COMMUNITY DEVELOPMENT COMMISSION
of the 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

February 20, 2007

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 COMMUNITY DEVELOPMENT BLOCK GRANT REIMBURSABLE CONTRACT AMENDMENT WITH THE SALVATION ARMY (BELL SHELTER) (1)
(3 Vote)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the approval of the amendment to Community Development Block Grant (CDBG) Reimbursable Contract is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activity is not defined as a project under CEQA.

2. Approve Amendment No. 1 to CDBG Reimbursable Contract No. 72622 with The Salvation Army (Bell Shelter) presented in substantially final form, to increase the amount by $20,000, from $16,800 to $36,800, for personnel expenses, using CDBG funds allocated to the First Supervisorial District, to be effective following approval as to form by County Counsel and execution by all parties, through June 30, 2007.

3. Instruct the Executive Director of the Community Development Commission to execute the standard CDBG Reimbursable Contract Amendment, in substantially the form of the attached, and all necessary amendments thereto on behalf of the County of Los Angeles.

JUSTIFICATION/PURPOSE OF RECOMMENDED ACTION:

On May 25, 2006, your Board approved the 2006-2007 One-Year Action Plan for the Thirty-third Program Year (July 1, 2006 through June 30, 2007) to receive CDBG funds from the U.S. Department of Housing and Urban Development (HUD) to meet the County's housing and community development needs. The proposed Reimbursable 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 Reimbursable Contract Amendment will be funded with a total of $20,000 in CDBG funds allocated to the First Supervisorial District.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Bell Shelter serves 100 homeless persons and provides temporary housing, showers, food, beds, recreational activities, counseling, AIDS awareness and prevention classes, vocational and academic skills training, on-the job training and drug/alcohol counseling and testing. The additional CDBG funds will be used to pay a portion of staff salaries. The project is located at 5600 Rickenbaker Road, City of Bell.

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 for The Salvation Army is provided with this letter as Attachment A.

The CDBG Contract Amendment is presented as Attachment B and will be effective following approval as to form by County Counsel and execution by all the parties.

ENVIRONMENTAL DOCUMENTATION:

The proposed activity is exempt from the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3), because it involves administrative activities that will not have a physical impact or result in any physical changes to the environment. The activity is also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant

environment.

IMPACT ON CURRENT PROJECT:

The project meets the HUD national objective of serving at least 51 percent low- and moderate-income persons.

Respectfully submitted,

for CARLOS JACKSON
Executive Director

Attachments: 2

ATTACHMENT A

APPROVE CDBG REIMBURSABLE CONTRACT AMENDMENT WITH THE SALVATION ARMY –BELL SHELTER (1)

Participation of Minorities and Women

Board of Directors		Employees	
Total:	11	Total:	54
3	Minority	46	Minority
3	Women	25	Women
27%	Minority	85%	Minority
27%	Women	46%	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 Salvation Army (Bell Shelter).

The recommendations to award the CDBG Reimbursable Contract Amendment to the Salvation Army (Bell Shelter) 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
REIMBURSABLE CONTRACT
AMENDMENT NUMBER 1

Project Title: SALVATION ARMY BELL SHELTER

Project Number: E96111-06 CONTRACT NUMBER: 101621

THIS AMENDMENT TO CONTRACT made this _____ day of _____ 2003, 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 The Salvation Army (Bell Shelter), hereinafter called the "Operating Agency."

WITNESSETH THAT:

WHEREAS, the County and the Operating Agency previously entered into a Community Development Block Grant Program Reimbursable Contract, Contract Number 72622 , Community Development Project Number E96111-06, dated July 1, 2006; and

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

NOW, THEREFORE, in consideration of the mutual undertakings herein, the parties agree that said Contract Number 101621 be amended as follows:

1. **COMPENSATION AND METHOD OF PAYMENT**, has been amended to show the following: thirty-six thousand eight hundred dollars **($36,800)**. This is an increase of twenty thousand dollars **($20,000)** to the project amount.

2. **SECTION 6, BUDGET SECTION**, has been amended to reflect the new compensation amount of thirty-six thousand eight hundred dollars **($36,800)**.

3. All other terms and conditions of said Agreement shall remain 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

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

THE SALVATION ARMY
Operating Agency

By: _____

Title: _____

APPROVED AS TO FORM:

RAYMOND FORTNER, JR.
County Counsel

By: _____
Deputy

APPROVED AS TO PROGRAM:

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

By: _____
Director, CDBG

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

Contract No. 101621 Version 1

PROJECT	OPERATING AGENCY
Project No: E96111-06 Title: Salvation Army Bell Shelter Funding Period: 9/26/2006 To: 6/30/2007 Jurisdiction: 1st District	**Organization** Name: The Salvation Army (Bell Shelter) Type: CBO CDC Program Mgr: Maria Torres

Project Administration

Marina Lee, Business Manager
5600 Rickenbaker Road Building 2A-B
Bell, CA 90201

Eligibility Summary

Funding Source: CDBG
HUD Code: 03T Operating Costs of Homeless/AIDS Patients Programs
Eligibility Citation: 570.201(e)
National Objective: LMC
Nat. Objective Citation: 570.208(a)(2) (i) (A)
Est. Accomplishments: 100 Performance Indicator: People (General)

Activity Summary

This continuing project will provide temporary housing, showers, food, clean beds, recreational activities, counseling, AIDS awareness and prevention classes, vocational and academic skills training, on-the job training, drug/alcohol counseling and testing for 100 homeless persons for a total of 1,000 client contacts.

Clients at the Salvation Army Bell Shelter are allowed to stay in during the day for counseling, caseworker management, on-site computer lab, and other activities approved by management. Early morning breakfast is served. A nutritionally balanced lunch and dinner is provided to clients.

CDBG funds will be used to pay for personnel and non-personnel cost.

Special Conditions

The Operating Agency will maintain an up-to-date inventory list of all non-expendable property items costing $5,000 or more per unit and having a useful life of more than one year, unless the Operating Agency has adopted more stringent administrative policies and requirements. In these instances, the Operating Agency must adhere to their own administrative policies and requirements. The following elements should be included in the list:

* Description of property;
* Serial or ID number;
* Source of funds used for purchase;
* Date of purchase;
* Cost;
* Location;
* Condition of property;
* Date of disposal, and
* Sale price.

The Operating Agency must maintain payroll and time attendance records signed by the employee and approved by the supervisor. Time distribution records must reflect total work time on a daily basis by program and/or funding source, as applicable.

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 maintain during the term of this Contract and for a period of four (4) years after the expiration of the contract complete and adequate financial records and accounts as considered necessary by the Community Development Commission (CDC) to assure proper accounting for all program funds and to support all program expenditures. These records and accounts shall include, but not be limited to, the following:
* A double-entry General Ledger that supports the costs charged to the CDBG or ESG Program;
* Records documenting procurement of goods and services;
* Contracts for goods or services;
* Lease or Rental Agreements;
* Invoices;
* Billing Statements;
* Cancelled Checks;
* Timecards signed by employees and supervisors;
* Personnel Authorization Records;
* Payroll Registers;
* Payroll Tax Records;
* Bank Statements;
* Bank Reconciliations; and
* Documentation to support the allocation of costs.

Contracted Services/Subrecipients

None

Funding Summary

Cost Category	Amount
Personnel	$36,800.00
Total	**$36,800.00**

Location

Name: Salvation Army Bell Shelter

Address: 5600 Rickenbacker Rd., 2A-B

City: Bell

Service Area

Region	Population	Low/Mod Pop	
District 1	1,867,828	1,063,289	
Grand Total:	**1,867,828**	**1,063,289**	**56.93% Low/Mod**