

**CITY OF WEST HOLLYWOOD  
REQUEST FOR PROPOSALS (RFP)  
AGENCY DEVELOPMENT**



The City of West Hollywood supports agency development for social service agencies by increasing their capacity to deliver quality programming to community members. Capacity building can enhance an organization's infrastructure and aid in developing long-term solutions to obstacles.

***Social Service agencies that are currently contracted with the City of West Hollywood may apply for funds of up to \$10,000 to strengthen key areas within the organization.*** These areas can include: *leadership, board and staff development, grant acquisition, strategic planning, and communications.*

Expenditures can include but are not limited to the costs of consultants, in-person and online training, and instructional materials. Agencies with multiple West Hollywood contracts may apply for agency development funding specific to an individual program.

Agencies may not apply for funds to create new programs, expand upon existing programming, or hire personnel. Other restrictions include purchasing equipment, software licenses, memberships and long-distance travel. An agency must seek an outside contractor or consultant and cannot use funds to compensate internal staff.

**Applications are due by 5:00 PM on November 9, 2018.**

The Proposer will submit:

- One original, and three copies to:

Yvonne Quarker, City Clerk  
City of West Hollywood  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069

Applicants will be notified by November 30 and funds will be dispersed in December. Responses received after that time and date will not be considered.

For a full copy of the RFP with detailed instructions, please contact the Social Services Division at 323-848-6510 or visit the City's RFP/RFQ/BID web page at <http://www.weho.org/rfp>.

If you have questions that are not answered in this application, please contact David Giugni, Social Services Manager, at [dgiugni@weho.org](mailto:dgiugni@weho.org) or 323-848-6410.

AFFIDAVIT OF POSTING

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I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

Date: October 10, 2018  
Signature: Alyson T. Pottelator