community-driven

A holistic approach to community safety by addressing both immediate concerns and long-term systemic challenges.



input from the strategy guides the City to create greater opportunities for equity and justice in public safety by integrating individualized support for unhoused community members with complex needs. The strategies for safe and effective responses to homelessness include expanding temporary and permanent housing options and developing day center facilities that connect individuals to comprehensive services and case management.

Additionally, the strategy prioritizes maintaining the housing stability and health of at-risk individuals by addressing issues such as rental assistance, housing affordability, food insecurity, and transit access. Community-driven input acknowledges the significant mental health and substance use challenges facing



community members and directs the City to ensure seamless access to counseling, psychiatric assessments, and substance use treatment. Furthermore, targeted income support is recommended to assist those experiencing poverty and food insecurity, particularly as wages stagnate and the cost-of-living increases.

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.

CITY INITIATIVES

Aging in Place/Aging in Community Initiative

The City of West Hollywood developed a five-year strategic plan to support community members in aging with dignity, independence, and connection. This initiative responds to the City’s growing population of older adults—many of whom are LGBTQ+, live alone, and experience challenges related to isolation, housing stability, and healthcare access. Priority areas include, but are not limited to case management, in-home support, fall prevention, food and nutrition programs, mental health and peer support, digital literacy, and accessible transportation. For more information, please see [Aging in Place](#).

**Aging with dignity,
independence, and
connection.**

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 will continue to support HIV treatment and prevention services, such as pre-exposure prophylaxis (PrEP) and post-exposure prophylaxis (PEP), HIV/STI testing and treatment, syringe exchange, condom distribution, health education and risk reduction, substance use treatment, and programs that address trauma, mental health challenges, and HIV stigma.

Homeless Initiative

Since the inception of West Hollywood’s social services program, the City has consistently funded services for people experiencing homelessness. In 2016, the City launched its Homeless Initiative, strengthening coordination among service providers. This work expanded further with the adoption of the [Five-Year Plan to Address Homelessness in Our Community \(2018\)](#), which outlines strategies for street outreach, community engagement, and interim housing solutions.

The Plan prioritizes access to essential services, including healthcare, behavioral health, and substance use programs. City-funded programs for homeless services should align with these priorities, with a focus on LGBTQ+ youth and adults. For more information, please see [Homeless Initiative](#). The City

Council is currently reviewing its approach to homelessness; the website will be updated when new direction is established.

Holloway Interim Housing Program

The City of West Hollywood is preparing to open the [Holloway Interim Housing Program](#) in Summer 2025 as part of its ongoing commitment to addressing homelessness in the community. Located at 8464 Holloway Dr., this 20-bed, non-congregate interim housing facility will provide short-term stays of up to 90 days for community members experiencing chronic homelessness. Proposals may include services, such as health and behavioral health care, substance use support, benefits enrollment, and employment services that can be delivered on-site or through coordinated off-site referrals to support the housing, wellness, and long-term stability of individuals served at Holloway.



Poverty Reduction Initiative

The City's Poverty Reduction Initiative aims to create innovative interventions for low-income residents in West Hollywood and evaluate the success of those interventions. Since the initiative began, the City has partnered with organizations to expand CalFresh aid, provided \$1.6M in rental assistance, and launched a Guaranteed Income pilot for low-income seniors. Priority funding areas include, but are not limited to financial assistance programs, financial literacy, Public Benefits/CalFresh, and vocational/employment services. For more information, please see [Poverty Reduction Initiative](#).

COUNCIL DIRECTIVES

Child Care Needs and Potential Support

The high cost of living in the Southern California region continues to place significant financial strain on families, with childcare expenses representing one of the most substantial burdens. The City is exploring programs that may help increase access to

affordable, accessible childcare for current and future West Hollywood families and community members. For more information, please see [Exploration of Childcare Needs & Potential Support](#).

Grants in the Schools

Local schools face budget constraints, affecting students from preschool to high school. Schools struggle to cover costs for educational materials, cultural programming, field trips, and professional development. Limited resources force schools and service organizations to prioritize funding. Schools have requested help with various projects, some needing larger grants. The City is exploring programs to address these unmet needs in West Hollywood. For more information, please see [Grants in the Schools Program Budget and Structure](#).

Resources for Immigrants and Asylum Seekers

LGBTQ+ immigrants and asylum seekers often resettle in the U.S. without essential support networks because they are fleeing violence experienced in their families or communities of origin. West Hollywood has a longstanding Russian-speaking immigrant community, now including those displaced by war and persecution. The City is expanding services like temporary shelter and other critical support to address the evolving needs of this community.

For more information, see [Immigration Services in Response to Threats and Actions by the Trump Administration](#) and [Resources for Immigrants From the Former Soviet Union](#).



CITY EXPECTATIONS AND REQUIREMENTS

EXPECTATIONS OF FUNDED ORGANIZATIONS

The City of West Hollywood collaborates with providers to ensure effective service delivery. City staff oversee contract compliance, provide guidance on program operations, plan for future needs, and address community concerns. Organizations awarded City funds are responsible for meeting all contract terms and conditions. Applicants are expected to seek assistance when needed, communicate concerns with City staff, collaborate with other City partners, inform City staff of program activities and community needs, and comply with all contracting requirements. Although the RFP seeks proposals for a three-year program, performance evaluations and program monitoring will be conducted annually to ensure compliance and to verify that contractors are meeting their contractual obligations.



Contractors must maintain consistent service levels year-round, regardless of challenges such as staff turnover. City funding is allocated proportionally and should not be the sole or primary source of an organization's funding. City funding amounts are determined based on the percentage of services provided to West Hollywood community members relative to the percentage of the program's budget requested from the City. West Hollywood encourages new applicants and the expansion of existing successful programs. Collaborative proposals are welcome;

however, one organization must serve as the fiscal agent for the group and take full responsibility for all City-required financial documentation and reporting.

City-funded agencies are expected to promote their programs and conduct outreach. Programs will be required to periodically deliver presentations to the City Council, Commissions, and Advisory Boards. This participatory process is managed by City staff, who also coordinate with other City departments to address the social services needs of West Hollywood community members.



ELIGIBLE APPLICANTS

The social services funding priorities range from immediate and long-term community needs. In response to community feedback and service gap analysis, the City will open the RFP to a wider range of qualified providers, no longer restricting the applicant pool to 501(c)(3) nonprofit organizations.

Eligible applicants for City grant funding include but are not limited to 501(c)(3) nonprofit organizations, private sector for-profit organizations and other types of businesses or entities may also be considered.

This shift is intended to encourage innovation, expand the pool of specialized services, and respond to evolving community needs. For example, this may include proposals that provide access to veterinary care or child-care, which are services that have been identified as priorities yet underrepresented in the nonprofit sector. The City's commitment to health equity, social justice, and responsive care remains unwavering as it moves forward with this next phase of investments in the community.

REQUIREMENTS FOR PROGRAMS AND FACILITIES

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 outlined in City contracts.
- Comply with the provisions of the West Hollywood [Living Wage Ordinance](#).
- Ensure no cost to participants - all direct contracted 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.

RFP PROCESS AND EVALUATION

OVERVIEW OF RFP PROCESS

The process for submitting and evaluating proposals aims 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.

REQUEST FOR PROPOSALS DATES & DEADLINES

To ensure transparency in the City’s funding process, there are multiple publicly noticed decision points to formalize funding recommendations for the City Council. Proposers are encouraged to attend public meetings where funding decisions are discussed, allowing for an open and fair process.

ACTIVITY	DATE
Human Services Commission reviews and provides input on Request For Proposals (RFP) draft	Tuesday, March 11, 2025
City Council approves the RFP document	Monday, April 21, 2025*
City Releases RFP	Friday, April 25, 2025*
Pre-Bidder’s 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
Questions and Inquiries Related to RFP Deadline	Thursday, May 22, 2025
The Human Services Commission reviews the evaluation rubric	Tuesday, May 13, 2025*
RFP Deadline	Thursday, June 5, 2025, at 11:59 P.M.
Human Service Commission Meeting Discusses Proposals (televised meeting)	Tuesday, July 8, 2025*
Human Service Commission and City Staff Review Funding Recommendations (televised meeting)	Tuesday, July 22, 2025*
The City Council receives funding recommendations	Monday, August 18, 2025*
Human Services contract cycle begins	Wednesday, October 1, 2025

*Times and locations may change and will be posted on www.planetbids.com

QUESTIONS AND INQUIRIES RELATED TO RFP

The City will respond to questions and requests for clarification of the RFP. Please submit requests on www.planetbids.com, under the Q & A tab. No verbal or email questions will be accepted. Please reference the specific RFP page number, paragraph, including the quoted passage. **The deadline for submitting questions is Thursday May 22, 2025.** All questions and responses will be posted on www.planetbids.com the following Thursday, May 29, 2025.

Beyond the Q & A period moderated through Planet Bids, (as described above), City Human Services staff will not answer any questions or provide clarifications during the RFP process.

EVALUATION

All proposals will undergo a technical compliance review to ensure they meet city requirements and include all required documents as described in the proposal checklist. Full compliant proposals will be eligible for funding consideration through the evaluation and rating process.

The evaluation process takes into context how well each proposal aligns with community needs and available resources. The City will evaluate 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
Required Documents (See Proposal Checklist)	5
Organization's Service History	10
Priority Populations	5
Program Description	40
Program Objectives & Evaluation Methods	25
Budget and Budget Narrative	15
TOTAL	100



Funding award recommendations consider how each proposal relates to others offering similar services and cost estimates. While cost is a key factor, the lowest bid may not be the most competitive. The evaluation process will also assess the proposer's experience, effectiveness, and potential impact to ensure the best outcomes.

Throughout the selection process proposers will be notified via email regarding their proposal status. To ensure transparency in the City's funding process, there are multiple publicly noticed decision points to formalize funding recommendations to the City Council including mandatory public hearings for the proposer to attend. These hearings provide an opportunity for proposers to understand the decision-making process, and address concerns before final funding determinations are made.

SITE VISITS

All new proposers must undergo a site visit as part of the evaluation process. For current or past contractors, the City reserves the right, at its sole discretion, as to whether a site visit may be required. Site visits may include discussions with program staff, volunteers, clients and board members. All site visits will be conducted prior to funding recommendations and awarding contracts.

CITY RESERVATIONS AND CONDITIONS

- 1. The City reserves the right to modify the RFP or extend the submission deadline if, in the City's sole judgement, such action is in its best interests.**
- 2. The City reserves the right to reject all, or any, of the proposals it receives.**
- 3. The City reserves the right to request additional information or documentation during the RFP evaluation process.**
- 4. The City will not reimburse any costs incurred in preparing a response to this RFP.**
- 5. The proposal should always include the applicant's best terms and conditions, though the City reserves the right to negotiate.**
- 6. All proposals accepted by the City of West Hollywood 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 once the City has negotiated an agreement, with the exception of these elements which are identified by the Contractor as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary" Each element of a proposal which the contractor desires not to be considered a public record must be clearly marked as set forth above. If disclosure is required under the California Public Records Act or otherwise by law, the City will make an independent determination and retain confidentiality to the extent permitted by the Public Records Act.**

PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS

RFP SUBMISSION

All proposals shall be submitted via www.planetbids.com.

Proposals are due no later than 11:59 p.m. on Thursday, June 5, 2025.

Any proposals received after the deadline will not be considered. Submitted materials will not be returned and become the property of the City.

PROPOSALS MUST BE NAMED IN THE FOLLOWING FORMAT:

AGENCY_2025_PROGRAM_NAME.pdf
(e.g., RAINBOW_2025_STREET_MEDICINE.pdf)

Proposers will be notified via email regarding public hearings, funding recommendations and decisions.

SUBMISSION INSTRUCTIONS

To successfully complete and submit the RFP proposal review each section and ensure all components are addressed. Ensure all RFP Forms are completed and attached, review the budget for accuracy and ensure financial details align with the narrative.

The RFP proposal must be submitted in the following order.
Each document is available for download via the link.

PROPOSAL ELEMENT	FORMS
Cover Page	PDF Link
Proposal Checklist	PDF Link
State of Applicant's Eligibility	PDF Link
Proposal Narrative <ul style="list-style-type: none">• Organization's Service History• Priority Populations• Program Description<ul style="list-style-type: none">• Visual Representation of the Program• Scope of Services• Program Objectives and Evaluations Methods	PDF Link
Proposal Narrative <ul style="list-style-type: none">• Budget Form• Budget Narrative	PDF Link
Agency and Program Income Summary <ul style="list-style-type: none">• Summary of Government Grants and Contracts	PDF Link

Below are additional documents provided for reference. These materials contain important information related to the City's contract template and supporting documentation that may assist in the completion and understanding of contract requirements.

- [Social Services Contract](#)
- [West Hollywood Funded Social Services Agencies 2024-25](#)
- [City's Human Services Accounting Handbook](#)

PROPOSAL NARRATIVE

The proposal consists of a Proposal Narrative that is limited to 10 written pages or less (1.5-spaced, 12-point Arial font). The proposal must include the following components to be complete:

- 1. Organization's Service History**
- 2. Priority Populations**
- 3. Program Description**
- 4. Program Objectives & Evaluation Methods**



1. Organization's Service History (10 points)

- A.** Describe your organization's experience in delivering social services and the types of services provided.
- B.** Specify the populations served by your organization, including West Hollywood community members and/or priority populations, if applicable.
- C.** Report the total number of new and unduplicated individuals served annually by your organization, including demographics (i.e. age, gender, language) and specifying those who identify as Black, Indigenous, and People of Color (BIPOC).
- D.** Describe your organization's experience managing government contracts. If applicable, include experience contracting with a city.



2. Priority Populations (5 Points)

- A. Describe the West Hollywood priority population(s) your program intends to serve.
- B. How will you engage these priority populations in West Hollywood, specifying methods for each referenced population.
- C. Explain how your program will enhance access to services for West Hollywood community members who identify as Black, Indigenous, and People of Color (BIPOC).

3. Program Description (40 Points)

- A. Describe the proposed program service delivery process from start to finish, including client eligibility, key interventions, retention strategies, number of clients to be served (scope of services), and overall client engagement practices.
 - i. Narrative: Include a narrative description of the process.
 - ii. Visual Representation of the Program: Include a visual diagram (i.e. logic model, flowchart, etc.) to show how your program works. The visual should clearly depict the relationships between inputs, activities, outputs, and outcomes.

For tips on creating a logic model, please see the following guide from the Centers for Disease Control and Prevention: [Developing and Using a Logic Model](#). (Excluded from the total narrative page count)

- iii. The Scope of Services outlines the proposed program's service categories, units of services, and numerical goals. A Scope of Services should reflect a one-year period. Please complete a Scope of Services illustration to reflect the program service delivery and number of clients to be served. (Excluded from the total narrative page count).

[Scope of Services Sample](#) and [Scope of Services Template and Instructions](#)

- B.** Urgent funds are a one-time support intended to address immediate client needs with minimum barriers. Eligible uses include, but are not limited to, food or hotel vouchers, one time utility bills, car repairs, emergency clothing, citations, transportation assistance, and lost or stolen documents. Average urgent fund budgets range from \$1,000–\$2,000 per contract year.

If your project plans to use urgent funds, please describe how they will be used, what types of needs they will address, and how their use will support your program’s goals. Include details on distribution, tracking, and integration into overall service delivery. Urgent funds must be included in the Scope of Services.

- C.** Please identify the key partnerships that will support the success of your program. Describe how your program will collaborate with City-contracted agencies, emergency services, and other partners through coordinated referrals, warm handoffs, follow-up, and ongoing communication.
- D.** Describe how your program will engage community members with limited social media access, including strategies for in-person outreach, printed materials, and inclusive communication.

- E.** Describe your plan to ensure services are accessible to all community members.

- i.** Describe accommodation for individuals with disabilities.
- ii.** Explain how services will be provided to Russian, Spanish and other languages, including translation of materials.
- iii.** If your primary service location is outside of West Hollywood, please describe how community members will access services.



- F.** Provide descriptions of the roles and responsibilities for all staff positions being requested for funding, such as program and administrative staff, and upper management.
 - i.** Outline your plans for ongoing staff training and professional development.
 - ii.** Explain how people with lived experience are incorporated in your staffing.
 - iii.** Describe plans for maintaining service continuity during staff vacancies.
- G.** 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.

4. Program Objectives and Evaluation Methods (25 Points)

Applicants should establish realistic objectives that correspond with the proposed services, outline expected outcomes and identify key metrics to measure progress. These objectives should be connected to the program services in the Scope of Work and demonstrate measurable improvement in community member well-being.

A. Program Objectives

- i. Describe the intended health, social, or economic improvements the program aims to achieve. Examples may include, but are not limited to improving housing stability, preventing illness, enhancing independent living skills, encouraging behavior change, etc.
- ii. Define at least two specific, measurable objectives your program will accomplish within one year. Each objective should describe who will be impacted, what change will occur, and by when. Objectives should focus on measurable improvements in behavior, health status, or well-being.
- iii. Outline the strategies and steps your program will take to meet these objectives within the proposed timeframe and budget. Consider the available resources, staff, and timeline to ensure successful implementation.

