



COMMUNITY DEVELOPMENT COMMISSION

County of Los Angeles

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Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson

Executive Director

March 30, 2004

Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVE A COMMUNITY DEVELOPMENT BLOCK GRANT ADVANCE
CONTRACT AMENDMENT WITH THE SOUTH BAY LATINO
CHAMBER OF COMMERCE (2)
(3 Vote)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve Amendment No. 3 to Community Development Block Grant (CDBG) Advance Contract No. 101325 with the South Bay Latino Chamber of Commerce, to increase the contract amount by \$15,000, from \$87,500 to \$102,500, for operating expenses of the Lennox Business Outreach Program, using CDBG funds allocated to the Second Supervisorial District, effective from the date of Board approval to June 30, 2004.
2. Instruct the Executive Director of the Community Development Commission, on behalf of the County of Los Angeles, to execute four copies of the attached standard CDBG Advance Contract Amendment and all necessary amendments thereto.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

On May 27, 2003, your Board approved the 2003-2004 One-Year Action Plan for the Twenty-ninth Program Year (July 1, 2003 through June 30, 2004) to receive CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the purposes of meeting the County's housing and community development needs. The proposed CDBG Advance Contract Amendment is consistent with the purposes set forth in the Action Plan.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The proposed CDBG Advance Contract will be amended to increase the contract amount by \$15,000, from \$87,500 to \$102,500, using CDBG funds allocated to the Second Supervisorial District.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The South Bay Latino Chamber of Commerce operates the Lennox Business Outreach Program, which provides technical assistance to approximately 100 businesses in the unincorporated Lennox area. Through workshops and one-on-one consultations, the Lennox Business Outreach Program provides information to Lennox-area businesses regarding how to form a non-profit organization, market a business, and develop a business plan. In addition, the program conducts community outreach activities to distribute information about State and County tax incentive programs for area businesses, loan programs, and Community Development Commission business façade improvement programs.

The original contract was approved by your Board as part of the 2003-2004 One-Year Action Plan, and became effective July 1, 2003. The contract was administratively amended twice. The additional CDBG funds will be used for personnel costs for the salary and benefits of two full time field project coordinators and four part time field coordinators. Non-personnel funds will be used to purchase office equipment and to help pay for operating expenses. The project is located at 13545 Hawthorne Blvd., #201, unincorporated Hawthorne.

Should the agency require additional or replacement personnel during the term of the contract, it will give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program who meet the minimum qualifications for the open positions. The agency will contact the County's GAIN Division for a list of participants by job category.

The minority and female composition of the Board of Directors and staff of the South Bay Latino Chamber of Commerce is provided with this letter as Attachment A.

The attached standard CDBG Advance Contract Amendment is being presented in substantially final form, and will be effective following approval as to form by County Counsel and execution by all parties.

Honorable Board of Supervisors

March 30, 2004

Page 3

IMPACT ON CURRENT PROJECT:

The project meets HUD national objectives by providing technical services to businesses located in a low- to moderate-income area.

Respectfully submitted,

CARLOS JACKSON
Executive Director

Attachments: 2

ATTACHMENT A

APPROVE COMMUNITY DEVELOPMENT BLOCK GRANT ADVANCE CONTRACT AMENDMENT WITH THE SOUTH BAY LATINO CHAMBER OF COMMERCE (2)

Participation of Minorities and Women

Board of Directors

Total: 16
5 Minorities
6 Women
31% Minority
38% Women

Employees

Total: 39
18 Minorities
34 Women
46% Minority
87% Women

The Commission encourages the participation of minorities and women in the contract award process including: providing information about the Commission at local and national conferences; conducting seminars for minorities and women regarding the Commission's programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations which represent minorities and women. The above information has been voluntarily provided by the South Bay Latino Chamber of Commerce.

The recommendation to approve the CDBG Advance Contract with the South Bay Latino Chamber of Commerce is being made in accordance with federal regulations, and without regard to race, creed, color, gender, religion or sexual orientation.

**COUNTY OF LOS ANGELES
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
ADVANCE CONTRACT
AMENDMENT NUMBER 3**

Project Title: LENNOX BUSINESS OUTREACH PROGRAM

Project Number: 600378-03

CONTRACT NUMBER: 101325

THIS AMENDMENT TO CONTRACT made this _____ day of _____ 2004, by the County of Los Angeles, hereinafter called the "County," acting by and through the Community Development Commission of the County of Los Angeles, and the South Bay Latino Chamber of Commerce, hereinafter called the "Operating Agency."

WITNESSETH THAT:

WHEREAS, the County and the Operating Agency previously entered into a Community Development Block Grant Program Advance Contract, Contract Number 101325, Community Development Project Number 600378-03, dated July 1, 2003, and amended December 17, 2003 and December 22, 2003; and

WHEREAS, County and Operating Agency desire to amend the Contract in order that Operating Agency may better administer the project.

