



County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746  
Tel (562) 908-8400 • Fax (562) 908-0459



BRYCE YOKOMIZO  
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LISA NUÑEZ  
Chief Deputy

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July 18, 2006

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

Dear Supervisors:

**RECOMMENDATION TO APPROVE A CONTRACT  
FOR HOUSING LOCATORS SERVICES FOR  
THE HOMELESS CALWORKS WELFARE-TO-WORK FAMILIES  
AND  
THE HOUSING LOCATOR CONSULTANT SERVICES FOR  
GENERAL RELIEF SINGLE ADULTS  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Mayor to sign the attached contract with Weingart Center Association (WCA) for Housing Locators Services for Homeless CalWORKs Welfare-to-Work (WtW) Families in Service Planning Area (SPA) 4; and for Housing Locator Consultant Services for General Relief (GR) Single Adults countywide, commencing August 1, 2006 or the day after Board approval, whichever is later, through July 31, 2007, with County option to extend for two additional one-year periods. The contract maximum amount for the first year is estimated at \$728,027 of which \$528,027 is for Housing Locators Services for Homeless CalWORKs WtW Families, fully funded by CalWORKs Single Allocation and \$200,000, fully funded with County General Fund, is for Housing Locator Consultant Services for GR Single Adults.

*"To Enrich Lives Through Effective And Caring Service"*

2. Approve and instruct the Mayor to sign the attached contract with Del Richardson & Associates (DRA) for Housing Locators Services for Homeless CalWORKs WtW Families for SPAs 1 through 3, and 5 through 8, commencing August 1, 2006 or the day after Board approval, whichever is later, through July 31, 2007, with County option to extend for two additional one-year periods. The first year contract maximum amount for this contract is estimated at \$4,365,250.
3. Delegate authority to the Director of the Department of Public Social Services (DPSS), to exercise the County's option to extend both contracts for two additional one-year periods in accordance with the terms of the contracts, in the projected amount of \$4,893,277 per fiscal year for Housing Locators Services for Homeless CalWORKs WtW Families and a projected amount of \$200,000 per fiscal year for Housing Locator Consultant Services for GR Single Adults.
4. Delegate authority to the Director, DPSS, to prepare and sign amendments to the contract for an increase of no more than ten percent, cumulative for the term of the contract, of the original contract amount and is necessitated by additional and necessary services that are required in order for the contractor to comply with changes in federal, State, or County requirements. The approval of the Chief Administrative Office (CAO) and County Counsel will be obtained prior to executing such amendments, and the DPSS Director will notify the Board and the CAO in writing within ten business days after execution.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On any given night, the overall homeless population in Los Angeles County is near 90,000 persons; of these an estimated 19,882 persons are in families. One of three overarching factors contributing to the homeless crisis is a lack of permanent, affordable housing in Los Angeles County. One of the "key" strategies developed by the CAO and participating departments was to hire housing locators to assist clients in overcoming barriers to obtaining and maintaining permanent housing.

On December 20, 2005, the Board motioned to endorse the discharge policy recommendations as prepared by the CAO in collaboration with various departments, which strategically address the chronically homeless population; contracting with expert housing locators to work with County Departments; and assisting in securing appropriate housing for the homeless or at-risk of homelessness.

On April 4, 2006, the Board approved the GR Housing Subsidy and Case Management Pilot to serve approximately 900 homeless GR participants by providing housing locator services to identify and assist with maintaining housing. As a result, DPSS would

contract out housing locator consultant services to assist County staff in operating the GR Housing Subsidy and Case Management Pilot with the placement of homeless GR Single Adults in affordable rental housing in Los Angeles County.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #5: Children and Families' Well-Being: to improve the well-being of children and families in Los Angeles County as measured by the achievements in the five outcome areas adopted by the Board: good health; economic well-being; safety and survival; social and emotional well-being; and educational/workforce readiness.

**FISCAL IMPACT/FINANCING**

The estimated maximum annual cost for both contracts is \$4,893,277. Funding for Housing Locators Services for Homeless CalWORKs WtW Families has been included in the Department's FY 2006-07 budget. There is no additional NCC after the required CalWORKs Single Allocation MOE is met. Funding for future years will be included in the Department's budget requests.