B. Evaluation Methods

- i. Describe how your agency will evaluate the overall effectiveness of the program. Include internal quality assurance processes, program performance management, or quality improvement initiatives.
- ii. Describe how your agency will adjust or improve the program if there are challenges in achieving the proposed numerical service goals and/or program objectives.
- iii. Explain how qualitative feedback will be incorporated into program evaluation to produce service enhancements over time. Include the role of program participants in the evaluation of services.





BUDGET FORM AND BUDGET NARRATIVE (15 Points)

Proposers must submit a **budget form** and **budget narrative** to describe costs in detail. If a proposer submits multiple proposals with the City, a separate budget must be completed for each proposal.

1. Budget Form

Please review the instructions in this section before completing the budget form. Applicants must reference the [Budget RFP Form](#) and submit a budget that follows the format and structure provided in the sample. All submissions should mirror the layout, categories, and level of detail outlined in the Budget RFP Form.

Each budget submission must be signed by both the Fiscal Officer and the Executive Director/Chief Executive.

A. City Funding and Cost Share

A key component of the budget submission is demonstrating how funds are allocated between City funding and shared with 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 cost shared with 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. The \$50,000 represents the cost share in this case.

B. Budget Template

Report all costs associated with the program for a twelve-month period, across the following budget categories:

- i. Personnel (salaries and fringe benefits, including administrative personnel that directly support the project)
- ii. Facility Costs (rent, utilities, maintenance)
- iii. Program Expenses
- iv. Indirect Costs (capped at 10% of the City-funded budget)
- v. Urgent Funds (if applicable, for direct client needs)
- vi. Equipment (City funds may not be used to purchase equipment over \$500)
- vii. Personnel Costs



Applicants must list staff positions assigned to the project, including title, monthly salary, project time percentage, and employment duration. For City-funded positions, itemize fringe benefits by type and percentage: health insurance (Medical/Dental), payroll taxes, retirement contributions, and Workers' Compensation. Do not include sick leave, vacation, or holidays as fringe benefits in this section.

C. Indirect Costs (Overhead) – Maximum 10%

Indirect costs generally encompass administrative and overhead expenses that are essential for the program's operation but are not directly associated with a specific service. These costs are reimbursable by the City up to a limit of 10% of the City-funded budget. Typical indirect costs include:

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

It is imperative that the basis for calculating indirect costs is clearly documented. If any salaries, such as those for accounting staff or the Executive Director, are already included as direct costs, they cannot be claimed under the indirect cost rate.

Depreciation and other non-cash expenses are excluded from the indirect cost pool.

2. Budget Narrative

The budget narrative offers a concise explanation of the budgeted expenses. Applicants **should not exceed one page** (12-point Arial font), covering the following applicable elements:

- A. Facility Costs:** List the site-related expenses, including rent, utilities, janitorial services, security, and any other relevant costs. Clearly explain how rent and utility costs are allocated.
 - i. 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).
- B. Program Expenses:** Provide an explanation of their purpose and include cost estimates for each item.
- C. Indirect Costs:** Clearly document the basis for calculating indirect costs.
 - i. Example:** Indirect costs are calculated at 10% of the total budget, covering administrative salaries, office space maintenance, and IT support.
- D. Urgent Funds (if applicable):** List the related cost expenditures and items you intend to use for one-time client needs.
 - i. Example:** 5 clients x \$100 gas cards, 5 clients x \$100 for parking citations.
 - ii.** Urgent funds are subject to City approval
- E. Consultant and Subcontractor Services (if applicable):** Provide a concise explanation, including hourly rates and total projected costs.
 - i. Example:** A consulting licensed mental health professional will provide supervision for eight intern mental health workers and eight staff members.
 $8 \text{ hours/week} \times \$100/\text{hr.} \times 52 \text{ weeks} = \$41,600$
- F. Fee for Service (if applicable):** Provide an explanation of costs associated with delivering specific services to clients, how payment based is determined based on the quantity and type of services rendered. Clarify the fee structure, such as whether fees are charged per unit of service (e.g., hourly rate, per visit, or per procedure).



AGENCY PROGRAM INCOME SUMMARY

- A. Complete the Agency Program Income Summary Form. The Template can be accessed here, please click on [Agency Program Income Summary Template](#).

- B. Summary of Government Grants and Contracts
 - i. Please provide dollar amounts and a brief description of the scope of work for government grants.

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