NOW, THEREFORE, in consideration of the mutual undertakings herein, the parties agree that the Contract be amended as follows:

1. COMPENSATION AND METHOD OF PAYMENT has been amended to show the following: one hundred and two thousand and five hundred dollars **(\$102,500)**. This is an increase of fifteen thousand dollars **(\$15,000)** to the project amount. An amended Exhibit A, Project Description, is attached hereto and incorporated herein, and substituted in its entirety for the previously attached Exhibit A.
2. BUDGET SECTION is amended to reflect the new compensation amount of: one hundred and two thousand and five hundred dollars **(\$102,500)**.
3. All other terms and conditions of the Agreement shall remain the same and in full force and effect.

IN WITNESS WHEREOF, the County and the Operating Agency, through their duly authorized officers, have executed this amendment as of the date first above written.

COUNTY OF LOS ANGELES

SOUTH BAY LATINO CHAMBER OF
COMMERCE

Operating Agency

By: _____
CARLOS JACKSON, Executive Director
Community Development Commission
of the County of Los Angeles

By: _____
Title: _____

APPROVED AS TO FORM:

APPROVED AS TO PROGRAM:

LLOYD W. PELLMAN
County Counsel

CARLOS JACKSON, Executive Director
Community Development Commission
of the County of Los Angeles

By: _____
Deputy

By: _____
Director, CDBG

EXHIBIT A

Community Development Commission County of Los Angeles Project Description and Activity Budget

Contract No. 101325
PROJECT

Version 3

OPERATING AGENCY

Project No.: 600378-03
Title: Lennox Business Outreach Program

Organization
Name: South Bay Latino Chamber of
Commerce

Funding Period: From 7/1/03 To 6/30/04

Type: CBO

Jurisdiction: 2nd District

CDC Program Mgr: Maria Torres

Project Administration

Candy Saenz, President/CEO
13545 Hawthorne Blvd. #201
Hawthorne, CA 90250
(310) 676-2568

Eligibility Summary

Funding Source: CDBG

HUD Code: 18B ED Direct: Technical Assistance

Eligibility Citation: 570.203(b)

National Objective: LMA Low/Mod Area

Nat. Objective Citation: 570.208(a)(1) (i)

Est. Accomplishments: 100 Performance Indicator: Businesses

Activity Summary

This project will enable the Lennox Business Outreach Program (LBOP) to fund two full time project Coordinators and four part time personnel to provide technical assistance training to businesses of the Lennox Project area through workshops, training, one-on-one consultations.

The technical assistance training will provide information to community members of the project area such as how to form a non-profit organization, how to market your business, and how to develop a business plan. In addition, the project coordinator will provide community outreach activities to distribute information about State, County, tax incentive programs for area businesses, loan programs, and Community Development Commission facade improvement programs.

CDBG funds will be used for the salary and benefits of two full time field project coordinators and four part time field coordinators. Non-personnel funds will be used for paper shredder, fax machine, one computer, one monitor, software, printing and office supplies. Funds will also be used for rent, utilities, insurance, workers compensation, disability and liability, and bank services, payroll, tax services.

LBOP is 100% CDBG funded, therefore all equipment will be used solely for CDBG activities. In the event project staff is unable to provide specialized training or technical assistance, LBOP will utilize pro-bono

consultants and if need be, paid consultants will be used for the purpose of providing technical assistance training to businesses by holding off site seminars. Technical assistance will be provided through client contacts with businesses at monthly meetings, individual consultations and workshops.

Special Conditions

The Operating Agency will maintain an up-to-date inventory list of all non-expendable property items for which they are responsible. The following items should be included in the list: description of property, serial or ID number, source of funds that purchased the item, date of purchase, cost, location, condition of property, and date of disposal and sale price.

The Operating Agency must maintain payroll and time and attendance records signed by the employee and approved by the supervisor. Time distribution records will also be kept by program and shall account for total work time on a daily basis for all employees.

The Operating Agency will comply with procurement standards outlined in, 24 CFR, Part 84, Section 84.44, entitled Procurement Procedures, for the purchase of all goods and contracted services using CDBG or ESG funds.

The Operating Agency shall execute a professional services agreement with each consultant/contractor prior to incurring any costs or distributing any CDBG or ESG funds, in compliance with federal contractual requirements.

Special Economic Development Activities eligible under 570.203 must comply with the selection and evaluation requirements under 570.209.

Contracted Services/Subrecipients

The following consultants/subrecipients will provide duties and tasks: Bookkeeping, Tax preparation, Banking services, Payroll Services, and all insurance coverages.

Consultants to provide off-site technical assistance.

Funding Summary

Formula Grant Funding

<u>Cost Category</u>	<u>Amount</u>
Personnel	\$77,500
Non-Personnel	\$25,000
Total	\$102,500

Service Area/Site Address(es)

Region	CT/BG	Total Pop.	Low/Mod Pop.
Lennox	6015.01-0	1,330	787
Lennox	6015.02-0	2,725	1,838
Lennox	6016.00-0	3,798	2,638
Lennox	6017.00-0	4,252	3,293
Lennox	6018.00-0	4,859	3,174
Low/Mod %	69.15%	Totals	16,964
			11,730