The estimated annual amount for Housing Locator Consultant Services for GR Single Adults is \$200,000, fully funded with County General Fund.

The contract with WCA is estimated at \$528,027 annually for Housing Locators Services for the Homeless CalWORKs WtW Families and \$200,000 for Housing Locator Consultant Services for GR Single Adults.

The contract with DRA is estimated at \$4,365,250 annually for Housing Locators Services for the Homeless CalWORKs WtW Families.

Both contractors will be paid a fixed fee for each successful placement into permanent affordable housing and a Retention Fee which is 50 percent of the Placement Fee for maintaining the family in the same rental housing unit for six consecutive months. The number of participants estimated to be placed into permanent housing in the first year is 1,488.

Additionally, both contractors will be paid a one-time Landlord Assistance Fee of \$750 for each family that remains in the same rental housing unit for six (6) consecutive months.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The term of both contracts will commence on August 1, 2006, or the day after Board approval, whichever is later, and will continue through July 31, 2007.

Both contractors are required to provide housing locator services for homeless CalWORKs WtW families such as, locating affordable permanent rental housing in residential neighborhoods, negotiate rental agreements with landlords, transporting homeless families to rental locations, and moving homeless families into affordable rental housing within sixty calendar days from the referral date.

The service contract to provide housing locator consultant services for GR single adults requires WCA to develop, maintain, and provide a monthly database of bona fide available rental housing units willing to rent to homeless GR single adults countywide. In addition, the contractor will assist County staff in the GR Housing Subsidy and Case Management Pilot with the placement of homeless GR single adults in affordable rental housing in Los Angeles County.

These contracts will not result in the unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations. The contracts include performance outcome measures that will measure the contractors' performance.

The County may terminate for convenience these contracts with 30 calendar days written notice. The contracts also contain provisions that limit the County's obligation if funding is not appropriated by your Board for each year of the contracts.

Since the recommended contracts require housing locator resources to serve the homeless CalWORKs WtW families and housing consultant services to serve the homeless GR single adults which are not routinely performed by County staff, these contracts are non-Prop A contracts.

### **CONTRACTING PROCESS**

The services for Housing Locators Services for Homeless CalWORKs WtW Families and Housing Locator Consultant Services for GR Single Adults were solicited through a competitive process consistent with State regulations.

In February 2006, an Interest Letter was advertised in fourteen publications. On March 6, 2006, DPSS issued a Request for Proposal (RFP) for Housing Locators Services for Homeless CalWORKs Families and Housing Locator Consultant Services for GR Single Adults. The RFP was advertised in fourteen newspaper publications, posted on DPSS' and L.A. County's Website, and mailed to 98 interested vendors.

On April 10, 2006, DPSS received two timely proposals: 1) Weingart Center Association (WCA) submitted a proposal for Housing Locators Services for Homeless CalWORKs WtW Families for SPA 4 and for Housing Locator Consultant Services for GR Single Adults countywide; and 2) Del Richardson & Associates (DRA) submitted a proposal for Housing Locators Services for Homeless CalWORKs WtW Families for all eight SPAs and for Housing Locator Consultant Services for GR Single Adults countywide.

Based on the fact that only two proposals were submitted, DPSS, pursuant to State regulations, could have either cancelled the RFP or proceeded by way of negotiation under the regulatory theory that competition is determined to be inadequate. Based on the latter determination, DPSS proceeded to negotiate with these proposers/entities in an effort to procure these needed services.

Generally the contract term for such contracts procured by negotiation is one year. DPSS, however, received approval from the State to extend the contract term for two additional one-year periods subject to the availability of funds, the program's success and each contractor's performance.

#### **IMPACT ON CURRENT SERVICES**

The award of these contracts will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

#### **CONCLUSION**

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter and four original signed copies for each of the contracts to the Director of DPSS.

Respectfully submitted,



Bryce Yokomizo  
Director

BY:vn

Attachments

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors